

Tullyallen National School



Tullyallen,
Drogheda,
Co. Louth.
A92 AE81
Tel: 041 9833478
Email: info@tullyallenns.ie
Website: www.tullyallenns.ie

Hire and Use of School Premises Policy

In reading this policy, it should be noted that the term "Parent(s)" also includes Guardians and should be interpreted as such.

External groups use of the school premises for whatever purpose is dependent on compliance with the following directions. *(Activities **organised by** the BoM are covered by the school insurance; therefore activities **approved** by the BoM (**not** organised by it) require the user to take out their own insurance).*

All enquiries to hire and use the school premises must be made via the office in the first instance to check availability. Hire and use of school premises is subject to approval from the Board of Management, and subject to the following conditions:

1. Evidence of appropriate insurance, including public liability is provided in writing to the Board of Management indemnifying Tullyallen N.S. against any claims.
2. The nature of the activities for which the school is hired is in keeping with the general educational aims and/or ethos of the school.
3. The standard and quality of organisation, discipline and instruction (where it applies) is in keeping with the professional standard of the school.
4. Where it applies, the quality of care towards children involved in specific activities is in keeping with that of the school.
5. The supervision of children attending extra curricular activities is the responsibility of the teacher/instructor present on behalf of the group/individual hiring the school. This includes the supervision and care of the pupils waiting beforehand and waiting to be collected afterwards.

6. Responsibility rests with the group/individual who is hiring the school for communicating with parents about:
 - a. Starting/finishing dates and times
 - b. Collections of monies
 - c. Cancellations, re-scheduling etc
 - d. Contact details must be provided to parents
7. The teacher / organiser present on behalf of the group/individual hiring the school is responsible for:
 - Turning off lights
 - Returning equipment and furniture to proper storage point
 - Re-arranging classroom furniture
 - Any necessary cleaning
 - Setting the alarm system and locking the school
 - Ensuring that the school's no smoking/no vaping status is upheld
8. Persons / groups hiring school facilities must be aware of their responsibilities under health and safety legislation (e.g. including any relevant Covid-19 protocols) and specifically with the Health & Safety Policy of the school.
9. Persons / groups hiring school facilities must be aware of their Child Protection responsibilities if working with children, and provide the school with a copy of their Garda vetting documents.
10. All activities carried out on school properties must comply with all legal and taxation legislation.
11. The agreed school hire charges are paid by cash, cheque or by direct bank transfer to 'Tullyallen N.S. '
12. The school reserves the right to use the hall/room for its own purposes, should the need arise and undertakes to give as much notice as possible to the person / group hiring the premises.

Conditions Governing the Use of School Facilities by Community Groups and Other Outside Bodies

1. No loss must accrue to the Board of Management/Patron/Property Owners/Trustees and/or the Department of Education from the Organisation/Body's use of School's facilities.
2. An agreed deposit to be lodged as a token of the responsibility of the organisation named below.
3. A fee is payable for the use of school facilities. These charges are determined from time to time by the Board of Management.
4. Groups using school facilities are required to abide by signs on display, to adhere to school rules, health and safety requirements, including no smoking/no vaping stipulations and to other relevant school policies, procedures and other measures in place to safeguard the safety and welfare of the school's pupils and staff.
5. Requests made by the Board Representative during meeting/activity times are to be complied with promptly and in full.
6. School property is to be vacated at the agreed times.
7. The facilities used must be left in a clean and tidy condition in their original state and all property belonging to the group removed/stored as agreed.
8. Any damage to property or equipment must be reported in writing to the school principal. The Board of Management / Property Owners/Trustees reserves the right to recoup any costs incurred.
9. The group are required to comply with the school's Safety Statement and Fire Evacuation Procedure and to confirm that they comply with all relevant legislative and other requirements including Health and Safety, Child Protection and Garda Vetting.
10. Any incidents which occur on school premises which could give rise to an insurance claim or which fall to be reported under the Health and Safety Policy

must be reported to the School Principal immediately or as soon as practically possible.

11. The Principal and/or Board of Management will decide the limitation of numbers at any such meetings.
12. Notice of meeting/event to be given in writing at least one week in advance.
13. Meetings/activities can be held only at times sanctioned by the Principal/Board of Management.
14. Comprehensive insurance cover must be effected by the organisation and must indemnify the Board of Management, the Patron and the Minister for Education & Skills/Property Owners/Trustees from any liability arising from the Organisation/body's presence on school property.
15. As a condition of hire, the school is authorised to make any enquiries it deems necessary with the Organisation/body's insurance company.
16. The Organisation/body is responsible for ensuring that all members using school facilities are aware of these conditions.

An Application for Rental of School Premises, DECLARATION/AUTHORISATION TO BE SIGNED ON BEHALF OF ORGANISATION/BODY is issued to the person / group and signed by both parties. (See Appendix 1)

Communication

This policy will be available in the Plean Scoile and on the school website.

Responsibility for Review:

All members of staff, Parent Association, BoM.

Timeframe for Review:

This policy will be reviewed every three years or as required to meet the needs of the school.

Ratified by the Board of Management:

Signed: 
(Chairperson, Board of Management)

Date: 18th Feb 2025

Appendix 1



Tullyallen National School

Address: Tullyallen, Drogheda, Co. Louth, A92 AE81

Tel: 041 9833478 Email: info@tullyallenns.ie Website: www.tullyallenns.ie

Application for Rental of School Premises

Name of Organisation			
Name of Individual			
Address			
Phone		Email	
Purpose for which premises will be used (Activity Taking Place)			
Number of participants (approx.)			
Garda Vetting Expiry Date			

Period of Rental			
From		To	
Room(s) to be used			
Insurance Company			
Policy Number			
Policy Expiry Date			
Has the Hirer Public Liability and Employers Liability (where appropriate) insurance: <i>(Note if the answer is No the Hirer must be requested to put appropriate cover in place)</i>			
What are the Limits of Indemnity <i>(Note PL Minimum €6,500,000 any one Event/EL €13,000,000 any one Event)</i>	Public Liability: Employers Liability:		
<i>(Please attach a copy of your Public Liability Insurance, Employer's Liability (where applicable) and Garda Vetting)</i>			

Payment: I will pay the Board of Management of Tullyallen N.S. the agreed rates as detailed below

1. Payment should be made by bank transfer (please state your (company) name when paying by BACS) or cash to the school office.
2. I have read a copy of the current school policy **Hire and Use of School Premises Policy** (available on our school website) and agree to the terms therein.
3. I undertake to repair any damages to the premises and equipment and return it to its former state.
4. I will ensure that all equipment is kept safely and properly stored.
5. I agree to use only the room(s) agreed overleaf.
6. I agree that the school premises will only be used for the agreed activities.
7. I understand that I am responsible for any person(s) in my care and in the case of children until they have been safely picked up by their parent/guardian.
8. I confirm that I have child safeguarding procedures in place.
This does not apply to users hiring the school for adult classes.
9. I understand that from time to time, activities in school (e.g. school plays) may prevent me from using the facilities but that the school will give me advance notice of any such dates.
10. I will give the school advance notice of any cancelled rental dates so the caretaker / keyholder knows to lock up.

Any changes to this agreement should be agreed in writing in the Board of Management of Tullyallen N.S. and, if necessary, a new Agreement issued.

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

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

Signed: _____

Date: _____

Appendix 2

APPROVAL OF APPLICATION FORM

1. Use of school facilities sanctioned (dates and times):

2. Agreed Fee for Use of Facilities: _____
3. The original insurance certificate has been inspected and a copy has been retained for School records.
4. A copy of the approved application has been given to the Applicant together with a copy of the approved conditions in relation to the use of School property by outside bodies.
5. SIGNED: _____

School Principal
Acting on Behalf of the Board of Management

Signed

Signed: _____
(on behalf of Hirer)

Date: _____

Signed: _____
(On behalf of Tullyallen N.S. / Board of Management)

Date: _____

One Copy retained in school, one copy to the Hirer

School Bank Details:

Bank of Ireland, Drogheda, Co Louth
IBAN: IE97BOFI90332221768078
BIC: BOFIE2D
Account No: 21768078
Sort Code: 903322

Diocesan School – Outside Users Insurance Checklist

Name of School:	
Address of School:	
Name of Hirer:	
Address of Hirer:	
Purpose of Hire:	
Has the Hirer's Licence Agreement been signed:	<i>Note if the answer is No the Hirer must be requested to sign the Licence agreement</i>
Has the Hirer Public Liability and Employers Liability (where appropriate) insurance:	<i>Note if the answer is No the Hirer must be requested to put appropriate cover in place</i>
What are the Limits of Indemnity	Public Liability: Employers Liability: <i>(Note PL Minimum €6,500,000 any one Event/EL €13,000,000 any one Event)</i>
Has the Hirer's Insurance Company/Broker confirmed their insurance extends to cover the activity being undertaken.	<i>Note if the answer is No the Hiring should be declined</i>
Does the Hirer's insurance provide an indemnity to the Board of Management, Patron and Trustees	<i>Note of the answer is No the Hiring should be declined</i>
Signed: on behalf of the Board of Management	

Note: append copies of all insurance documentation received from the Hirer to this form.