



# Diocese of Ferns

## HALL APPLICATION FORM

### For Non Parish Activities

*For Organisations/Individuals seeking to use Church Premises for non-parish activities with Children and Young People*

I hereby apply for use of the Parish premises at: \_\_\_\_\_

For the following activity:

\_\_\_\_\_

On the following dates/times:

\_\_\_\_\_

Insurance	I confirm that the activity is the subject of an appropriate insurance policy and this policy provides an indemnity to the Parish/Diocese. As part of the letting arrangement of the hall please arrange for your insurance company or broker to confirm insurance details. Where letting is for over a year, a letter of confirmation near the expiry date of the policy is required.	Yes/No _____
Child Safeguarding Policy	I confirm that that I/we have a safeguarding policy in place that is compliant with all legal obligations and relevant statutory guidance regarding best practice. This includes Garda Vetting. The nature of the activities will be in keeping with the ethos of the Parish/Diocese.	Yes/No _____

I accept full responsibility for all the activities and the people involved in the activities and for the reporting and repairing of any damages, and the management of any complaint.

The agreed parish hire charges are paid by cheque to: \_\_\_\_\_ Parish or in cash.

Typical hourly rate of €\_\_\_\_\_ per hour or €\_\_\_\_\_ for 2 hours. Other financial arrangements may be agreed should the Hall Committee/Parish Priest see fit.

The parish reserves the right to use the premises at any time for its own purposes, should the need arise. The parish also reserves the right to discontinue the use of the premises at any time for any reason, at one month's notice.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Role within organisation: \_\_\_\_\_

Contact Details: \_\_\_\_\_

#### Parish Use Only

Evidence of insurance received:

a) Copy of insurance policy: Yes \_\_\_ No \_\_\_

Date Received: \_\_\_\_\_ Signed: \_\_\_\_\_

b) Letter from renter's insurer: Yes \_\_\_ No \_\_\_

Date Received: \_\_\_\_\_ Signed: \_\_\_\_\_

# PROCEDURES RE: PARISH HALL ACTIVITIES; RENTAL/LEASING OF PARISH PROPERTY 2014

## Parish Activities

### **Parish Activities with Children/Vulnerable Adults**

A Parish activity is one which is carried out with the full knowledge and authority of and under the control of the clergy or of any other person specifically authorised by them. Parish activities within this definition are covered within the Parish insurance policy.

Parish Activities must:

- Adhere to the Diocese of Fern's Safeguarding Policy or in the case of Youth Clubs; use an umbrella Safeguarding Policy as in the case of FDYS/Feróige.
- Fully inform the Safeguarding Representative of activities taking place.
- Parish Representatives role is to ensure that the activities adhere to the Diocesan Safeguarding Policies.

## Outside Group/Non Parish Activity

An Outside Group is one which does not fall under the definition of the parish activities.

### **Outside Groups must:**

- Have their own separate insurance arrangements in place to cover their own separate legal liability. Allianz is the insurance company for the Parish and would be pleased to offer quotations to such outside groups or persons.
- Have a Children's Safeguarding Policy in place (which includes Vetting).
- Sign the Parish Hall Application Form for Non-Parish Activities.
- Ensure that the Parish Priest approves the activity.
- The Parish Representative has no role in relation to these activities.

### **Long term Letting/Leasing Arrangements by Outside Group:**

Where a part of the hall is let exclusively e.g. to a pre-school playgroup or local community organisation, such letting should be by way of a formal agreement.

- Have their own separate insurance arrangements in place to cover their own separate legal liability details of which are provided to the Parish. A procedure should be put in place to request the letter of confirmation near the expiry date of the policy to ensure a continuation of the insurance. Where the letting is for over a year the check should be carried out annually. Allianz is the insurance company for the Parish and would be pleased to offer quotations to such outside groups or persons.
- Have a Children's Safeguarding Policy in place (which includes Vetting).
- Sign the Parish Hall Application Form for Non-Parish Activities. (see attached).
- Ensure that the Parish Priest approves the activity.
- The Parish Representative has no role in relation to these activities.