

**Cork ETB Policy
on the
Rental of premises to outside Businesses / Organisations**

This Policy has been drafted in accordance with the advice and guidelines provided by the VSSU and Revenue Commissioners. It is based on the following principles; Cork ETB has a range of premises across the City and County of Cork for the purposes of delivering an educational service to meet the needs of a range of learners. It recognises that the use of its premises for non Cork ETB activity may be of benefit to local communities and in this regard is happy to consider applications for the use of same once the application is in compliance with the tenets as set out below;

1. The nature of the proposed activity is legal.
2. The proposed activity is to be of benefit to the local community.
3. The applicant provides proof of the following:
 - Public Liability Insurance with a minimum limit of indemnity of €6.5m.
 - Evidence of Garda Vetting for all tutors/teachers/volunteers. Required in circumstances where; the proposed activity involves young person(s) under the age of 18 years or in the event of the proposed activity taking place when young person(s) under the age of 18 years are present on the premises .
 - Tax compliance certificate.
4. Applications must be made on the official application form.
5. The original documents, as set out in 3 above, must accompany the application form when submitting it to the Principal /Co-ordinator and subsequently the Board of Management.
6. The application must be submitted to the CEO for authorisation in advance of any agreement being put in place.
7. The hourly rate, as set out below must be paid on a weekly basis to the school. This rate is inclusive of caretaking costs, lighting, heating, cleaning and maintenance.
8. All such business / organisations shall be responsible for any damage, intentional or otherwise, that may be caused to the premises / equipment of Cork ETB while in their use or that of their audience.
9. No such business / organisation shall be a key holder of the rented premises.
10. All such applications and application for a renewal must be submitted on an annual basis.

Cost:

1 Room	€30 per hour plus VAT
2 or more rooms	€20 per room per hour plus VAT

Special consideration will be given to the rate per hour for non-profit making community based organisations.



Application Form for Rental of Cork ETB Premises

This Form must be completed regardless of the duration of the proposed rental.

*****Application for the rental of Room(s) at (Name of school/centre)**

1. Business / Organisation Details:

1.1. Name of Organisation/Business:.....

Address:.....

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.....

1.2 Please give a brief detail of the nature of your organisation /business:

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.....

1.3 Name of contact person:

1.4 Contact telephone number:.....

1.5 e-mail address:.....

2. Details of Application:

2.1 Describe the activity for which the premise(s) is required:

.....

.....

.....

2.2 Proposed Day(s) for use (please tick as appropriate):

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

2.3 Please indicate the number of weeks required and the proposed commencement date:

No. of weeks:.....

Proposed commencement date:.....

2.4 Precise time(s) required:

.....

2.5 Please list the names of the person(s) representing your organisation, who will be on site for the duration of the rental

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2.7 How many rooms are required?

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2.8 Please confirm the organisation's /business's compliance with the following;

- a) Holder of Public Liability Insurance, indemnifying Cork ETB& it's staff, with a minimum limit of indemnity of €6.5m Yes No
- b) Garda vetting clearance for each employee / volunteer acting on your behalf
Yes No
- c) Tax clearance certificate Yes No N/A

The original of these documents must be submitted with this application and once verified they will be copied and returned to you.

Signed:

Position within the business / organisation:.....

Date:.....

.....

3. To be completed on behalf of the Board of Management:

3.1 The Board of Management, at its meeting of/...../....., considered the application and; recommends / does not recommend that Cork ETB premises at

..... be rented to the applicant for the activity as outlined above.

3.2 The reasons for recommending / not recommending (delete as appropriate) the application are:

-
-
-

3.3 The BOM recommends that the rental rate be waived / not be waived / reduced (delete as appropriate) for the following reasons:

-
-
-

3.4 In the event of costs being waived or reduced please outline your proposal to cover the costs that will be incurred (caretaker, heating, lighting, cleaning and maintenance)

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I confirm that;

1. I have received the original Garda Vetting Form, Certificate of Public Liability and Tax Clearance Certificate. I enclose certified copies with this application.
2. All such income will be lodged to the Cork ETB account, in line with Cork ETB Policy for such lodgments.
3. This agreement will be included in the register of all rental agreement which is available to the CEO or his/her Deputed Officer, VSSU, C & AG and /or the DoESk.

Signed :.....
Chairperson

Date:.....

Signed :.....
Secretary to BOM

Date:.....

When completed, this form and copies of all associated documents must be submitted to the CEO for final approval.

To be completed by the CEO

Approved Not Approved

Signed:

Date:.....