



# **Use of Facilities and Property Policy**

## **Louth and Meath Education and Training Board**

*August 2025*

<b>Document Ref No:</b>	LMETB/UOF
<b>Revision Number</b>	004
<b>Review Date</b>	26 August 2025
<b>Prepared By</b>	Frank Smith, APO
<b>Adopted By</b>	xxxxxxx
<b>Responsibility for Implementation</b>	School Principals, Centre Co-ordinators, OSD staff
<b>Responsibility for Review</b>	Frank Smith, APO
<b>Review Period</b>	Two years
<b>Next Review Date</b>	August 2027
<b>Date of Original Policy Implementation (Version 1)</b>	23 March 2017
<b>Source Location</b>	LMETB TEAMS – Policy documents
<b>Other Documents Referenced</b>	N/A

<b>Version Control</b>			
<b>Version Number</b>	<b>Date Reviewed</b>	<b>Date Adopted</b>	<b>Updated Information - <i>Provide details as to what has been updated in new version of the policy</i></b>
001		23 March 2017	
002		17 March 2018	Updated on foot of review.
003		25 June 2020	Updated on foot of review.
004	26 August 2025	26 August 2025	Updated on foot of review.

1. LMETB wishes to support the social fabric of community life, assist with the implementation of the Government's Climate Action Plan, and support an active and healthy lifestyle for communities by facilitating community access to local schools/centres. LMETB will strive to facilitate such access as far possible consistent with its overall priority of delivering education and training.
2. Requests for use of school/centre facilities shall be made using the LMETB application form and addressed to the School Principal or FET Centre Co-Ordinator.  
Bookings are subject to: -
  - The availability of the facility
  - The availability of staff of the procured security company or an LMETB employee/worker
  - The approval of Louth and Meath ETB***Bookings are not final until confirmed in writing by the ETB / School/Centre***
3. Applications should be made as far in advance as possible.
4. The facility shall only be used in accordance with and for the specified purpose(s) outlined in the application.
5. Staff of the procured security company or an LMETB employee/worker must be on duty when the facilities are open to, or in use by, the applicant. It may be necessary for LMETB to recoup any associated cost from the applicant.
6. Access to the school/centre facilities will be through the security company / LMETB employee/worker. Under no circumstances will a key to the school/centre be distributed to any party using the school/centre facilities.
7. Activities should conclude 15 minutes before official closing time so that the School/Centre can be closed by the appointed time.
8. NO SMOKING (including e-cigarettes) is allowed in the premises or on the School/Centre Grounds.

9. Nothing is to be taped or tacked to any walls, doors, corridors or entries.
10. Users of LMETB facilities are responsible for ensuring adequate supervision of those present, for ensuring proper care of School/Centre property and will be held responsible for any necessary repairs and/or replacement cost for any damage beyond normal wear and tear. Users of a gymnasium must wear gym shoes that do not mark the floor.
11. Users of LMETB facilities must ensure that users do not interfere with any school/centre equipment.
12. Users of LMETB facilities are required to provide evidence of adequate insurance. This includes Public Liability insurance of €6.5 million, Employer Liability insurance of €13 million and indemnification of LMETB against all claims arising from use of the facilities. LMETB reserves the right to amend what it deems constitutes adequate cover.
13. Users of LMETB facilities are responsible for their own setup in the schools/centres and must ensure facilities are left as found, i.e. furniture should be re-arranged as at the beginning and all litter collected and removed.
14. Users of LMETB facilities should familiarise themselves with the layout of the facilities' emergency exit routes and fire safety equipment.
15. Louth and Meath ETB is not responsible for lost or stolen items and/or injuries resulting from activities held in LMETB facilities.
16. Users of LMETB facilities are required to keep a record of attendance to use as a roll call, in the event of an emergency.
17. Charges for use of the facilities shall be paid on receipt of invoice from LMETB. Cheques should be made payable to Louth and Meath ETB.
18. LMETB or the relevant school principal/centre manager may at any time revoke the permission hereby given by providing no less than twenty-four hours' notice in writing to the Secretary or other member of the relevant user.

19. Louth and Meath ETB reserves the right to change, cancel or modify this policy at any time it sees fit.
  
20. Users of LMETB facilities involving under 18s shall have a Child Protection Policy in place and make same available to Louth and Meath ETB on request.

**SCHOOL/CENTRE ACTIVITIES WILL TAKE PRECEDENCE OVER ALL REQUESTS**