

Hire and Use of School Premises Policy in SETNS

External group use of the school premises for whatever purpose is dependant 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. A copy of the providers Safety Statement must be provided to the Board of Management in line with the Safety, Health and Welfare Act of 2005.
5. 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.
6. The standard and quality as regards organisation, discipline and instruction (where it applies) must be in keeping with the professional standards of the school.
7. Where it applies, the quality of care shown to children involved in specific activities must be in keeping with that of the school.
8. 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.
9. 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
10. The teacher/organiser present on behalf of the group/individual hiring the school is responsible for:
 - Ensuring that the school's no smoking status is upheld
 - Reporting and repairing any damages to property or facilities
 - Turning off lights on leaving the premises
 - Returning equipment and furniture to proper storage point
 - Re-arranging classroom furniture
 - Any necessary cleaning
 - Setting the alarm, locking up the school building and grounds
11. Rental is divided into hourly, half-day, full-day and weekly rates. See table below.

Hourly	€35
Half-Day (4 consecutive hours)	€120
Full - Day (8 consecutive hours)	€230

Weekly (Half-Day)	€550
Weekly (Full-Day)	€1,000

Other financial arrangements may be agreed should the Board of Management see fit. Payments are made by electronic transfer to the bank account of Stepside Educate Together National School, monthly in advance. Account details are:

(Please put in Hall and company name/activity as a reference)

BIC: AIBKIE2D
IBAN: IE67 AIBK93312032461011

12. The school will endeavour to give the renter at least two weeks notice if the hall/room is required by the school 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.
13. The period of rental may not exceed one academic year.
14. The Board of Management will review the hire of the school premises at a minimum annually.

On behalf of _____,

I have read this policy and accept all these conditions. We wish to hire the school premises on the dates and times outlined below.

Rates	Rate Selected	Dates & Times
Hourly		
Half-Day (4 consecutive hours)		
Full - Day (8 consecutive hours)		
Weekly (Half-Day)		
Weekly (Full-Day)		

Signed on behalf of group: _____

Date _____

Chairperson, BoM : _____

Date _____