



St Nathy's College

SCHOOL USAGE POLICY and INDEMNITY FORM

1. Requests for use of facilities should be addressed to the Principal's Office.
Bookings are subject to:
 - The availability of the facility
 - The availability of a caretaker
 - The approval of the Board of Management*Reservations are not final until a Confirmation Form is issued by the College*
2. Clubs/groups will indicate, in advance and in writing:
 - The particular facility required
 - A description of the planned activity
 - The exact duration of use
 - The number of users
 - Level of supervision (adult:youth ratio). It is desirable that this ratio is 1: 8.
3. The facility shall only be used for the specified purpose outlined in 2 above
4. Activities should conclude 15 minutes before official closing time so that the College can be closed by the appointed hour.
5. NO SMOKING is allowed on the premises or in the College Grounds.
6. Nothing is to be taped or tacked to any of the walls, doors, in the corridors or entries.
7. Clubs/groups are responsible for ensuring adequate supervision of those present and also for ensuring proper care of College property. The group making the reservation will be responsible for any necessary repairs and/or replacement costs of any damage beyond normal wear and tear. Users of the Sports Complex must wear gym shoes that do not mark the hall floor.
8. Clubs/groups must ensure that users do not interfere with any school equipment.

9. Clubs must have adequate insurance for all activities (Public Liability Insurance of €6.5m and Employer Liability Insurance of €13m) and a copy of this insurance should be held on site at St Nathy's College (See Indemnity Form).
10. Clubs are responsible for their own setup in the College and must ensure facilities are left as found, i.e. furniture should be re-arranged as at the beginning and all litter collected and removed.
11. Clubs/users should familiarise themselves with the layout of facilities emergency exit routes and fire safety equipment.
12. St Nathy's College is not responsible for lost/stolen items and/or injuries as a result of activities held by the club using the facilities.
13. Clubs are required to keep a record of attendance to use as a roll call, in the event of an emergency.
14. The hire charges for use of the facilities should be paid in advance unless otherwise agreed with the Principal (cheques should be made payable to St Nathy's College).
15. The Principal may at any time revoke the permission hereby given by no less than twenty-four hours' notice in writing being given to the relevant Secretary or other member of the committee of the relevant club or organisation.
16. St Nathy's College reserves the right to change, cancel or modify this policy at any time it sees fit.

School Contact Details

School	St Nathy's College		
Location	Ballaghaderreen		
Principal	Declan Dunne.		
Phone	094 9860010		
E-mail	info@stnathys.com		

Signed: *Kevin Hennigan*

Chairperson of Board of Management

Date: 28th May 2019

SCHOOL ACTIVITIES WILL TAKE PRECEDENCE OVER ALL REQUESTS

APPLICATION FOR USE OF SCHOOL FACILITIES AT

St Nathy's College

Name of Club/Organisation: _____

Facilities Required: _____

Other facilities (if required): _____

Activity and purpose: _____

Number of people using facility: _____

No. of adults: _____ No. of young people: _____

Day/Date required: _____

Starting time: _____ Finishing time: _____

Name of Club Secretary: _____

Address of Secretary: _____

Telephone Number: _____

E-mail Contact: _____

Name and contact number of person who will be present and responsible on the day of
the event: _____

Copy of Insurance Policy enclosed

Extension of Indemnity to St Nathy's College

Signed: _____ (Principal)

SCHOOL ACTIVITIES WILL TAKE PRECEDENCE OVER ALL REQUESTS

INDEMNITY FORM

The Board of Management of St Nathy’s College supports

ACCOMMODATION FOR: _____

TO USE FACILITES: (please specify) _____

IN: _____

The above facilities are being provided subject to the following conditions:

DEFINITIONS:

The expression “Licensee” means

The expression “Authority” means Board of Management, St Nathy’s College.

1. The Licensee shall indemnify and keep indemnified the Authority against all actions, proceedings, costs or claims by any person or persons made against the Authority in respect of any accident or damage sustained by such person or persons or the death of any person or damage to any property arising directly or indirectly whilst on the premises mentioned above in connection with the use of the said premises by the licensee or any person or the premises of the authority with the consent of the licensee. Evidence of the indemnity will be sought by the Authority from the Licensee prior to first use of the premises from time to time.
2. The Licensee shall (but without limiting his obligations under Clause 1) effect a public liability policy with an Insurance Company approved by the authority with an indemnity of €6,500,000 any one accident, and, where appropriate, an employers liability policy with an indemnity of not less than €13,000,000 any one accident, covering the use of the premises, and such policy must be produced for inspection before entering upon the premises together with the receipt for payment of the current premium payable under such policy. Such policy shall be extended so that the authority is indemnified by the insurers in the same manner as the licensee.

On behalf of:

SIGNED: DATE.....

CAPACITY:

I HAVE EXAMINED THE INSURANCE DOCUMENTATION AND I CAN CONFIRM THAT THE INDEMNITY OUTLINED ABOVE IS AS STATED IN THE INSURANCE POLICY RECEIVED.

SIGNEDPRINCIPAL. DATE

On behalf of: Board of Management, St Nathy’s College

SIGNED: