Use of School Premises Policy

School Address*: Our Lady of Good Counsel School,*

Innishmore, Ballincollig, Cork. P31FH22

Phone number: *0214878370*

Roll number: *18208A*

School Patron: *The Bishop of Cork and Ross, Bishop Fintan Gavin*.

Principal: *Aisling Power*.

Deputy Principal: *Nollaig Moynihan.*

Chairperson: *Harold Brooks*

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Our Lady of Good Counsel School

Purpose

The Board of Management may make the school premises and grounds available to groups that provide extracurricular activities which include pupils of Our Lady of Good Counsel School.

Conditions of Use

The following conditions apply to any group or organisation seeking permission to use the school premises:

1. **Application Process**
    - Applications for the use of the school must be made in writing to the Board of Management.
    - The application must outline:
        - The proposed activity;
        - Areas and equipment required;
        - Arrangements for the use of facilities and equipment; and

        - Proposed dates and times of use.
    - Applications must be renewed annually.
2. **Insurance and Indemnity**
    - The Board of Management will require an annual letter of indemnity from the organisation's insurer.
3. **Agreement**
    - A written agreement outlining the arrangements for the proposed activity, including security and access arrangements, must be signed by both parties before use commences.
4. **Caretaker and Access**
    - All activities are subject to the availability of the caretaker.
    - The organising group is responsible for any caretaker costs incurred.
    - Where keys are issued, they must be signed for and returned at the conclusion of the arrangement.
    - Keys must not be copied without the prior permission of the Principal.
5. **Damage and Loss**
    - Any loss of or damage to school property, equipment, or buildings must be repaired or reimbursed by the organising group.
6. **Running Costs**
    - Arrangements regarding reimbursement for heating, lighting, and other operational costs must be agreed in advance.
7. **Cleaning and Tidiness**
    - All areas used, including toilet facilities, must be left clean and tidy.
    - Equipment must be returned to its original location after use.
8. **Use of School Equipment**
    - Use of school telephones, computers, televisions, and other electronic equipment is not permitted unless expressly authorised.
9. **Compliance with School Policies**
    - The school's Fire Safety, Health and Safety, and Child Protection policies must be adhered to at all times.
    - Copies of these policies will be provided by the Principal.
    - Organisers must sign to confirm that they have read, understood, and accepted these policies.
    - Organisers are responsible for ensuring that all employees, volunteers, and participants are appropriately briefed.
10. **Reporting Incidents**
    - Any accident, loss, damage, or incident occurring on the premises must be reported in writing to the Principal as soon as possible.
11. **Respect for School Property**
    - The Board of Management expects all users to treat the school premises, grounds, and equipment with due care and respect at all times.
12. **Termination of Agreement**
    - The Board of Management reserves the right to terminate any agreement for the use of the school premises without notice.

Date: Jan 2023

Chairperson: Harold Brooks

Reviewed June 2025- Chairperson Billy Murphy.