

Aston Village ETNS, Dunlin Street, Aston Village, Drogheda,  
Co Louth  
Tel: 041 9848971

### **Interim Policy on use of school premises out of school hours.**

Prepared by the School Manager and implemented on 10.10.08 for review by the Board of Management as necessary.

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The Board of Management of Aston Village ETNS supports promoting the role of the school in local community development. To this end the Board is open to the use of the school building and premises for extra curricular and community activities within the following guidelines:

- The proposed activities must not be in conflict with the ethos of Educate Together and/or the school.
- Prior approval must be sought from the Board of Management in writing. This request must include details of the purpose for which the approval is being sought and the activities to take place on school grounds.
- Approval must be provided by the BOM in writing prior to activities commencing.
- An Agreement of Use and Care has been signed by the individual or a representative of the group seeking to use the premises (see attached). This agreement includes adherence to health and safety, child protection and other relevant policies. Copies of such relevant policies will be provided for review.
- A copy of relevant public liability and relevant insurance coverage is provided by the group/individual seeking to use the school.
- Only those parts of the building and/or grounds approved for use will be accessed. All other parts of the school will remain secured.
- Where the premises are required for more than a once-off or very occasional use, a contract will be required by the BOM. Such contract may be terminated at any time by the Board as deemed appropriate.
- A minimal fee will be paid to cover lighting/heating/cleaning/insurance costs etc. This amount to be set by the Board and reviewed annually as needed.

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### Agreement of Use and Care of School Premises

I, \_\_\_\_\_ on behalf of  
(print name)

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Agree to the following conditions in relation to the use of the school building,  
premises and grounds of Aston Village Educate Together National School.

- Facilities will only be used in accordance with the purpose for which use was sought and agreed to by contract with the Board of Management of Aston Village ETNS.
- Proof of valid & current public liability insurance must be provided.
- All facilities will be left in a clean and tidy condition.
- Only the areas of the school building and/or grounds agreed to will be used. All other areas remain out of bounds.
- Under no circumstances is there to be any interference with any pictures, posters, artwork or other projects or work by the children of the school, either posted or displayed. In the event that the children's work is interfered with in any way, permission to use the school facilities will be withdrawn with immediate effect.
- Any damage or breakages will be immediately reported to the Principal within 24 hours.
- Payment for replacement or repair will be made promptly to the school, once an assessment of such costs have been received from the Board of Management or Principal.
- All lights will be turned off and the building and grounds secured where I am/we are the last user of the day.

\_\_\_\_\_  
Signature (organisation rep)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Proof of Public Liability Insurance is attached

\_\_\_\_\_  
Payment of € \_\_\_\_\_ received and/or to be received on \_\_\_\_\_

\_\_\_\_\_  
Signed by  
(Board of Management/School Rep)

\_\_\_\_\_  
Date