



ENNISKILLEN INTEGRATED PRIMARY SCHOOL

Application for use of premises

Part A - To be completed by Applicant.

1. Name of Applicant Organisation					
2. Name and Address of Person(s) who will be charge during use					
3. Precise details of facilities required are:					
4. (a) Purpose for which facilities are required (b) Number expected to attend					
5. Days and dates of use			Times of use		
Morning		Afternoon		Evening	
Start	Finish	Start	Finish	Start	Finish
School					
6. Please supply name and of your Public Liability insurer.					
I hereby make application for the use of facilities detailed above and on consideration of being granted these I hereby undertake to comply with the regulations listed on the back hereof.					
Signed			Address.....		
Date		
Office Held (delete as appropriate)			Telephone.....		
Chairperson Secretary Treasurer					

Part B - To be completed by the Principal.

7. Are the facilities to which this application relates suitable for the proposed use?

8. Will the proposed use interfere with

(a) the normal use of facilities? (a)

(b) the use already granted to another user? (b)

9. Is the caretaker

(a) prepared to work the hours of the proposed use? (a)

(b) for payment or for nothing? (b)

(c) how many hours will the caretaker work? (c)

10. Is the Principal satisfied that the supervision will be adequate?

11. (a) is the Principal prepared to recommend this application to the Board of
Governors without reservation? (a)

(b) should any special conditions be stipulated? (b)

Signed..... Principal Date.....



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HIRE OF PREMISES POLICY

1. GENERAL

- 1.1 The Board of Governors of Enniskillen Integrated Primary School delegates to the Principal the responsibility of implementing the attached policy on the letting of premise and facilities.
- 1.2 Application forms for use of facilities may be obtained from the School Office. Communication is essential and users are advised to discuss fully their requirements with the Principal before completing an application.
- 1.3 The Principal must be satisfied that the nature and frequency of use requested by any user is reasonable, taking into account the facilities and resources available and supervision and caretaking arrangements.
- 1.4 Users must have their own public liability insurance cover which must be produced at the time of application.

2.0 CONDITIONS OF USE

- 2.1 Facilities will not in any circumstances be granted for political or commercial purposes.
- 2.2 Applications must be submitted on the School's Application Form at least 4 weeks before the date of the proposed use.
- 2.3 Facilities may not be used unless approval is received in writing from the School.
- 2.4 The person(s) named as responsible in the application will be held entirely responsible for the conduct and supervision of all persons involved, for the termination of use at the hour specified, and for any damage or loss caused to the premises or property arising out of such use. The Board of Governors reserves the right to recover the cost of making good such damages or loss from the user.
- 2.5 All use of facilities must take place on the day and between the times stipulated in the approval. Premises must be completely vacated fifteen minutes after the agreed time. Failure to comply with this condition may result in future use being refused.
- 2.6 Items of School owned equipment are not available to users unless specifically authorised beforehand.

2.7 The Board of Governors must be satisfied that users of specialist accommodation or equipment are suitably qualified in its use.

2.8 Intoxicating liquor or substances may not be sold or consumed on the premises.

2.9 All irregularities damage, and loss relating to the facilities must be reported to the School Caretaker before leaving the premises.

2.10 Cancellation of a booking must be notified to the Principal as soon as possible and in any case not later than three days before the date of use.

2.11 All charges become payable immediately on receipt of invoice issued by the School.

2.12 No facilities other than those authorised may be used, disturbed or entered.

2.13 All approvals are subject to cancellation by the Board of Governors without notice. (This right will not be exercised unless absolutely necessary).

2.14 The Board of Governors shall not be responsible for the loss or damage in relation to items of personal property of the user or the user's invitees.

2.15 The Board of Governors shall not be responsible for any injury to any person or persons including the user's invitees suffered by reason of any act, default or neglect on the part of the user or the user's invitees.

3. SCALE OF CHARGES (2010/2011)

<u>Charges</u>	<u>Caretaker</u>	<u>Cleaner</u>
Time and a half (before 8.00.p.m. weekdays)	£16.50 per hour	£12.00 per hour
Unsocial hours (after 8.00.p.m. weekdays)	£22.00 per hour	£16.00 per hour
Saturday and Sunday (day time)	£22.00 per hour	£16.00 per hour
Unsocial hours - (after 8.00.p.m. Saturday/Sunday)	£27.00 per hour	£20.00 per hour

Accommodation

Charges for groups up to 20 in number.

Rooms (other than Assembly Hall) £20.00 per 3 hour session or part thereof and £7 per hour thereafter.

Assembly Hall £45 per 3 hour session or part thereof and £15.00 per hour thereafter.

Pitches and other outdoor spaces (without changing/shower facilities).

Adults: £29 per match or training session (2 hours maximum).

Age 16 or under £22 per match or training session (2 hours maximum).