



Procedures for Use of Lucan Community College facilities

1. All parties interested in using the school facilities should apply, in writing, to the Secretary of the Board of Management of the school with plenty of notice.
2. An officer of the DDLETB (usually the caretaker) must be present at all times when the school facility is in use.
3. All groups must provide adequate insurance cover to the school managers. This will be determined by DDLETB insurance team depending on the nature of the request.
4. The maintenance and cleaning of the facilities used in the premises is the responsibility of the group using the facility. A payment can otherwise be made to the managers of the school to organise for the payment of maintenance and cleaning staff.
5. Use of school facilities (including administration facilities such as photocopying, telephones, etc.) must be agreed with management prior to the event.
6. Suitable supervision of groups/students by responsible adults is essential. With this in mind all users of the school facility must familiarise themselves with the Children First Child Protection Guidelines.
7. A strict 'No Chewing Gum' and 'No smoking/vaping' policy is in place in Lucan Community College and this must be adhered to at all times.
8. Appropriate rules must be applied to all users of the facility so as not to bring the name of the school into disrepute.
9. Any school staff requested to be on the premises outside of their normal working hours, must be given adequate notice and reimbursed appropriately as outlined in the attached letter.
10. A fee will be payable to the school for the use of the facilities.
11. The Board of Management and/or Chairperson/Secretary reserve the right to refuse the use of the school facilities to applicants.