Pelletstown Educate Together National School

Extra-Curricular and Facilities Rental Policy

Whole School Policy

Ratified: 10th September 2026

To be reviewed: Term 3, 2029

Introduction and Rationale

This policy establishes a clear framework for school-based extra-curricular activities, external facilities rental and childcare/school-age childcare use, while protecting the educational function of the school and aligning with the Department of Education's 2024 Procedures on the Use of School Property and School Sports Facilities Outside of School Hours.

Scope

This policy applies to school-based, staff-run extra-curricular activities; external providers delivering activities to pupils; community groups, clubs and organisations using school facilities; external childcare/school-age childcare providers; and other third parties seeking to use school property outside normal school hours.

Guiding Principles

The Board of Management will manage external use according to the following principles:

1. The educational needs of the school take priority at all times.
2. The safety and welfare of pupils and staff take priority over external use.
3. The school will facilitate appropriate community use where this does not interfere with school operations.
4. External use must not prevent or restrict future school development or expansion.
5. External use should not result in a net cost to the school.
6. Appropriate legal, insurance, safeguarding, health and safety and security arrangements must be in place before external use begins.
7. Permission to use the school does not constitute endorsement of the organisation, provider or activity.

The Board of Management may refuse, restrict, suspend or terminate external use where necessary to protect the school

Extra-Curricular Activities for Pupils

Activities may be organised by the school, parents/carers, external organisations, instructors or community/sports organisations approved by the school. Activities must be age-appropriate and comply with relevant school policies. External providers working directly with children must have appropriate safeguarding and Garda vetting arrangements where applicable.

External Facilities Rental

Facilities may be made available outside normal school hours where not required for school purposes. Use is subject to availability, approval, this policy, conditions of hire, insurance, health and safety, safeguarding where relevant, fees and any required legal agreement.

Annual Facilities Application Deadline

Applications for regular external rental must be submitted in advance of the first Board of Management meeting of the school year, normally early to mid-September. External providers may not commence regular rental before the application has been considered and approved and all required documentation is in place. Late applications may be considered at the discretion of the Principal and/or Board where availability permits.

Facilities Availability

The facilities referenced in this policy refer to the following:

- **School Hall:** Available to all as detailed below
- **Basketball Court:** Available to all as detailed below
- **Classrooms** as deemed available/suitable by the school: Available only to school staff, the after-school care provider, extra-curricular curriculum based provision (e.g. languages, STEM) and after school sacramental preparation. (2:10pm – 3:10pm for school staff only with permission from the class teacher in that room, 3:15pm – 6:30pm for other)

These facilities will be available at the following times:

	Monday	Tuesday	Wed.	Thursday	Friday	Saturday	Sunday
School Hall	7pm – 10pm	7pm – 10pm	7pm – 10pm	7pm – 10pm	7pm – 10pm	10am – 6pm	10am – 6pm
Basketball Court	2:10pm – 10pm	2:10pm – 10pm	2:10pm – 10pm	2:10pm – 10pm	2:10pm – 10pm	10am – 6pm	10am – 6pm
Classrooms	2:10pm – 6:30pm	2:10pm – 6:30pm	2:10pm – 6:30pm	2:10pm – 6:30pm	2:10pm – 6:30pm	Not available	Not available

The hall and basketball court will be available in 50 minutes/1 hour 50 minutes/2 hour 50 minutes etc. blocks to allow time for changeover of activity.

The Principal will maintain a timetable of facilities rental on the school's Google Drive.

External providers (community and commercial groups) will also have use of the toilet facilities in the corridor beside the hall, but will not have access to the kitchenette or any other area of the school.

No External Facilities Rental in June

External facilities rental will not normally be available during June because the school requires the premises for graduation and end-of-year events, sports day preparation, performances, assemblies, school celebrations, end-of-year administration, cleaning and preparation for the following academic year. Limited exceptions may be made where use will not interfere with school operations, and upon application to the Board of Management in the month of May.

Application Process

Applicants must complete the Facilities Rental Application Form, Appendix 1. The form covers organisation details, activity, facilities, dates/times, participant numbers, safeguarding, insurance, health and safety, access/security and other information necessary to assess the application. The school may request additional information.

Assessment and Approval

Applications will be assessed having regard to school needs, availability, effect on school operations, suitability, benefit to pupils and/or the community, provider experience and reputation, safeguarding, insurance, health and safety, security, condition of premises, financial implications, reputational considerations and future school development.

Board, Patron and Property Owner Approval

The Board of Management will consider external use in accordance with its governance responsibilities and the Department's 2024 procedures. Where Patron, property owner/Trustee or Department approval or sanction is required, the relevant process must be completed before the arrangement commences.

Legal Agreements

Regular or ongoing external use will normally be governed by a written licence or other appropriate legal agreement. Agreements should identify the parties, facilities, dates/times, fees, utilities/cleaning/maintenance responsibilities, access/security, safeguarding, insurance, indemnity, damage, health and safety, termination and the absence of any tenancy or proprietary interest unless specifically approved.

Duration and Termination

External arrangements are limited to the relevant school year, with no expectation of permanent or continuing use. Arrangements may be terminated where premises are required for school purposes, the provider breaches the agreement, insurance or safeguarding documentation lapses, school procedures are not followed, or continued use creates an unacceptable risk.

Insurance

External organisations must provide evidence of appropriate insurance before use begins, including public liability and employers' liability where applicable. The school may require relevant Patron/property owner/Trustee interests to be appropriately noted or indemnified.

Health and Safety

External users must comply with relevant health and safety, fire and evacuation procedures and school instructions. They are responsible for supervision, safe access and egress, safe equipment, reporting accidents/incidents and damage, and leaving facilities safe and appropriate.

Safeguarding and Garda Vetting

Where children or young people participate, the external provider must comply with applicable child protection and safeguarding requirements and ensure appropriate Garda vetting arrangements for relevant personnel. They must provide the school with up-to-date Garda Vetting, Statutory Declaration and evidence of completion of Tusla's Children First training.

Security and Access

The school determines access, opening/closing, keys, codes, alarms, lighting and designated entrances. External users must remain within authorised areas and must not access restricted areas unless expressly authorised.

Cleaning, Damage and Equipment

External users must leave facilities clean and tidy and are responsible for damage arising from their use. School equipment may only be used with prior approval. Equipment stored on site requires prior written approval.

Fees and Costs

The Board will determine rental charges. Charges should seek to cover reasonable costs associated with external use, including utilities, cleaning, maintenance, insurance, administration, security, legal costs, wear and tear and other overheads.

As a general approach, charges will be as follows;

	School Staff: Extra-Curricular Activities	School Staff: External Activities	Non-profit Community Groups	Commercial Groups
Classrooms/ The Oasis	No Charge	€10 per hour	N/A	N/A
School Hall	No Charge	€15 per hour	€30 per hour	€50 per hour
Basketball Court	No Charge	€10 per hour	€15 per hour	€25 per hour

The Board of Management may, at its discretion, offer a reduced rental rate where an organisation books the hall for an extended period or where the use of the hall is for an event organised to raise funds for a registered charity or community cause. Any reduced rate will be considered on a case-by-case basis and is not guaranteed.

There will be no cost to groups who may use the school facilities from time-to-time to support the work of the school – e.g., those committees who prepare facilities for school events, or who use the school premises for preparing arts and crafts for the benefit of the school.

Reputation, Marketing and Data Protection

External users must not imply school endorsement without permission. School communication channels, pupil information, photographs, logos and other personal data may not be used for marketing unless expressly authorised and legally permitted.

Incidents, Complaints, Cancellation and Suspension

Accidents, safeguarding concerns, damage, security incidents and other significant incidents must be reported promptly. The school may cancel or suspend bookings where facilities are required for school purposes or where health, safety, safeguarding, security or compliance concerns arise.

School Staff

Staff members of Pelletstown ETNS may facilitate a maximum of two extra-curricular activities per week. Extra-curricular activities led by school staff will take place under the oversight of the school and in accordance with the school's policies and procedures.

Pupils participating in these activities will be covered by the school's 24/7 pupil insurance, subject to the terms, conditions and exclusions of the school's insurance policy. All staff members facilitating extra-curricular activities must have up-to-date Garda vetting in accordance with the school's Garda Vetting Policy and relevant national requirements.

The APII post holder with responsibility for extra-curricular activities will provide a report to the Board of Management at the end of each term outlining the extra-curricular activities that have taken place during that term.

Staff members may charge a maximum of €8 per hour for participation in extra-curricular activities. Where an activity requires additional materials or resources that incur a cost, a separate reasonable charge may be applied to cover these costs. Any additional charges should be communicated clearly to parents/carers in advance of the activity.

Activities offered through school-led extra-curricular activities must be appropriate to the school setting and consistent with activities and learning experiences that would ordinarily form part of the school curriculum or school programme. Activities must be planned and delivered in accordance with relevant health and safety procedures.

Extra-curricular activities must not involve activities that present an inappropriate or avoidable level of risk to pupils, including extreme sports or other hazardous activities that fall outside the scope of the school's insurance arrangements or the school's ability to safely manage the activity.

After-School Care / School Age Childcare

Where premises are made available to an after-school care or school-age childcare provider, the arrangement will comply with the Department's 2024 Procedures and will normally be documented by a licence rather than a service contract, subject to legal advice and confirmation of the appropriate licensor. The school will normally operate a 10-month licence. This is a school-specific governance rule rather than a Department-mandated 10-month term. The Department's 2024 Procedures recommend that licences should not exceed 11 months and ideally should run for no longer than the school year. A childcare licence is subject to Board approval and, where required, Patron/property owner and Department approval, appropriate insurance, childcare regulation, safeguarding/Garda vetting and health and safety requirements. The licence does not create a tenancy or proprietary interest and does not automatically renew.

Where appropriate, the school will use an open, transparent and fair process when selecting a childcare provider, considering quality, suitability, local need, affordability, experience, references, safeguarding, regulatory compliance, insurance, rental contribution and ability to meet school operational requirements.

Following a tender process, School Kids Aloud were appointed as the After-School Childcare Provider on site at Pelletstown Educate Together National School. A lease agreement is in place between the Board of Management and School Kids Aloud which details their use of the school facilities. The childcare service is run separately to the school, and all queries regarding their service should be sent to them directly.

Future School Development

No external arrangement may prevent the school from using space required for educational provision or future development. Where premises are required for school purposes, the school may terminate or decline to renew an arrangement in accordance with the legal agreement.

Related Documents

This policy should be read alongside the Department of Education's 2024 Procedures on the Use of School Property and School Sports Facilities Outside of School Hours, the school's Child Safeguarding Statement, Health and Safety/Safety Statement, Fire Safety Procedures, Data Protection Policy, individual rental licences/agreements and the Facilities Rental Application Form, appendix 1.

Ratification, communication, implementation and review

This policy was ratified and adopted by the Board of Management of Pelletstown Educate Together National School on 10th September 2026.

This policy will be published on the school website, and a hardcopy will also be available from the school office. This policy will be brought to the attention of all staff members upon their appointment to the school.

The implementation of the policy shall be monitored by the Principal and the Chairperson of the Board of Management.

This policy will be reviewed periodically and whenever Department requirements, legislation, safeguarding requirements, developing school needs, premises or external-use arrangements materially change.

Signature of Chairperson: _____ Date: 10/9/26

Signature of Principal: Caitríona Ní Cheallaigh Date: 10/9/2026

Date: 10th September 2026

Date for Review: Term 3, 2031

Appendix 1: *Pelletstown ETNS Facilities Rental Application Form*

Pelletstown Educate Together National School

Facilities Rental Application Form

Please complete this form for any organisation seeking to use school facilities outside normal school hours. Regular external rental applications must be submitted **in advance of the first Board of Management meeting of the school year**, normally early to mid-September. Please note that external rental is not normally available during June.

Organisation details:	
Organisation name:	
Organisation type:	
Organisation address:	
Organisation website/online presence:	
Registration number (if applicable):	

Responsible person:	
Name:	
Position/role:	
Telephone:	
Email:	

Activity details:	
Describe the activity/service:	
Who will participate: (specify age groups)	
Expected number of participants:	
Minimum/Maximum numbers:	

Facilities requires:	
Facility/room required (please refer to available spaces with the policy):	
Outline any equipment you will use as part of the activity/service:	
Are you applying to store the above equipment at the school?	
Do you require any school equipment? *(please specify):*	

Dates and Times:	
Start date:	
End date:	
Days:	
Start time:	
End time:	
Frequency *(i.e. weekly, monthly etc)*	

Child Safeguarding:	
Are children/young people under 18 participating? *(If yes, please respond to the below questions/provide the relevant documentation)*	
What child safeguarding arrangements do you have in place?	
Have you attached a copy of your Garda Vetting?	
Have you attached a copy of your Statutory Declaration?	
Have you attached a certificate of completion of Tusla's children's first training?	
This application cannot be considered without providing the above documents, if the activity/service is for persons under the age of 18.	

Insurance:	
Who is your insurance provider?	
What is your insurance policy number?	
Specify the type/level of insurance cover:	
What is the policy expiry date?	
Have you attached a copy of your insurance certificate?	
This application cannot be considered without providing the certificate of insurance.	

Health, Safety and Security:	
Will you familiarise yourself with the fire/evacuation procedures of the school?	
Will you report accidents/incidents promptly to the Principal of the school?	
Will you report any damage to school property (accidental or otherwise) promptly to the Principal?	
Will you leave the school premises clean, safe and tidy?	
Person responsible for access and closing the premises:	
Telephone number of above person:	
Do you have any special access requirements?	

Experience/References	
Relevant experience:	
Details of reference 1:	
Details of reference 1:	
If you previously engaged in facilities rental at Pelletstown ETNS, you do not need to complete this section.	

Application Declaration:	
I confirm the information supplied is accurate and that I have authority to make this application. I agree to comply with the school's Facilities Rental and Extra-Curricular Activities Policy and applicable safeguarding, health and safety, fire, insurance and regulatory requirements. I understand that approval is not guaranteed, school use takes priority, external rental is not normally available in June, and approval does not create a tenancy or proprietary interest.	
Name:	
Position:	
Signature:	
Date:	

School Use Only:				
Application received (date):				
Application complete (yes/no):				
Child safeguarding satisfactory:				
Insurance satisfactory:				
Requested facility available:				
Any conflict with school use:				
Decision details:	Approved:		Approved with condition:	
	Declined:		Further info. required	
Conditions details:				
Rental fee:	€ _____ per _____			
Deposit required:	€ _____			
Board of Management approval date:				
Patron/property owner approval required: (Yes/No)				
Patron/property owner approval obtained: (Yes/No/N/A)				
Documents received: (Please tick)	Garda Vetting:			
	Statutory Declaration:			
	Children's First Cert:			
	Insurance Cert:			
Signed on behalf of school:				
Date:				