



etb

Bord Oideachais agus Oiliúna
an Chabháin agus Mhuineacháin
*Cavan and Monaghan
Education and Training Board*

CAVAN AND MONAGHAN EDUCATION AND TRAINING BOARD

SCHOOL USAGE POLICY and INDEMNITY FORM

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 Cavan and Monaghan ETB

Reservations are not final until a Confirmation Form is issued by the ETB School
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 School can be closed by the appointed hour.
5. NO SMOKING is allowed on the premises or in the School 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 School 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 Gymnasium 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 a Cavan and Monaghan ETB Facility (See Indemnity Form)
10. Clubs are responsible for their own setup in the schools 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. Cavan and Monaghan ETB 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 Cavan and Monaghan ETB).
15. The relevant Principal may at any time revoke the permission hereby given

by no less than twenty four hours' notice in writing in that behalf being given to the relevant Secretary or other member of the committee of the relevant club or organisation.

16. Cavan and Monaghan ETB reserves the right to change, cancel or modify this policy at any time it sees fit.

SCHOOL ACTIVITIES WILL TAKE PRECEDENCE OVER ALL REQUESTS

School Contact Details

Monaghan

SCHOOL / INSTITUTE	PRINCIPAL/DIRECTOR
Ballybay Community College Ballybay, Co. Monaghan Tel: 042 974 1093 Fax: 042 974 1765 ballybaycc@eircom.net	Moya Lynch
Beech Hill College Beech Hill, MONAGHAN Tel: 047 81200 Fax: 047 84926 admin@bhc.ie	Martha Williamson Hunter
Castleblayney College Dublin Road, Castleblayney, Co. Monaghan Tel: 042 974 0066 Fax: 042 974 6712 info@cblayneycollege.com	Gerry Hand
Colaiste Oiriall Cnoc an Chonnaidh Muineachan Tel: 047 72344 Fax: 047 72466 brendan@oiriall.ie	Brendan O' Dufaigh
Inver College Carrickmacross Co. Monaghan Tel: 042 966 1282 Fax: 042 966 3410 Inbhear.ias@eircom.net	Roddy Minogue
Largy College Clones Co. Monaghan. Tel: 047 51132 Fax: 047 51375 info@largy.ie	Sharon Magennis

Monaghan Institute Monaghan Education Campus Knockaconny MONAGHAN Tel: 047 84900 Fax: 047 81564 monaghaninstitute@eircom.net	Dr Fiona Mc Grath
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Cavan

SCHOOL / CENTRE	PRINCIPAL
Breifne College Cootehill Road Cavan Tel: 049 4331735 Fax: 049 4362597 info@breifnecollege.ie	John Crotty
St. Bricin's College Belturbet Co. Cavan Tel: 049 9522170 Fax: 049 9522788 info@stbricinscollege.ie	Mary Sheridan
St. Mogue's College Bawnboy Co. Cavan Tel: 049 9523112 Fax: 049 9523563 info@stmoguescollege.ie	Anne Conaghan
Virginia College Virginia Co. Cavan Tel: 049 8547050 Fax: 049 8547152 info@virginiacollege.ie	Karen Fitzpatrick
Cavan Institute Cathedral Road Cavan Tel: 049 4332633 Fax: 049 4361933 admin@cavaninstitute.ie	Ann Marie Lacey

SCHOOL ACTIVITIES WILL TAKE PRECEDENCE OVER ALL REQUESTS

APPLICATION FOR USE OF SCHOOL FACILITIES AT

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 Cavan and Monaghan ETB enclosed

Signed: _____ Date: _____

(Principal/Director)

SCHOOL ACTIVITIES WILL TAKE PRECEDENCE OVER ALL REQUESTS

INDEMNITY FORM

Cavan and Monaghan Education and Training Board supports

ACCOMMODATION FOR: _____

TO USE FACILITES OF: _____

IN: _____

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

DEFINITIONS:

The expression "Licensee" means

The expression "Authority" means Cavan and Monaghan Education and Training Board.

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.....

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: Cavan and Monaghan Education and Training Board

SIGNED: