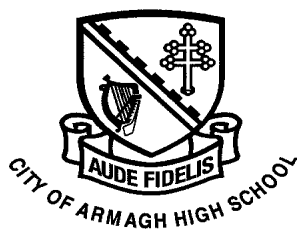


SOUTHERN EDUCATION & LIBRARY BOARD



HIRE OF SCHOOL PREMISES APPLICATION FORM

Name of Applicant: _____

Contact Name: _____

Contact Address: _____

Phone No: Home: _____ Business: _____

Invoice Name and Address: _____
(If different from above)

Facility Required: _____

Purpose of Use: _____

Equipment Required: _____

Dates of Use: From _____ to _____ (inclusive)

No. of Days: _____ Day: _____ Time: _____ to _____

Signature of Applicant: _____ Date _____

The following charges are based on the "Scale of Charges" for the current school year:

| | |
|--------------------------------|---------|
| Use of Facility | £ |
| Caretaking | £ |
| Heating | £ |
| Use of Equipment (if required) | £ _____ |
| Total: | £ _____ |

Signature of Principal _____ Date _____

I accept the above charges and agree to the conditions of use overleaf.

Signature of Applicant: _____ Date _____

The completed Application Form should be returned to:
The Principal, City of Armagh High School, Alexander Road, Armagh BT61 7JH
Tel 028 3752 2278 Fax 028 3752 8154

Use of School Premises

GENERAL CONDITIONS OF USE

- a. Facilities may not be used unless prior approval has been given by the Board of Governors and notified in writing to the user.
- b. Application forms for use of facilities may be obtained from the school. Communication is essential and before completing an application users are advised to discuss fully their requirements with the principal or other designated person authorised by the Board of Governors.
- c. Application for the use of facilities must be made on the appropriate form which must be submitted to the principal, normally not less than twenty-eight days before the date of the proposed use.
- d. All requirements must be stated on the application form. No other educational facilities other than those specified in the agreement may be used, disturbed or entered.
- e. The Board of Governors will consider applications for use of educational facilities subject to conditions as laid down in the Southern Education & Library Board Scheme of Management and on the signed application form.
- f. Where the application is approved the principal will calculate the cost, enter it on the Application Form and return it to the applicant who will sign it, as confirmation that the charge is acceptable. This should be done before any use of the premises takes place.
- g. The Board of Governors must be satisfied that the nature and frequency of use requested by any user is reasonable, taking into account the facilities and resources available, the overall needs of the community and supervision and caretaking arrangements.
- h. Facilities will not in any circumstances be granted for political or commercial purposes.
- i. The person(s) named as responsible in the application will be held entirely responsible for the conduct and supervision of all persons involved, for the termination of use at the hour specified, and for any damage or loss caused to the premises or property arising out of such use. The Board of Governors reserves the right to recover the cost of making good such damage or loss from the user.
- j. All use of facilities must take place on the day and between the times stipulated in the approval. Premises must be completely vacated fifteen minutes after the agreed time. Failure to comply with this condition may result in future use being refused.
- k. Items of school equipment are not available to users unless specially authorised beforehand.
- l. The Board of Governors must be satisfied that users of specialist accommodation or equipment are suitably qualified and experienced in its use.
- m. Intoxicating liquor may not be sold or consumed on the premises.
- n. All irregularities, damage and loss relating to the facilities and school property must be reported to the principal within twenty-four hours of occurrence.
- o. Cancellation of a booking must be notified to the principal as soon as possible and in any case not later than three days before the date of use.
- p. Where a user has been granted use of facilities free of charge and fails to attend without giving proper notice of cancellation a charge may be made by the Board of Governors.
- q. No facilities other than those authorised may be used, disturbed or entered.
- r. All approvals are subject to cancellation by the Board of Governors without notice. (This right will not be exercised unless absolutely necessary).
- s. Approval of the use of facilities on a seasonal basis (i.e. where there are at least five usages) will lapse automatically on 30th June each year. A new application must be submitted to the Board of Governors for use of facilities during the following year.
- t. The Board of Governors and the Southern Education & Library Board shall not be responsible for any loss, damage or injury to any property or person(s) including the user's invitees suffered by reason of any act, neglect or default of the Southern Education & Library Board, its agents, servants or workmen or any defect (whether latent or potent) in the premises, playing fields or services ancillary thereto.
- u. The Board of Governors and the Southern Education & Library Board shall not be responsible for any loss, damage or injury to any property or person(s) including the user's invitees suffered by reason of any act, default or neglect on the part of the user or the user's invitees.
- v. Users are advised in their own interest to ensure that they have suitable insurance cover.