



CASTLEBAR EDUCATE TOGETHER
NATIONAL SCHOOL

Castlebar Educate Together National School

Room Rental Policy

- All activities carried out at Castlebar Educate Together National School must be inclusive and open to all (i.e. all persons having equal rights of access and people of all social, cultural and religious backgrounds being equally respected.)
- The nature of the activities for which the school is hired must be in keeping with the general educational aims and/or ethos of the school.
- All activities/meeting should be of local, community or educational relevance.
Rooms shall be rented on a first-come, first-served basis.
- Political or commercial posters/leaflets may not be placed or distributed on the school grounds.
- Rooms will not be rented to political groups or organisations during the run-up to local, national, European elections or referenda.
- Rooms will not be rented for private parties.
- A member of the Board of Management of Castlebar Educate Together may attend any event or activity held at the school.
- The Board requires a copy of the organiser's Public Liability insurance certificate or waiver, for all those renting rooms for activities.
- The Board of Management of Castlebar ETNS does not carry out any Garda Vetting of adults renting rooms in the school.
However, in the interests of child safety and protection, it is advisable that any adult with unsupervised access to children should be able to provide a Garda Vetting letter for parents' information.
- All groups renting school rooms will be responsible for their own First Aid.
- Any communication between users and parents must be sanctioned by the Principal of Castlebar Educate Together National School before distribution by the organiser. A notice may be put on parents notice boards outside the school with the Principal's permission.
- Responsibility rests with the group/individual who is hiring the school for communicating with parents about:
 - Starting/finishing dates and times
 - Cancellations, re-scheduling etc
 - A contact phone number should be provided to parents
- The teacher/organiser present on behalf of the group/individual hiring the school is responsible for:
 - Reporting and repairing any damages to property or facilities
 - Turning off lights on leaving the premises
 - Returning equipment and furniture to proper storage point
 - Re-arranging classroom furniture
 - Any necessary cleaning
- The decision of the Board of Management of Castlebar Educate Together is final.
- The school reserves the right to use the hall/room at any time for its own purposes, should the need arise. The school also reserves the right to discontinue the use of the hall/room at any time for any specific reason.
- The Board of Management will periodically review the hire of the school premises.



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Rental Fees:

Room Rental

Commercial activities rate	-	€35.00 per hour
Community activities rate	-	€20.00 per hour
School staff/voluntary rate	-	€15.00 per hour
+ Additional fee €5.00 per rental (fee for opening/closing premises, if necessary)		

On behalf of _____, I have read this policy and
accept all these conditions. We wish to hire the school premises from _____ to _____ (times)
every _____ (days).

Signed on behalf of group: _____ Date _____

Chairperson, BoM : _____ Date _____