

LORETO ABBEY SECONDARY SCHOOL, DALKEY



USE OF SCHOOL FACILITIES POLICY

'Our school is a caring Christian Community in which pupils have the opportunity to achieve academic excellence and to grow spiritually, emotionally, socially, creatively and physically in a healthy environment.'

1. Insurance

1.1 Comprehensive insurance cover must be effected by the organisation and must indemnify the Board of Management, the Principal, the Loreto Education Trust and the Minister for Education from any liability arising from the organisation's presence on school property. Public Liability Insurance with a liability of in excess of €6.5 million is required by all groups renting school property.

1.2 As a condition of hire, the school is authorised to make any enquiries it deems necessary with the organisation's insurance company.

2. Conditions of Use:

2.1 No loss must accrue to the Board of Management, the School, the Loreto Education Trust and/or the Department of Education from the organisation's use of the school's facilities.

2.2 Groups using the school facilities, the purpose of which must be clearly stated, are required to abide by signs on display and

to adhere to school rules regarding health and safety, in particular our 'Substance Use Policy'.

2.3 Requests made by the school representative on duty during the meeting / activity are to be complied with promptly and in full.

2.4 School property is to be vacated at the appointed times and local residents must not be adversely affected by any noise or other nuisance.

2.5 The Principal and the Board of Management will decide the limitation of numbers attending any meetings.

2.6 Notice of any extraordinary meeting / event is to be given in writing at least one week in advance.

2.7 Meetings / activities can be held only at times sanctioned by the Principal.

2.8 Any public notice advertising the activity must indicate clearly that it is not a school event and must give the appropriate contact details of those responsible in the organisation.

2.9 The organisation is responsible for ensuring that all members using the school facilities are aware of these conditions.

2.10 The organisation must make good any damages it causes to school property or equipment.

2.11 Those renting facilities must provide their own First Aid kits and suitably trained personnel.

3. Hockey Pitch Usage

3.1 Groups using the hockey pitch must adhere to the strict guidelines in relation to the use of footwear. No moulded plastic

or screw in studs. No blades or boots with metal tipped studs are allowed.

3.2 The school reserves the right to cancel any training activity on the hockey pitch if it is deemed to be frozen or unsafe for use.

3.3 The school reserves the right to change the start/end time of rental to facilitate school hockey. Two weeks notice will be given.

3.4 Gate access is available via the on duty supervisor.

4. Sportshall/Dance Studio Usage

4.1 Items must not be affixed to the floor or walls of either the basketball courts or the dance studio

4.2 No food or beverages are to be consumed in either of these facilities.

4.3 Furniture must not be dragged along the floors of either facility

5. Finance

5.1 An agreed deposit is to be lodged as a token of the responsibility of the organisation.

5.2 A fee is payable for the use of school facilities. The appropriate charges are determined from time to time by the Board of Management.

5.3 The Board of Management retains the right to review and alter these conditions from time to time and to review the charges made for the use of the school facilities.

5.4 Payment terms: Our payment terms are monthly in advance. Settlement must be made by the 15th of each month.

5.5 Those renting school facilities agree to make good any damage caused by them to school property.

5.6 Those renting school facilities declare that I am/we are in compliance with relevant tax legislation and that nothing prevents the issue to me/us of a Tax Clearance Certificate.

6. Child Protection

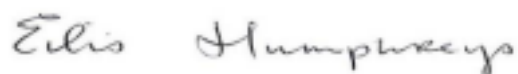
6.1 All individuals/groups who use the school must comply with the regulations contained in Guidelines for the Protection of Students in Loreto Schools (2005) and in Children First - National Guidance for the Protection and Welfare of Children (2017), Children First Act (2015), the Addendum to Children First (2019) and the Child Protection Procedures for Primary and Post Primary Schools (2017).

7. Early Termination:

7.1 60 days notice must be given in writing to the Sports Hall Manager when you wish to terminate this contract early. Loreto Abbey Secondary School, Dalkey reserves the right to terminate any rental agreements giving 30 days notice.

These regulations were approved by the Board of Management on

Date: 19th June 2023



Signed:

Dr. Eilis Humphreys, Chairperson.