



## Lucan Educate Together N.S. Hire Agreement

Section A only of this document must be completed and submitted, with a covering letter giving additional information if desired, as an application for hire to the Board of Management for its approval. If the application is approved, Section B will be completed and, when signed and dated by both parties, the entire document will constitute a Hire Agreement between the Board of Management of Lucan Educate Together National School and the hirer. Applications should be addressed to: The Board of Management, Lucan Educate Together NS, Mount Bellew Way, Lucan, Co. Dublin.

### Section A

#### 1. Hirer Details

Name of group/organisation: \_\_\_\_\_

Person Responsible for Hire: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Web: \_\_\_\_\_

#### **Keyholder details (if different to above):**

Name: \_\_\_\_\_

Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

### 2. Hirer Requirements

Facility requested: \_\_\_\_\_

Nature of Activity: \_\_\_\_\_

Numbers Anticipated: \_\_\_\_\_ Times Required: \_\_\_\_\_

How many supervisory personnel (provided by hirer) will be in attendance? \_\_\_\_\_

		M	T	W	Th	F	Sa	Su
Days Required:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

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

Will the hirer charge a fee for users/attendees? \_\_\_\_\_

Fee Details (if available): \_\_\_\_\_

### 3. References

External groups/organisations/clubs etc. are required to provide details of 2 referees. These should be relevant to the application for hire if possible e.g. from a previously hired venue. Applications may be accompanied by written references if available. Applications from within the school community should reference a committee or staff member who can endorse the proposed use.

- a. Referee Name: \_\_\_\_\_
- Organisation (if applicable): \_\_\_\_\_
- Address: \_\_\_\_\_
- Telephone: \_\_\_\_\_
- Email: \_\_\_\_\_

b. Referee Name: \_\_\_\_\_  
 Organisation (if applicable): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Section B**

**a) Insurance Details**

No third-party insurance is required from hirers from within the school community when engaged in a school-related activity i.e. staff, committee, PTA use etc. Otherwise, hirers must provide public liability insurance and supply details of such cover to the Board. The policy must comply with 3. in the Terms and Conditions below.

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Period of Cover: \_\_\_\_\_

Has a copy of the policy cover been provided to accompany this application? \_\_\_\_\_

Has the indemnity to LETNS been included? \_\_\_\_\_

Witness (for LETNS): \_\_\_\_\_

## Terms and Conditions

### Hire agreement

1. The Board of Management of Lucan Education Together National School, hereafter referred to as the Board, shall make every reasonable effort to provide unencumbered access to the space and facilities being hired for the times and days indicated. Use of spaces and facilities other than those specified is not permitted nor may the nature of use be other than agreed.
2. While the school enters into hire agreements with hire groups the school reserves the right to cancel any hire period when the facilities are required for the school's own use or where the premises have been requisitioned by another authority e.g. when required for use as a polling station. In such cases the school will give a minimum of 1 weeks' notice to the hire groups affected. The Board will not be liable for any loss arising from such cancellation.
3. Hire groups should note that while they have agreed use of the school facilities that they may NOT have exclusive use of the facilities and other groups, school community, etc. may also have access to the school during a hire period. All hire groups are expected to be respectful of any other group using the premises and not to engage in any action or activity that adversely affects the use of the facilities by others.
4. The hirer agrees to comply with any reasonable request made by the Board or its representative concerning the use of the agreed space and facilities. The Board reserves the right, at its discretion, to inspect the premises during the hire period.

### Insurance & other policies

5. It is a condition of hire that the hirer, as specified at Section A.1, must have public liability insurance cover for the duration of the hire period. The policy must be amended to specifically indemnify Lucan Educate Together National School to the value of €1,300,000 and a copy of said policy must accompany this contract. This agreement shall lapse if said cover expires for any reason and shall only resume if public liability cover is resumed and a copy of a current policy provided.
6. Each hire group is responsible for ensuring that they have adequate policies in place with regard to Health & Safety or to comply with any legislation as required e.g. Child Protection Policy. Each hire group is responsible for ensuring compliance with such policies and the school has no liability for any matters arising in relation to the operation of such policies by the hire group.

### Use of facilities

7. In any publicity, promotional or other activity, the hirer may not represent Lucan Education Together National School as being a head office, primary or branch address for the activities of the hirer and public enquiries about the hire activity may not be directed to the school or its staff.
8. It shall be the duty of the hirer to return the space and facilities to an orderly state and to complete any cleaning or tidying that may be required to render the space suitable for resumption of school work. Where facilities require cleaning at the end of a hire period the relevant hire group shall be responsible for undertaking this cleaning. Should the school have to arrange additional cleaning to address issues caused by a hire group the relevant hire group will be charged for the cost of any such additional cleaning.
9. It shall be the duty of the hirer to report to the Board any damage to school property, equipment or facilities arising from, or during the period of, the hire. Such damage should be recorded in the Hire Incident Book. The hirer shall be liable to pay the cost of repair or replacement consequent to such damage.

10. Hire groups must treat all school facilities with respect and ensure that their use of the school does not cause any damage and upholds the security of the facility. Hire groups must ensure that the school is secure when leaving – all lights switched off, window, doors & gates closed, alarm set and all locks closed as appropriate.
11. Hire groups may use the school's carpark when it is not in use by school staff. Such use must be specifically covered by the group's insurance policy and the Board shall not be liable for any issue arising from such use. All hire groups are asked to take into account that the school is based in a residential area and to respect the rights of residents with regard to access in and around the school and to refrain from parking in any way that causes a nuisance to residents or by using private parking spaces.
12. Groups must not block access to the entrance gates **at any time** as access may be required for emergency purposes.
13. Where groups allow non-member to remain on the school premises during an activity e.g. parents bringing children to activities, etc. the group are responsible for ensuring that their insurance covers such an arrangement. The hire group are also responsible for ensuring that anyone remaining on the premises in such circumstances behaves in a way that is acceptable under the terms of their hire agreement and that adequate supervision is provided for any children on the premises.

#### **Key holding/access to school**

14. Each hire group must have a designated key holder whose contact details must be provided to the school along with the hire agreement. In the event that a group leader changes and the named person is no longer in the group/acting as key holder **it is not acceptable** to pass keys on to another group member without prior notice to and approval from the Board. Any group found not to be adhering to this will have their hire agreement cancelled with immediate effect.
15. Hire groups will be provided with door access codes and alarm codes if appropriate. These codes must not be distributed freely among group members and are only for the use of group leaders.

#### **Fees & payment for use**

16. All hire payments must be made at the times and in the manner set down by the school. The school reserves the right to cancel any hire agreement where a group fails to make payments when requested.

#### **Hire period**

17. Hire agreements are for the duration of the school year only and do not automatically extend to the summer period (July-August each year). Summer hires are only permitted where they have been specifically agreed with the Board.
18. Hire agreements do not automatically carry-over to the following year and any group wishing to continue hiring school facilities must make a new hire application by 1<sup>st</sup> June each year. Prior use of school facilities **does not** guarantee future use of the facilities and all applications will be assessed each year.

#### **Termination of this agreement**

19. While every reasonable effort will be made to give notice, the Board reserves the right to terminate this agreement at its discretion. The Board will not be liable for any loss accruing to the hirer from such action.
20. The Board reserves the right to terminate with immediate effect, without compensation for loss, the hire agreement for any hire group found to be contravening this agreement.

Signed: \_\_\_\_\_

For Board of Management

\_\_\_\_\_

For Hirer (as at Section A)

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

\_\_\_\_\_