Tá sé mar aidhm ag an scoil a chuid foirgintí agus an suíomh thart orthu a usáid ar chúiseanna oideachais, ar mhaithe le dul chun cinn na Gaeilge agus an chultúir Ghaeilge. Tá sé mar pholasaí ag an scoil freisin freastal ar an bpobal áitiúil agus tacaíocht a thabhairt dó nuair is féidir. Baineann na rialacha thíos le gach grúpa a usáideann áiseanna na scoile ach amháin sa chás go bhfuil se scríofa nach mbaineann sé leo.

1. Caithfidh gach aon ghrúpa cead an Bhoird Bhainistiochta a fháil roimh ré. Caithfidh siad an cead seo a athnuachan gach scoilbhlian.
2. Cuirfear an scoil ar fáil do no grúpaí seo leanas (le cead an Bhoird) chun cruinnithe, imeachtaí, ranganna agus nithe eile a bhaineann leis an scoil a reachtáil.

a) An Bord Bainistíochta

b) Foireann na scoile

c) Coiste na dTuismitheoirí

Lasmuigh de *a-c* thuas, déanfaidh an Bord Bainistíochta cinneadh faoi fhiúntas an iarratais cás ar chás

• Caithfidh árachas dlitheanach poibli a bheith ag gach iarratas

• Gearrfar táille reasúnta ar gach iarrthóir.

• Ní ghlacfar le hiarratais ó pháirtithe polaitiúla

**Luan go hAoine i rith na scoil bliana**

Ligfear Halla Scoil Oilibhéir agus an bothán réamhdhéanta ar cíos d’ócáidí, Luan go hAoine, tar éis 2.30 i.n

Tabharfar tús áite do ghrúpaí a bheidh ag eagrú ócáide trí mheán na Gaeilge.

Beidh duine, ós cionn 18 mbliana d’aois, ainmnithe ag an ngrúpa chun an scoil a oscailt, a dhúnadh agus a bheith ar an láthair i rith tréimhse na hócáide.

**Satharn agus Domhnach**

Ar an Satharn agus ar an Domhnach, déanfar gach iarratas a mheas ar an bhfiúntas féin.

Tabharfar tús áite d’ócáidí a bheidh á n-eagrú trí Ghaeilge.

Beidh duine ainmnithe, os cionn 18 mbliana d’aois, ag an ngrúpa chun an scoil a oscailt, a dhúnadh agus a bheith ar an láthair i rith tréimhse na hócáide.

**Beidh ar gach grúpa nó dhuine atá ag iarraidh an halla a úsáid aontú leis na**

**coinníollach seo a leanas roimh ré;**

Téarmaí agus coinníollacha d’úsáid Scoil Oilibhéir do ghníomhaíochtaí taobh amuigh

d’amanna na scoile. Má tá aon difríochtaí suntasacha idir an leagan Gaeilge agus an leagan Béarla den pholasaí seo, is é an leagan Gaeilge a thógfaidh tús áite

Mar chuid den chead d’úsáid na háiseanna thuas, is gá duit, atá thíos-sínithe, aontú leis seo a leanas:

* Go mbeidh saorchead ag an bPríomhoide, ag Cathaoirleach an Bhoird Bhainistíochta nó ionadaí dá gcuid freastal ar aon ócáid a reáchtáilfear i Halla nó i mBothán réamhdhéanta Scoil Oilibhéir le cinntiú go bhfuil na coinníollacha éagsúla á gcomhlíonadh.
* An Foirgneamh agus tearmann na scoile, a choimeád i staid mhaith agus glan chomh maith le háiseanna na háitribhe agus a bhfuil ann (leithris san áireamh) a choimeád mar sin.
* Íocaíocht láithreach an luach athsholáthairtí a dhéanamh don scoil sa chás go ndéantar damáiste nó go milltear nó go gcailltear aon troscán nó aon chuid de mhaoin scoile. Is iad Bainistíocht na Scoile a dhéanfaidh cinneadh maidir leis an luach.
* Níl cead aon teasairí nó soilse soghluaiste a thabhairt chun na háitribhe gan é a bheith i scríbhinn roimh ré ag Bainistíocht na Scoile.
* Clúdach árachais iomlán ceart a bheith faighte d’fhearas iomlán agus do na daoine san áitreabh agus ag an am céanna an Scoil a shlánú ó aon éileamh a dhéantar ó thaobh caillteanais, damáiste nó gortú d’aon fhearas nó d’aon duine, agus go gcuirfear cóip den árachas seo ar fáil don Bhord Bainistíochta.
* Íocaíocht a dhéanamh láithreach tríd an modh a socraíodh d’úsáid na háitribhe de réir mar atá leagtha amach ag Bainistíocht na Scoile.
* Go nglacfaí agus go n-aontófaí le cealúchán nó athrú dátaí sa chás eisceachtúil go mbeadh an áitreabh ag teastáil ó Bhainistíocht na Scoile.
* Go bhfuil cead ag aon cheann den dá pháirtí deireadh a chur leis an socrú ag aon am trí fhógra i scríbhinn a thabhairt coicís roimh ré.
* Tacú agus aontú le nós oscailte agus dúnta na scoile mar atá leagtha síos ag Bainistíocht na Scoile.
* Cinntiú de go mbeidh na daoine a bheidh ag freastal ar an ngníomhaíocht ar an eolas faoi na modhanna sláinte, slándála agus éigeandála
* Carranna a bhaineann leis na himeachtaí seo a fhágaint lasmuigh de gheata na scoile má tá siad ar siúl roimh 18:00

Má thugtar eochar d’éinne/d’aon ghrúpa, caithfear í a thabhairt ar ais ag deireadh na scoilbhliana/na tréimhse úsáide, pé ceann atá níos luaithe.  Is cuma an bhfuil siad chun í a usáid arís an bhliain seo chugainn.  Níl cead ag éinne cóip den eochar a dhéanamh.

Luíonn freagracht do na rudaí seo a leanas ar an té/ar an ngrúpa atá ag tógáil na scoil ar cíos

* Amanna tosnaithe/críochnaithe
* Cealú/athsceidealú srl
* Uimhir ghutháin theagmhála a bheith curtha ar fáil don Bhord
* Cinntiú de go bhfuil stadas Cosc ar Thabac i bhfeidhm
* Cinntiú de go bhfuil soilse agus trealamh leictreach múchta sa scoil
* Cinntiú de go bhfuil troscáin agus treallamh scoile fágtha mar a fuarthas iad.
* Aon ghlantachán riachtanach a dhéanamh.
* Cuirfear aon iarratas don scoil i scríbhinn go bliantúil.
* Déanfaidh an Bord athbhreithniú ar an bPolasaí seo mar is gá.

***Policy on the use of school premises***

*It is the policy of Scoil Oilibhéir to allow its buildings and surrounding site to be used for educational purposes, the promotion of the Irish Language, its culture and other related activities. Scoil Oilibhéir also aims to serve and support the local community. The following rules apply to all groups using the premises unless specifically noted.*

*All groups must get the permission of An Bord Bainistíochta in advance. This permission is to be renewed on an annual basis.*

*The school premises is available subject to the permission of an Bord*

*Bainistíochta, without fee, to the following groups to facilitate meetings, classes and other school related activities as they may plan from time to time*

*a) An Bord Bainistíochta*

*b) School staff*

*c) Parents’ Committees*

*All applications for use of school premises other than (a-c) above will be referred to An Bord Bainistíochta and will be judged on their merits on a case by case basis.*

*•All applicants must have the necessary insurance certification.*

*•All applicants will be charged a fee*

*•Political party meetings will not be entertained*

***Monday to Friday during the school year***

*The hall and prefab building in Scoil Oilibhéir may be used Monday to Friday for events after 2.30pm.*

*Priority will be given to events organised in Irish.*

*A person, over 18 years of age, will be nominated by the group to open the premises prior to the event and close the premises after the event. That nominated person may be required to remain on the premises during the event unless otherwise agreed in advance.*

***Saturday and Sunday***

*Priority will be given to events organised in Irish.*

*A person, over 18 years of age, will be nominated, by the group to open the premises prior to the event and close the premises after the event. That nominated person may be required to remain on the premises during the event unless otherwise agreed in advance.*

***The following conditions must be agreed before the hall or pre-fab can be***

***made available to any groups or individual.***

*As part of permission for use of the above property you, the undersigned, will agree to the following:*

*In the situation where there are any significant differences between the Irish and English versions of this policy, it is the Irish version that is valid.*

- *To agree that the Principal or Chairperson of Scoil Oilibhéir may attend any event in the hall/prefab at any time to ensure that all conditions have been met.*

- *To keep the property, contents and facilities in good and clean condition and to leave the property, contents and facilities (including toilets) in such condition.*

- *To immediately pay the school the replacement value of any furniture or effects lost, damaged or destroyed, the value of which will be determined by the School Management.*

- *Not to introduce into the property any portable heaters or lights, without the prior written consent of the School Management.*

- *To put in place and maintain full and adequate insurance cover in respect of all of the equipment and persons in the property and shall indemnify the School from all claims whatsoever in respect of loss, damage or injury to such equipment of persons, and that a copy of this insurance be provided to the Board of Management.*

- *To make payment promptly by the agreed method for the use of the property as determined by the School Management.*

- *To accept and agree to the cancellation or changing of dates in the unlikely event of the School Management requiring the property.*

- *That both parties can terminate the arrangement at any time giving two weeks written notice.*

- *To agree and comply with the opening and closing procedure as determined by the School Management.*

- *To ensure that all health, safety and emergency procedures are communicated to persons attending the activity.*

*Responsibility for the following rests with the group/individual who is hiring the*

*school:*

* *Starting/finishing dates and times*
* *Cancellations, re-scheduling etc.*
* *A contact phone number should be provided to the Board*
* *Ensuring that the school’s no smoking status is upheld*
* *Turning off all electrical appliances and lights*
* *Returning equipment and furniture to proper storage point*
* *Any necessary cleaning*
* *Any applications for the use of the school must be made in writing on a yearly basis.*
* *The Board of Management will review this policy as necessary.*

**Costaisí | *Costs***

Beidh an halla ar fáil saor in aisce do ghrúpaí deonacha ach é a bheith ar fáil. Má’s úsáid seachtainiúil nó rialta atá i gceist, beidh €10 san uair i gceist sa chás seo agus an halla amháin in úsáid.

*Voluntary Groups may use the hall for free if it is available. If this use is weekly or regular, there will be a €10 per hour charge and only the hall will be available.*

**Seomra Ranga (díreach do ghrúpa de pháistí de chuid na scoile):**

***Classroom (only for groups of Scoil Oilibhéir children)***

€5 san uair | *per hour*

**Do Ghrúpaí neamhdheonacha | *for non-voluntary groups*:**

**Halla:**

€20 san uair | *an hour*

**Bothán Réamhdhéanta**

***Prefab***

€15 san uair | *an hour*

**An Scoil ar fad (halla agus seomraí) lasmuigh den bhliain scoile amháin**

***Whole school (hall and classrooms) only outside the school year.***

€350 don tseachtain | *per week*

**Grúpa na Seiteanna**

***Set-Dancing Group***

Beidh an halla ar fáil saor in aisce don ghrúpa seo ar an tuiscint nach mbeidh sé ar fáil má ta an halla ag teastáil ó Bhord na scoile. Cuirfear ar an eolas iad coicís roimh ré sa chás nach mbeidh sé ar fáil

*The hall will be available free of charge to this group on the understanding that it won’t be available if it is needed by the Bord Bainistíochta. They will be notified a fortnight in advance if this is the case.*

**Foirm Iarratais chun foirgintí Scoil Oilibhéir a úsáid**

*Application form for hire and use of Scoil Oilibhéir premises*

Ba mhaith liom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ iarratas a chur faoi bhráid an Bhoird Bhainistíochta chun foirgneamh na scoile a úsáid.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *apply to the Board of Management for the use of the school premises.*

Dáta | *Date* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lá na Seachtaine | *Day of the week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Ó | *from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Go | *to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Cúis | *For the purpose of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Seomraí | *Rooms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Teagmhálaí | *Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Uimhir ghutháin | *Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Léigh mé agus aontaím leis an bPolasaí Scoile i leith úsáid na scoile

*I have read and agree with the Policy for the Use of the School’s premises:*

Árachas | *Insurance:*

Iniúchadh na nGardaí más gá | *Garda Vetting if necessary:*

Síniú | *Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Don Oifig amháin**

Dáta Iarratais: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fianaise Árachais:

Iniúchadh na nGardaí:

Comhlionadh Cánach

Cead faighte:

Síniú: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dáta: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Aontaím \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ar son \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_leis na coinníollacha thuas

*I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to the above conditions*

Sínithe

*Signed* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ionad

*Position* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sonraí Teagmhála

*Contact Details* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fón | Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ríomhphost | e-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cuireadh Cóip den Réamhscrúdú na nGardaí ar fáil don Bhord Bainistíochta

Cuireadh Cóip den árachas ar fáil don Bhord Bainistíochta

Sínithe ar son an Bhoird Bainistíochta\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dáta: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_