



## **CONDITIONS SPECIFIED BY THE BOARD OF MANAGEMENT GOVERNING THE USE OF SCHOOL FACILITIES BY COMMUNITY ORGANISATIONS AND OTHER NON- SCHOOL BODIES OR AGENCIES**

1. No loss must accrue to the Board of Management and/or school Trustees from the organisation/body's use of school's facilities. Usage must not affect school work in any way.
2. A fee is payable for the use of school facilities to cover all costs associated with the activity. These charges are determined from time to time by the Board of Management.
3. Groups using the school facilities are required to abide by signs on display and to adhere to school rules regarding no smoking and other health and safety requirements.
4. Requests made by the Board / School representative on duty during meeting / activity times are to be complied with promptly and in full.
5. School property is to be vacated at the appointed times.
6. The Principal and the Board of Management will decide the limitation of numbers at any such meetings.
7. Notice of meeting / event will be given in writing at least one week in advance.
8. Meeting / activities can be held only at times sanctioned by the Principal.
9. Comprehensive insurance cover must be effected by the organisation and must indemnify the Board of Management, the Trustees and the Principal from any liability arising from the organisation / body's presence on school property.
10. As a condition of hire, the school is authorised to make any enquiries it deems necessary with the organisation / body's insurance company.
11. The Board must be satisfied that all Health and Safety guidelines are addressed and that Child Protection Guidelines are in place.
12. The organisation / body is responsible for ensuring that all members using school facilities are aware of these conditions.

**Approved by the school Board of Management**

**(Date)** \_\_\_\_\_

**Signed on behalf of the Board** \_\_\_\_\_



**APPLICATION FOR THE USE OF SCHOOL ROOM / FACILITIES.**

<b>Name of Organisation/Group</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>Name of Contact Person</b>	
<b>Address of Contact Person</b>	
<b>Facilities/Rooms Required</b>	
<b>Purpose</b>	
<b>Dates/Times</b>	
<b>Name and Address of People in Charge</b>	
<b>Insurance Details</b>	
<b>Name, Address and Contact Number of Insurance Company</b>	
<b>Policy Number</b>	
<b>Expiry Date of Policy</b>	



***DECLARATION/AUTHORISATION TO BE SIGNED ON BEHALF OF ORGANISATION/BODY***

***I / We agree to the conditions governing the use of Presentation Secondary School property as specified on the form attached. I / We authorise the School to make such enquires, as it deems necessary in connection with this application.***

***SIGNED:*** \_\_\_\_\_

***DATE:*** \_\_\_\_\_



**FOR SCHOOL USE ONLY**

**Approval of Application**

**Use of school facilities sanctioned (dates and times):**

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**The original insurance certificate has been inspected and a copy has been retained for School records.**

**A copy of the approved application has been given to the applicant together with a copy of the conditions approved by the Board of Management in relation to the use of School property by outside bodies.**

**SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_**

**PRINCIPAL / SECRETARY BOARD OF MANAGEMENT**