



Policy on GP room being used for non-school events

This policy has been formulated in response to advice given to the school's Board of Management from Allianz, our school insurer. The Board insists that outside caterers have their own insurance kept on file in our school office. The Board of Management will not assume any liability for any loss/ damage to property or injury caused to anyone attending events like funerals, anniversary masses, crèche Christmas parties etc on school premises.

Board is happy for the school GP room to be used for non-school, community events like funerals and anniversary masses under the following conditions:

1. Due to child safeguarding the room is not used during normal school hours.
2. Approved caterer Centra Emyvale is used (047) 87383
3. A fee of €100 is paid.
4. The GP Room and surrounding areas are left clean and tidy and tables, chairs etc are replaced as they were found.
5. When the event is finished, the school secretary or Principal is contacted to lock the school and set the alarm.
6. Outside organisations must provide proof of insurance to the school to be kept on file at the time of booking.

The above policy was ratified by the Board of Management, Corracrin NS on: 13th February 2020.

Signed: Darren Swift (Chairperson)

Richard Baxter (Principal)

13th February 2020