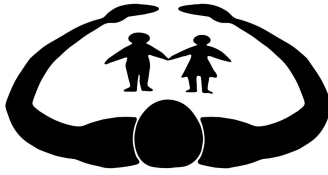


Donabate-Portrane



Educate Together

POLICY

Rental of School Premises

Rationale

The primary use of the school facilities is for the educational instruction of our pupils. However, groups may rent a room or the hall for non-school classes if the event or activity does not interfere with a school activity and is in line with the ethos of DPETNS.

Responsibility

All rentals are subject to approval by the Board of Management and the Board reserves the right to cancel a booking if necessary. The Facilities Officer on the Board of Management oversees implementation of this policy on the Boards behalf. The administration and caretaking staff within the school provides support with the day-to-day implementation of the policy.

Procedure

All requests to rent the school facilities are brought to the attention of the Facilities Officer. If the request does not conflict with school activities or with the school ethos permission is given to rent the named space. All parties renting school facilities must provide the following items, without which the school facilities cannot be used:

1. Sign a rental agreement outlining the room(s) to be rented, the days and times and the period of the agreement. The roles and responsibilities of both the renter and the school are also outlined in this agreement.
2. Provide the school with a copy of their current insurance policy with a clear statement indemnifying Donabate Portrane Educate Together National School.
3. Evidence of Garda vetting if the rooms rented are during normal school times.

Cost

The Board of Management employs two separate rates:

1. Rates for community/voluntary groups – this is inline with DPETNS commitment to support the development of groups/activities that benefit children in both our school and wider community.
2. Rates for commercial enterprises.

The Board reserves the right to waive fees if required. DPETNS invoice the renter each term or in accordance with a schedule agreed with the renter. The fee structure is reviewed on an annual basis.

Review

This policy will be reviewed on an annual basis to ensure it is working in practice.

Donabate-Portrane



Educate Together

Rental Agreement

This rental agreement is between Donabate/Portrane Educate Together National School and _____ (the renter). This rental agreement will be in place from _____ to _____, and the Board of Management reserves the right to review the agreement at any stage.

The renter will have access to _____ on _____(day) from _____ (times). Access at any other time must be negotiated in advance with DPETNS.

All persons renting school premises must agree to:

- Pay the agreed fee for the use of the premises, payable on receipt of an invoice from DPETNS. Cheques should be made payable to Donabate/Portrane Educate Together National School.
- All groups using the school must provide their own insurance cover. The Insurance policy must indemnify Donabate/Portrane Educate Together National School. A copy of the insurance policy must be submitted to the school in advance of the classes starting.
- The renter must ensure that the school space is used only for the purpose agreed with the school.
- The renter must take responsibility to open and close the school if requested to and must ensure that security arrangements are fully in place as per school policy.
- The renter must take the responsibility to leave the premises clean and tidy(as they found it) and to ensure that no personal belongings are left behind after class.
- The renter must remove all waste accrued during their session with them.
- The renter must pay for any damage to school property caused during their activities or by any person under their care/attending their session.
- The renter must ensure that individuals under their care remain within the room(s) rented and do not use any other facilities of the school.
- The renter will not transfer or assign this agreement to another party without prior approval of the Board of Management.
- The school will endeavour to give the renter at least two weeks notice if the room/hall is to be used for a school activity.
- The Board of Management reserves the right to review the agreement at any stage.

Renter's Contact Person:

Name: _____

Tel. No: _____

Email: _____

I have read the above conditions and agree to abide by them.

Signed: _____ (renter)

Signed: _____ (school)

Date: _____