

USE OF PREMISES POLICY

Ballyholme Primary School is committed to being part of its community. We recognise that we have a range of quality facilities that, if it is practical, we should share with the local community. The Governors also recognise that this fits into the Department of Education's strategy for effective schools and their partnership with their communities.

The use of school premises, facilities or resources is under the control of the Ballyholme Primary School Board of Governors, subject to statutory requirements or directions from the Education Authority. The management of this function is delegated to the Principal as part of the day-to-day running of the school. The Board of Governors are informed on a regular basis of individuals and groups using the school.

Governors have agreed to apply charges and review them regularly. The charges noted below relate to the school year 2025/26. These will be reviewed in September 2026 for the school year 2026/27.

Areas available	Charges
School Hall	£90 per hour
Playground	Agreed on individual basis depending on nature of activity.

Conditions of Hire

All applications are subject to the availability of Ballyholme Primary School Building Supervisory staff. The building will not be hired out without a member of Ballyholme Primary School staff being available to open and close the premises.

The school may not be hired for commercial purposes.

In the event of the school cancelling a letting, no fee will be payable. In the event of the Hirer cancelling a letting, a minimum of 48 hours' notice is required. If less notice is given or/and costs have already been incurred the full costs may be charged.

The hiring individual or group shall inspect the facility upon arrival and report any damage or loss incurred to the Building Supervisor on duty or Principal.

Apparatus, furniture or equipment belonging to the school can only be used with advance permission from the Principal and for its appropriate purpose. Any damage or loss incurred during the period of hire must be reported to the Building Supervisor or Principal at the end of the session. The hiring individual/group will be financially liable for repair or replacement.

Excessive noise and local disturbance must not create a nuisance for local residents.

The use of tobacco, alcohol and illegal drugs is prohibited throughout the grounds and inside all buildings.

The hiring body is responsible for ensuring that all health and safety requirements and recommendations are met and that suitably qualified people take responsibility.

The Hirer has responsibility to leave the premises in the same way it was on arrival.

The Hirer has full responsibility for the supervision of the premises, for the conduct of those attending and for child protection (if relevant).

Any Hirer who is using the school premises must have their own public liability insurance (a minimum of six million pounds cover).

It is anticipated that school will organise a number of evening events through the year. Every effort will be made to inform users of these dates and any changes that may be necessary as soon as possible. However, the Board of Governors state as prerequisite of hire the understanding that school events will take precedence over those organised by outside hiring bodies or individuals.

The Board of Governors reserves the right to refuse any application.

The Board of Governors reserves the right to cancel this Hire Agreement at any time where the Hirer is in breach of the conditions for hire and no compensation will be paid.

The Board of Governors will review this policy on an annual basis and reserves the right to review any existing agreement on an on-going basis.