



# Scoil Naomh Molaise

Grange, Co. Sligo.

## **Policy on the Hire and Use of the School Premises & Grounds**

External use of Scoil Naomh Molaise premises & grounds for whatever purpose is dependent on compliance with the following directions:

- Application must be made in writing to the Board of Management with all details e.g. proposed activity, facilities required, number of people/children involved, duration of hire etc.
- As a general rule, the Board of Management will not support requests for re-occurring events/activities within the school premises after 6pm. One-off events after 6pm will be considered at the discretion of the Board.
- Evidence of appropriate insurance to indemnify the Board of Management must be provided in writing to the Board of Management.
- The nature of the activities for which the school is hired is in keeping with the general educational aims and ethos of the school.
- The standard and quality re-organisation, discipline and instruction (where it applies) is in keeping with the professional standard of the school.
- Where it applies, the quality of care towards and responsibility shown to children involved in specific activities is in keeping with that of the school.
- The supervision of children attending activities is the responsibility of the organiser 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.
- Responsibility rests with the group/individual who is hiring the school for communicating with participants about:
  1. Starting/finishing dates and times.
  2. Cancellations, re-scheduling etc.
  3. All other course information.
  4. A contact phone number should be provided to participants through which all questions are directed. The school phone number is not to be provided as a contact number.
- The organiser present on behalf of the group/individual hiring the hall is responsible for:
  1. The Health and Safety of participants
  2. Ensuring that smoking and drinking alcohol is strictly prohibited on the school premises

3. Ensuring a Child/Vulnerable Persons Safeguarding Statement is in place. The organiser confirms that they are compliant with Child/Vulnerable Persons Protection Guidelines and they have met Garda Vetting requirements.
  4. Turning off lights
  5. Closing all windows
  6. Turning off heat and ensuring excessive heat is not used e.g. turning off radiators in rooms that are not being used, not having windows open and heat on
  7. Returning equipment and furniture to proper storage point
  8. Re-arranging furniture
  9. All cleaning up afterwards
  10. Ensuring that all food and drinks are cleaned up and put in appropriate bins.
- The school reserves the right to use the premises for its own purposes.
  - Hire of the school premises includes the use of the general purpose hall, toilets and kitchenette area. Access to the classrooms and the general school building is not permitted unless agreed in advance.
  - The Board of Management will periodically review the hire of the school and should the need arise, suspend the hire should they deem it necessary.
  - The rate for the school premises/grounds is €25 per hour. Any deviation from the standard rate will be decided on a case by case basis by the Board of Management.
  - There shall be no disruption to any teacher, child or staff member of the school. The group shall use their own resources unless specifically requested otherwise. They will have the use of the specific area which approval has been requested and granted only.
  - All course activity organisers shall be responsible for their own tax liabilities.
  - The organisers are responsible for familiarising themselves with all Health and Safety Procedures.
  - All groups/individuals must apply for renewal annually in writing to the Board of Management by completing the hall hire policy form.
  - Terms and conditions may be subject to change on hire as the Board of Management may update/review its policy. Notice of one month will be given to groups of any such change.
  - All course organisers shall receive this policy and shall sign it thus agreeing to the aforementioned.

I, \_\_\_\_\_ (name), on behalf of  
 \_\_\_\_\_ (organisation) agree to these rules and procedures  
 of Scoil Naomh Molaise outlined above for the activity \_\_\_\_\_.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Ratification**

This policy was ratified by the Board of Management on: 30<sup>th</sup> January 2025

Signed: *Fr Christy McHugh* 31.01.25

Chairperson, Board of Management

Next review date: January 2028