



## **New Ross Educate Together National School**

**Barrett's Park, New Ross, Co. Wexford**

**Tel: 051445398**

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**[www.newrossetns.ie](http://www.newrossetns.ie)**

**Roll no 20458m**

# **Facilities Rental Policy**

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## School Details

Name: New Ross Educate Together National School  
Address: Barrett's Park, New Ross, Co. Wexford.  
Telephone: 051445398  
Email: [office@newrossetns.ie](mailto:office@newrossetns.ie)  
Roll Number: 20458m  
Principal: Therese White

The school day starts at 8.30 and finishes at 1.10 for infant classes and 2.10 for all other classes.

## General Statement

New Ross Educate Together National School acknowledges the primary use of the school facilities is for educational instruction of our pupils however, groups may rent rooms for non-school classes if the event or activity does not interfere with school activities.

All rentals are subject to approval by the Board of Management and the Board reserves the right to cancel this agreement if necessary. The following policy is compiled with acknowledgement to DES Circular 16/05 and Guidelines on the use of School Buildings outside of School Hours (<https://www.education.ie/en/Publications/Policy-Reports/guidelines-on-the-use-of-school-buildings-outside-of-school-hours.pdf>).

New Ross ETNS maintains a policy that encourages the use of facilities under its authority by groups and organisations that have as their objective the development of personal character and civic welfare. This rental of school facilities policy is designed to provide community wide use of facilities under the guidelines of the Board of Management and the Educate Together Charter <http://www.educatetogether.ie/about/core-principles>.

While the Board of Management has always adopted an attitude of service, it must be remembered that service does cost money and budgetary consideration must be realised. Practical economies dictate that community use of buildings should not be at the expense of regular school programs. The Board of Management reserves the right to deny the use of the school premises for any purpose that, in its opinion, is not consistent with the best interests of the school community.

### **Space currently available for rent**

Classroom 1

Classroom 2

Classroom 3

### **Current Rental Hours**

Monday- Friday 3:10 – 10pm

Saturday 9am-5pm

Rental facilities outside these hours are subject to the approval of the Board of Management.

### **Rental Rates**

€20 per hour (For Profit Organisations)

€15 per hour (Non-Profit Organisations)

€40 per day (outside of school hours/during school holidays)

€200 per week (outside of school hours/during school holidays)

### **Regulations Governing the Use of School Facilities.**

1. School sponsored activities shall take precedence over any rental of school facilities. Therefore, rental of school facilities is available from 3:10pm onwards to allow for after school activities/ after school clubs.
2. Sponsoring organisations shall provide sufficient adult supervision.
3. No smoking is permitted on school division property.
4. Alcoholic beverages and gambling are prohibited in New Ross Educate Together NS school building.
5. Use of materials on floors, walls or other parts of the building is prohibited without specific approval of the BOM.
6. Electrical equipment may not be used without specific approval of the BOM. Application for such approval shall be made at the time of submitting application for rental.
7. Fire and safety codes shall be followed at all times, and any decorations used shall meet the approval of the school principal and the BOM.
8. All advertising except that incidental to the program, and all sales of merchandise, printed matter, or other materials are forbidden on school premises in connection with any meeting except with the approval of the BOM.
9. If working with children organisations shall ensure Child Protection and Safeguarding Guidelines are followed.
10. No facilities shall be rented past 10:00 p.m. without special approval of the Board.
11. Applicants shall supply and pay for any special supervision needed.
12. The rental agreement is not transferable. Reservations shall be cancelled at least 48 hours in

advance or charge shall be made.

13. Arrangements for seating or any other special facilities or equipment shall be made at the time rental is requested.
14. The cost of service of any additional help shall be charged to the organisation over and above its basic rental rate.
15. The principal and BOM reserves the right to rescind the arrangement at any time it chooses for its own reasons which need not be communicated to the renting agency or individual.
16. The cost of any damages to school property occurring during a school rental shall be assessed against the organisation renting the facility.
17. Activities shall not interfere or otherwise disrupt the normal school programs or practice schedules.
18. All conditions set out in the Department Guidelines on the Use of School Buildings Outside School Hours in Appendix 2 of this document must be adhered to.

All persons renting the school hall must agree to:

- Pay the agreed hourly/daily/weekly fee for the use of the premises, payable one month in advance. Cheques should be made payable to New Ross Educate Together National School.
- All groups using the hall must provide their own insurance cover. A copy of the insurance policy must be submitted to the school in advance of the classes starting.
- The renter must take responsibility to open and close the school ensuring that security arrangements are fully in place as per school policy.
- The renter must take the responsibility to leave the premises clean and tidy (as they found it) and to ensure that no personal belongings are left behind after class
- The renter must pay for any damage to school property
- The school will give the renter at least two weeks' notice if the room/hall is to be used for a school activity
- The renter must ensure that individuals under their care remain within the room(s) rented and do not use any of the other facilities of the school.

## **Religious Instruction**

Religious Instruction: New Ross Educate Together National School respects all children and families equally regardless of social, cultural or religious backgrounds. During the school day, the children are taught an ethical education curriculum entitled, 'Learn Together.' This curriculum is divided into four strands:

- Moral and Spiritual Development
- Equality and Justice
- Belief and Non-belief Systems
- Ethics and the Environment

In line with all Educate Together schools, New Ross Educate Together has no religious, doctrinal

instruction during the school day. In this way and others, we ensure that ‘no child is an outsider’ and everyone’s beliefs are respected. Faith formation or religious instruction is the responsibility of parents, in association with their local faith community (Parish, etc). It is not part of the function of an Educate Together school. However, the Board of Management will, as far as possible, facilitate parents who wish to set up after-school religious instruction classes on the school premises for children of their faith who attend the school, provided that the Board is satisfied that the holding of such activity will not, either explicitly or implicitly, impinge negatively on the school ethos. These classes are a parent-organised, after-school-hours, optional activity at the school which can involve the support of local religious organisations. The responsibility for religious formation is clearly placed with the family and their religious organisation, while the school provides an atmosphere which respects that choice. In turn, sensitivity by those organising, attending and giving these classes is a sine qua non. The establishment, organisation of religious formation classes is subject to the provisions and guidelines contained in this policy. In addition, the Board must be satisfied as to the credentials, qualifications and sensitivity of the religious instruction teacher to the Educate Together ethos. The religious instruction teacher must not be a member of the New Ross Educate Together staff or Board.

### **How to Make Application for Use of School Facilities**

All applications must be made in writing. Forms may be obtained from the school office in person or by written request. Full details as to facilities and services required, as well as date, time and number of persons expected, should be provided.

Application Deadlines:

- All applications for Regular (Weekly September to June) must be submitted not less than four weeks prior to the expected start date.
- Occasional Use: Not less than two weeks prior to the event.
- Sports Events: Not less than one month prior to event.

### **Renewals:**

Groups currently using school facilities on a regular basis must renew applications and make any changes required as soon as the current permit expires.

The principal and BOM reserve the rights to cancel any rental agreement.

Each applicant must present a copy of their own insurance policy.

The rental agreement is assumed suspended following any change to the terms of the organisations

insurance policy. The BOM must be notified immediately of any such changes and approval must be received from the BOM in writing before any further use of facilities is permitted.

All rental agreement applicants shall be coordinated through the school to obtain approval from the school principal and BOM.

A rental agreement must be issued before any organisation or group can use school facilities.

### **Definition of Organisations and Rates**

The Board shall periodically review and approve rates for the following rental categories.

#### **Rates Category**

- A. Local service organisations such as community youth groups, etc., sponsoring events for the benefit of and open to people within the school.
- B. Non-profit organisations e.g., gymnastic clubs, community use groups, sports agencies, and church groups with local organizations given first preference;
- C. Private for-profit individuals or organisations and businesses charging fees for their service and making profits, political and business meetings.

#### **Ratification, Communication and Review**

This policy was adopted by the Board of Management on 21/03/2019. It is scheduled for review in 2021.

This policy has been made available to school personnel, published on the school website and provided to the Parents Association. A copy of this policy will be made available to the Department of Education and Skills and the Patron, if requested. Hard copies of this, and all school policies, are available at the school office on request.

This policy and its implementation will be reviewed by the Board of Management.

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

Signed: \_\_\_\_\_  
(Principal)

Date: 21/3/2019

## Appendix 1: Application Form for Rental of Facilities

### Application Form for Rental of New Ross ETNS

**Name of Club/Organisation:**

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**Main Contact:**

**Name:**

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**Phone:**

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**Email:**

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**Please Specify:**

**Day(s) Required:** \_\_\_\_\_

**Hour(s) Required:** \_\_\_\_\_

(Please allow 15 minutes for assembling and departure)

**Please indicate the maximum number in attendance:**

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**Please attach a copy of your**

**PUBLIC LIABILITY INSURANCE**

Submitted

Not submitted

If working with children under 18 please attach Garda Vetting Clearance and Child Safeguarding Statement to your application (no application will be considered without these).

**Statement:**

I agree to comply with all stipulations set out by the Board of Management and Principal of New Ross Educate Together National School including the specific arrangements outlined to us for the conduct of our events.

Signature Contact Person: \_\_\_\_\_

Signature of Club/Organisation Leader: \_\_\_\_\_

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

**Appendix 2: Department Guidelines**

<https://www.education.ie/en/Publications/Policy-Reports/guidelines-on-the-use-of-school-buildings-outside-of-school-hours.pdf>