**Use of the ‘School Building and Grounds’**

**for Non-School Events.**

May 2012.

This Policy was drafted by instruction of Board of management and presented to a board meeting on 2nd May 2012.

It is proposed that, in the interest of Health & Safety and to comply with school insurance, the school building including the hall shall only be used for school related events after school hours, e.g.

* Board of Management meetings.
* Parents Council meetings.
* Invited speakers or other social occasions organised by the Parents Council.
* Fundraising events organised by the Parents’ Council for the school.
* School related celebrations, e.g. celebration after First Holy Communion, First Penance, Confirmation, and Sport’s Events.
* Curricular related activities e.g. Parent preparation for Confirmation programme.
* School Concerts.

**Voting**

The school has traditionally been used as a Polling Station on election and referendum days. This is always requested in writing well in advance of the required date. The Board of Management will continue to honour this request.

If the school/hall is required by a member of the public, to be used in any other way apart from school related activities, e.g. for a charity event, the request must be made in writing to the Chairperson of the Board of Management. The decision to grant the request will be solely for the Board. Personal Insurance may be a requirement.

**Use of School Grounds**

It is proposed that in the interest of Health & Safety, the school grounds should only be used after school hours for school related events, e.g.

* A fundraising event organised by the Parents Council.
* Fun Days / Sports Days for children.

If the school grounds are required for a non-school related event, e.g. car- park facilities, a request should be made in writing to the Chairperson of the Board of Management. The Board of the Chairperson, acting on behalf of the Board, will consider the request provided the person seeking the request has their own insurance and that the school will not be held liable for loss or damage to property. In the case of an emergency, e.g. extra car parking for a local funeral, the Chairperson or any other member of the Board, acting on behalf of the Board, may grant permission for parking in the school grounds. It must be made clear that persons who park in the school grounds, under these circumstances do so at their own risk and that the Board of Management will in no way be responsible for loss or damage to property.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairperson of Board of Management.)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_