

Document Information

1. Document Details

Title:	Facilities Hire & Use Policy
Author(s):	Management Accountant
Version No:	1
Status:	Final

Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

2. Revision History

Version	Revision Date	Summary of Changes	Changes tracked?
1	Feb 2017	Creation of the Facilities Hire & Use Policy & Procedure	-
2			
3			
4			
5			

3. Relevant Existing/Related Documents

--

4. Consultation History

This document has been prepared in consultation with the following bodies:

Consulted with relevant staff: P. Somers, F Hanley, C Hayes, K Dunne, S O'Riordan, A O'Halloran

5. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
VP Finance	06/06/17	Review by VP Finance & Administration
GB Finance Committee	16/06/17	Recomendation to Governing Body for Approval
Governing Body	07/07/17	Approval by the Governing Body

Hire & Use of Facilities Policy

1. Basis for Policy

The Institute encourages the use of its facilities by internal and external parties to further promote the Institute. The following policy sets out the principles which govern the hire and use of its facilities.

2. Scope & Application of Policy

The policy applies to all Institute facilities, including but not limited to; classrooms, laboratories, meeting rooms, exhibition spaces, theatres, indoor and outdoor sports facilities. The scope of this policy does not extend to the Cork School of Music and National Maritime College of Ireland as these facilities operate under a Public Private Partnerships agreement and potential hirers should contact the respective facility manager.

3. Definitions

Hire means an arrangement for the use of the Institutes facilities which is outside the normal timetabled or scheduled use. It may consist of multiple events or bookings.

Event means an occasion for which the use of Institute facilities by an internal or external party is approved (per the procedure)

Sponsored event means an event approved as fully or partially sponsored by the Institute.

Booking means a reservation of a particular space on campus.

External Party means an individual, entity, or group hiring Institute facilities or services and having no contractual or academic arrangements with the Institute.

Internal party means an individual or group directly associated with the Institute through contractual or academic arrangements.

4. Reserved Right to Hire

The Institute shall always have absolute priority over use of its facilities. In considering any application for the hire or use of its facilities, the Institute in its absolute discretion may refuse any such application, if it considers hiring its facilities would;

- be potentially detrimental to the Institute's reputation;
- be inconsistent with its mission;
- adversely impact its staff, students or greater community
- cause or augment a financial liability.

5. Endorsement

Hire of the Institute's facilities does not constitute an endorsement of an event.

6. Hire Agreement

A written hire agreements must in place for all hire and will include: the Terms and Conditions of Hire & Use; Insurance and indemnities; Method Statements; Risk Assessment; the Fee and any sponsorship arrangements. The Hire Agreement may be in place to cover multiple events and/or multiple hires. (e.g. use of sport facilities for a semester on a weekly basis)

7. Terms & Conditions

The Institute shall have a set of terms and conditions applicable to hire and use of its facilities. Internal and External Parties will be required to accept these terms and conditions in advance.

8. Insurance

External parties are required to indemnify the Institute and provide necessary insurance including a copy of the hirers Public Liability Policy to the sum of €2.5 million. Internal parties are required to check with the VP for Finance & Administration's Office regarding existing insurance cover.

9. Health & Safety

Internal Parties will be required to following the CIT Event Guidelines and Process document. External Parties will need to provide Risk Assessments and Method Statements (where applicable) as set out by the Estates Office in advance of any event.

10. Fees

The Institute shall have a schedule of fees for hire of its facilities. Fee may include cost of additional staffing (where necessary) and any other additional costs incurred.

11. Event Catering

The onsite catering providers in Bishopstown and Crawford College of Art & Design, will have first call on the provision of catering and shop facilities for all onsite events. Where they are unable to provide such facilities, other arrangements can be made as party of the Hire Agreement.

12. Event Sponsorship

The Institute may sponsor an event, by waiving all or part of the hire fee. Application for sponsorship will be considered from non-profit external parties, and for events that support the Institutes education and research mission. Each application is considered on its merits and requires the approval of the Finance Manager.

13. Access to Facilities

Access will only be permitted to facilities to allow for the preparation for the event where the internal or external party has an approved Hire Agreement in place with supporting documentation and in the case of External parties, paid the appropriate fee or secured sponsorship for the event.

14. Contact Points

The Institute will provided a single nominated contact point for dealing with particular facility hire.

15. Modification

Any modification to the Hire & Use of Facilities Policy shall require the approval of the Governing Body.

16. Approval of Policy

This Hire & Use of Facilities Policy was approved by the Governing Body on 7th July 2017

