



REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES BY COMMUNITY ORGANISATIONS AND OTHER BODIES

1. No loss must accrue to the Board of Management, the School, the Loreto Education Trust and/or the Department of Education and Science from the organisation's use of the school's facilities.
2. An agreed deposit is to be lodged as a token of the responsibility of the organization and the organization must make good any damages it causes to school property or equipment.
3. A fee is payable for the use of school facilities. The appropriate charges are determined from time to time by the Board of Management
4. Groups using the school facilities are required to abide by signs on display and to adhere to school rules regarding health and safety requirements.
5. Requests made by the school representative on duty during the meeting/activity are to be compiled with promptly and in full.
6. School property is to be vacated at the appointed times and local residents must not be adversely affected by any noise or other nuisance.
7. The Principal and the Board of Management will decide the limitation of numbers attending any meetings.
8. Notice of any extraordinary meeting/event is to be given in writing at least one week in advance.
9. Meetings/activities can be held only at times sanctioned by the Principal having already received permission from the Board of Management.
10. 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.
11. 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 and Science from any liability arising from the organisation's presence on school property.
12. As a condition of hire, the school is authorised to make any enquiries it deems necessary with the organisation's insurance company.
13. All individuals/groups who use the school must comply with the regulations contained in Children First – National Guidelines, 2017.
14. 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.
15. The organisation is responsible for ensuring that all members using the school facilities are aware of these conditions.

These regulations were approved by the Board of Management on 5th March 2018.



Loreto Secondary School, Balbriggan.

APPLICATION FOR USE OF SCHOOL ROOM/FACILITIES

Name of Association/Group:

Name/Address of Responsible Adult:

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Telephone Number of Contact Person:

FACILITIES REQUIRED:

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Purpose:

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Date/Time Required:

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Insurance Details:

Name and address of Insurance Company:

Policy Number: Expiry Date:

DECLARATION/AUTHORISATION TO BE SIGNED ON BEHALF OF ORGANISATION

I/We agree to the conditions governing the use of School property as specified on the form attached. I authorise the School to make such enquiries, as it deems necessary in connection with this application.

Signed: _____

APPROVAL OF APPLICATION

Approved to Use:

Dates/Times:

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The insurance cert has been inspected and a copy has been retained for school records.

A copy of the approved application has been given to the Applicant together with a copy of the approved conditions in relation to the use of School property by outside bodies.

Signed:

On behalf of Trustees.