

BSRAC SCHOOL FACILITY RENTAL POLICY



The primary use of the school is for educational and instructional purpose of pupils. However, groups may rent rooms or the hall provided it does not interfere with a school activity. All rentals subject to agreement to the terms and conditions of contract as laid out below and with the approval of the BOM. Approvals are made subject to the ethos of the school and its vision for the holistic development of the child and the school's place in the community.

Terms and Conditions

▪ **Completion of application**

Applications are available from the school office and must be completed before permission for use of the school premises is granted. Finishing times must be strictly adhered.

▪ **Pay the agreed hourly rate**

	Daily	Hourly	
Rate for the Hall:	€120	€40	<i>Regular rental concessions are at the discretion of the Board of Management. Daily rate is from 9am – 5pm at weekends and outside of term time.</i>
Rate for a Classroom:	€90	€25	
Rate for field:	€80	€20	
Outdoor Basketball Court:	€80	€20	

Except in the case of once-off usage, all payments must be made via bank transfer on a monthly basis.

▪ **Insurance**

Evidence of insurance cover for your activity must be supplied with the completed application form. The insurance should clearly indemnify the board in the event of an accident.

▪ **Child Protection**

If there are children involved in your activity, a copy of your child protection guidelines and Garda Vetting approval must be attached to your application.

- **Adhere to acceptable use**

Use of school equipment is not allowed except in the case of chairs, basketball nets and goals. Toilets, sinks in classrooms and all other stationary equipment must be left as found.

Classroom materials must not be interfered with.

Smoking, alcohol and use of any substances is not permitted on school grounds. Politically motivated groups are not permitted to use the school facilities for any purpose. The school is not to be used in the public domain to further the objectives of the group. Damage to school property must be reported to the key-holder immediately and remedied by the group responsible.

Groups are reminded to adhere to their own data protection policies and code of behaviour policies while using the school premises.

- **Priority of Use**

The school may from time to time need to use the hall for its own purposes. The school reserves the right to cancel bookings. The school will endeavour to give as much notice as possible before cancelling.

Teachers Using Hall in a Private Capacity

- **Free Services**

Teachers employed in the school offering their services for the benefit of the student population for free such as book clubs, sports teams, debate clubs etc. are covered under school insurance, child protection procedures and data protection procedures. They have priority over outside party usage and there is no rental fee.

- **Charged Services**

Teachers offering services for profit and who charge a fee to children are subject to the application procedures as outlined above including during school holidays. They offer this service on their own behalf and not on behalf of the school. As such, no school facilities, equipment or classroom materials should be used for private services.

Cancellation of Contract:

The Board of Management has the right to cancel bookings if it deems procedures are not being followed, if there is a safety risk, for non-payment or for any issues that are of concern to the board.



CONTRACT
for the rental/leasing of premises for Bunscoil Rinn an Chabhlaigh

Name of organisation: _____

Address: _____

Phone: _____ E-mail: _____

Purpose for which the premises will be used:

Number of participants: _____

Period of rental: From _____ to _____

Insurance Company:

(Please enclose copy of policy)

Contact Person: _____ Phone: _____

- I will pay the Board of Management of *Bunscoil Rinn an Chabhlaigh* the agreed rate of € _____ per week/day for the duration of the rental period.
Bank Transfer in advance to Bunscoil Rinn an Chabhlaigh.
BIC: AIBKIE2D
IBAN: IE18AIBK93406217244182
- I undertake to repair any damage to the premises or equipment and return all facilities to their former state.
- I will ensure that all school equipment is kept safely and properly stored.
- I agree to use only the room(s)/areas agreed in advance
- I agree that the school premises will only be used for the activities agreed in advance.
- I agree to the conditions laid out in the school's Rental Policy

Any changes in these activities should be agreed in writing with the Board of Management.

Signed: _____ Date: _____

Signed on behalf of the BOM: _____ Date: _____

