



Ahane National School,  
Laught,  
Lisnagry,  
Co. Limerick.

Tel: +353 (0) 61 335 101  
Email: [office@ahanenationalschool.ie](mailto:office@ahanenationalschool.ie)  
Roll number: 16508 C  
Principal: Siobhán Kennedy  
Deputy Principal: Grace Ryan

## **Hire and Use of School Premises Policy**

**May 2018**

## **Hire and Use of School Premises Policy**

External group use of the school premises for whatever purpose is dependent on compliance with the following directions and with the approval of the Board of Management:

1. Evidence of appropriate insurance including public liability must be provided in writing to the Board of Management (unless the BoM agrees alternative arrangements).
2. A child protection policy must be provided where children are involved with the use of the school.
3. Written confirmation that instructors/teachers have completed the Garda Vetting procedures must be provided to the school where children are involved with the use of the school.
4. The nature of the activities for which the school is hired must be in keeping with the general educational aims and/or ethos of the school.
5. The standard and quality as regards organisation, discipline and instruction (where it applies) must be in keeping with the professional standards of the school.
6. Where it applies, the quality of care shown to children involved in specific activities must be in keeping with that of the school.
7. 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.
8. Responsibility rests with the group/individual who is hiring the school for communicating with parents about:
  - a. Starting/finishing dates and times
  - b. Cancellations, re-scheduling etc
  - c. A contact phone number should be provided to parents
9. The teacher/organiser present on behalf of the group/individual hiring the school is responsible for:
  - a. Ensuring that the school's no smoking status is upheld
  - b. Reporting and repairing any damages to property or facilities
  - c. Turning off lights on leaving the premises
  - d. Returning equipment and furniture to proper storage point
  - e. Re-arranging classroom furniture
  - f. Any necessary cleaning
  - g. Setting the alarm, locking up the school building and grounds
  - h. Where the alarm is triggered /set off by a group of individuals hiring the school premises and this results in the security monitoring coming out to the school, any costs incurred by the school for this visit will be borne by the group/ individual hiring the school and not the school. The parties will be required to reimburse the school for the cost of the security monitoring firms visit.
10. The agreed school hire charges are paid to Ahane N.S. by cheque, cash or direct payment into the school's bank account

11. The school reserves the right to use the hall/room at any time for its own purposes, should the need arise. The school also reserves the right to discontinue the use of the hall/room at any time for any specific reason.
12. The Board of Management will periodically review the hire of the school premises.

On behalf of \_\_\_\_\_, I have read this policy and accept all these conditions. We wish to hire the school premises from \_\_\_\_\_ to \_\_\_\_\_ every \_\_\_\_\_.

\_\_\_\_\_  
Signed on behalf of group

Date \_\_\_\_\_

  
\_\_\_\_\_  
Chairperson Board of Management

Date 14<sup>th</sup> June '18

Version Control

Hire and Use of School Premises	Date Approved	18/05/18	Review date	May 2020
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