

**Scoil Thomáis, Laurel Lodge, Castleknock, Dublin 15**  
**USE OF SCHOOL HALL & SCHOOL FACILITIES POLICY – Updated May 2022**

**CONDITIONS SPECIFIED BY THE BOARD OF MANAGEMENT GOVERNING THE USE OF SCHOOL HALL & FACILITIES BY COMMUNITY ORGANISATIONS AND OTHER NON-SCHOOL BODIES OR AGENCIES**

In order to prioritise the use of the school hall and school facilities for school related purposes the Board of Management in consultation with the Principal will decide periodically the schedule of availability of the school hall and facilities for outside use and this schedule may be reviewed by the Board of Management as necessary.

*If, as a result of unforeseen circumstances, the school hall and/or facilities are urgently required by the school the Board of Management reserves the right to change/cancel the use of the school hall/facilities by outside organisations/groups. In such an instance the Board of Management will endeavour to give notice in writing at least one week in advance.*

Scoil Thomáis Parents' Association shall have access to the school hall/facilities for Parents Association events by prior arrangement with the Board of Management. Rental of the school hall/facilities is only available during school term time.

The Board of Management reserves the right to refuse the use of the school hall/facilities to organisations/groups as deemed appropriate by the Board.

**Insurance:** Comprehensive insurance cover must be affected by the organisation/group seeking the hire the school hall/facilities. Furthermore this insurance cover must indemnify the Board of Management and Trustees from any liability arising from the organisation/groups presence on school property. As a condition of hire, the school is authorised to make any enquiries it deems necessary with the organisation/groups insurance company. NOTE: A copy of the current insurance policy and a receipt confirming payment of insurance premium is to be provided to the Board of Management representative prior to the commencement of the rental period.

**Rental Fee:** A rental fee as agreed with the Board of Management (€35 per hour Commercial Rate/€25 per hour Community Rate) is normally payable for the use of school hall/facilities. These charges are determined from time to time by the Board of Management and are payable per school half term i.e. Halloween, Christmas, Easter and Summer.

**Health & Safety:** The Board must be satisfied that those hiring the school hall/facilities abide by the normal health & safety practices of the organisation/group. In addition organisations/groups using the school hall/facilities are required to abide by the school signs on display and to adhere to school rules regarding no smoking and other health and safety requirements. The use of the school hall/facilities must not interfere with school work in any way. All groups renting the school hall/facilities must comply with National Child Protection Guidelines.

Requests made by the Board/School representative on duty during meeting/activity times are to be complied with promptly and in full. School property is to be vacated at the appointed times.

**Termination of Agreement:** The Board of Management reserves the right to terminate the rental agreement with immediate effect in the event that the organisation/group hiring the school hall/facilities is deemed not to be conforming with BOM policy.

**Approved by Scoil Thomáis Board of Management**      **Date:** 10<sup>th</sup> May 2022

**Signed on behalf of the Board,** *Brian Kealy, Chairperson BOM*