

## Appendix 10

### Community and Comprehensive School

#### CONDITIONS SPECIFIED BY THE BOARD OF MANAGEMENT GOVERNING THE USE OF COMMUNITY SCHOOL FACILITIES BY COMMUNITY ORGANISATIONS AND OTHER OUTSIDE BODIES

1. No loss must accrue to the Board of Management and/or the Department of Education & Skills 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 names 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 and to adhere to school rules regarding no smoking and other health and safety requirements.
5. Requests made by the Board representative on duty during meeting/activity times are to be complied with promptly and in full.
6. School property is to be vacated at the appointed times.
7. The Principal and Board of Management will decide the limitation of numbers at any such meetings.
8. Notice of meeting/event to be given in writing at least one week in advance.
9. Meeting/activities can be held only at times sanctioned by the Principal.
10. Comprehensive insurance cover must be effected by the organisation and must indemnify the Board of Management, the Principal and the Minister for Education & Skills from any liability arising from the Organisation/body's presence on school property.
11. As a condition of hire, the school is authorised to make any enquiries it deems necessary with the Organisation/body's insurance company.
12. The Organisation/body is responsible for ensuring that all members using school facilities are aware of these conditions.

Approved by the Board of Management (date) \_\_\_\_\_.

# Community and Comprehensive School

## APPLICATION FOR USE OF SCHOOL ROOM/FACILITIES.

### 1. ORGANISATION DETAILS

Name of Association/Group: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Tel no: \_\_\_\_\_

Contact name and address:

Tel no:

### 2. FACILITIES REQUIRED

Facilities/room required: \_\_\_\_\_

Purpose: \_\_\_\_\_

Date/s required: \_\_\_\_\_ Time/s: \_\_\_\_\_

Name and address of person who will be in charge: \_\_\_\_\_

### 3. INSURANCE DETAILS

Name and address of insurance company: \_\_\_\_\_

Policy number: \_\_\_\_\_

Expiry date of policy: \_\_\_\_\_

### 4. 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: \_\_\_\_\_

### 5. APPROVAL OF APPLICATION

Use of school facilities sanctioned (dates and times): \_\_\_\_\_

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: \_\_\_\_\_ PRINCIPAL

