

School Facilities Booking Form

Association: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Keyholders (2 max): _____

Facilities Required

Facilities Required: _____ Area in Main Building

_____ Gym

_____ Changing Facilities

_____ Astroturf Pitch

Dates Required: _____

Times Required: _____

Person in charge: _____

Insurance Details

Insurance Company: _____

Address: _____

Policy Expiry Date: _____

Regulations and Conditions governing the use of Temple Carrig School facilities by outside bodies

1. The primary use of the School buildings and grounds is for the operation of Temple Carrig School. Any other use is, and must be, ancillary to this main purpose.
2. The School facilities may only be used for purposes, and in a manner, which are consistent with the ethos of the School. As an example of this, no facilities are available for hire on Sunday mornings or on important religious holidays.
3. The terms and conditions of use of the School facilities are set by the Board of Management under this Policy and administered under the governance of a sub-committee of the Board.
4. No loss must accrue to the Board of Management of Temple Carrig School and/or the Department of Education & Skills from an organisation's use of the School's facilities. The organisation shall be liable for any loss or costs suffered resulting from their use of the School's facilities.
5. Usage by the outside organisation should not affect the day to day operations of the school in any way. Classrooms, pitches, changing facilities, etc, should be returned to the condition in which they were found, and in hiring the school the user organisation assume a responsibility to leave it in good order. The user organisation has a responsibility for the care of the School facilities. In particular, appropriate footwear must be worn when using sports facilities.
6. An agreed deposit must be lodged as a token of the responsibility of the organisation to maintain the School's security and good repair.
7. Full payment for use of the School facilities must be made in advance of their use.
8. Organisations using the School facilities are required to abide by signs on display and to adhere to School Rules regarding legal and other health and safety requirements. Children and pupils must at all times be properly supervised. Specific instructions concerning parking, use of toilet facilities, etc, must be adhered to strictly.
9. Requests made by any representative of the School are to be complied with promptly and in full.
10. The organisation may only use the facilities during those times specified/booked with the School and School property is to be vacated at the appointed times. Typically the School building will not be available for hire before 6pm during term time and during exam periods.
11. The organisation should use its own equipment.
12. The Board of Management may decide to limit the numbers attending the meetings/activities of any organisation.
13. Comprehensive insurance cover must be effected by the organisation and must indemnify the Board of Management, the Principal and the Minister for Education & Skills from any liability arising from the organisation's presence on School property. As a condition of hire, the school is authorised to make any enquiries it deems necessary with the organisation's insurance company. Further details regarding insurance are outlined below.
14. The facilities of the School are private property and all persons coming into or using these facilities do so at their own risk. Neither the Board of Management of the School nor the Department of Education & Skills accept any responsibility for personal injuries, loss or damage caused to any person or persons whilst in the School grounds. No liability is accepted for damage or theft. Cars are parked at owners risk.
15. Organisations hiring Temple Carrig School facilities are expected to make themselves aware of their responsibilities under recent Child Protection and Health and Safety legislation.
16. Organisations hiring Temple Carrig School facilities for childrens' activities must establish suitable Child-Teacher/Coach ratios. Specifically, classroom activities must have one teacher/coach for a maximum of 21 students and sports activities must have one teacher/coach for a maximum of 14 students.
17. On leaving, appointed keyholders may be required to lock the building, set the alarm and lock the gate.
18. The organisation is responsible for ensuring that all participants using School facilities are aware of, and abide by, these conditions.
19. The Board of Management reserve the right to withdraw permission to use the premises with immediate effect if these conditions aren't met in full. Notwithstanding this reservation, permission to use the School facilities is at the discretion of the Board and may be cancelled, without explanation, at any time.
20. No refunds will be issued if an activity is cancelled by the organisation for whatever reason.

Insurance Requirements

1. No organisation will be permitted to use the School facility without there being in place an indemnity protecting the school and the Department of Education & Skills against any claim by any person arising out of the organisation's presence on the School premises.
2. An insurance policy should be effected by the organisation indemnifying the School and the Department against any claim arising out of the organisation's presence on the School premises.
3. The policy must be inspected by the School Principal and a copy retained for School records.
4. It is a condition of use that organisations notify the School of any changes with regard to the insurance policy and the School is authorised to contact the insurance company as it sees fit.
5. In the event of the policy ceasing, permission to use the School facility shall be withdrawn.
6. As there may be a period of time between the time the policy ceases and the school is notified, the organisation is asked to give an undertaking that it will indemnify the school in respect of any claim arising in that period of time.

Please tick to accept the conditions below...

_____ I/We accept that any costs incurred by the school as a result of our hire will be borne by me/us. This includes damage to School property, alarm call-out charges and any other sundry costs.

_____ I/We have supplied the school with details of our insurance, and with a letter indemnifying the school and the Department of Education and Skills against any claims resulting from the hire of Temple Carrig School facilities.

_____ I/We understand that hire of Temple Carrig School facilities in no way gives any occupancy rights to the user group, and that the Board of Management of Temple Carrig School reserve the right to terminate with immediate effect any rental agreement without notice, reason or compensation for costs incurred by the outside body.

_____ The appropriate fee has been paid in advance to the school

_____ I/We agree to the regulations and conditions governing the use of Temple Carrig School as specified on this form.

_____ I/We authorise the School to make such enquiries as it deems necessary in connection with this application.

Signed: _____ Capacity: _____

Date: _____