

# Catholic Education Board of Management

34B Belmont Circular Road, Belmont  
Tel: 1-868-607-CEBM: Fax: 1-868-624-8940  
Email: [cebm@cebm.org.tt](mailto:cebm@cebm.org.tt)

## **POLICY ON THE USE OF PROPERTIES OWNED AND MANAGED BY THE CATHOLIC EDUCATION BOARD OF MANAGEMENT**

### **Introduction**

The **CEBM** in keeping with its mandate to revitalize Catholic Education and remain in touch with schools, wishes to provide clear cut polices for the use of School Properties.

### **Policy Statement**

The CEBM recognizes the use of its schools for the purpose of Education for which they were established together with extra and co-curricular programmes that form part of the activities outside of the normal school day. The CEBM seeks to promote such community activities **providing that such activities do not conflict with the ideals of the Catholic Church** since schools are centers of evangelization for the church.

The policy applies to all external training provided, inclusive of craft, extra lessons, remedial and adult education programmes that wish to use the school and its facilities to conduct classes **outside regular school hours**.

The policy also applies to all external to non-educational and non-commercial uses of the school by any external party whatsoever, for community activities and includes, but is not limited to, camps, national elections, sporting events, fetes, concerts, exhibitions and for national emergencies, where the school facilities may be used as shelters.

### **Policy Date**

The Policy shall take effect from June 30<sup>th</sup>, 2009.

## Statement of Intent

The use of Catholic School Property should be effectively managed and used for Educational and Community activities. Permission for use may apply differently from one school to another depending on Geographic location, the History of the school and the nature of the community the school serves.

## Policy Context

**CEBM** owns 118 Primary Schools managed by Parish Priests/Parish Administrators, and seven (7) secondary: six (6) Government Assisted and one (1) Private.

***Primary Schools are grouped according to the Vicariate model. These are:***

1. Northern Vicariate
2. Suburban Vicariate
3. Central Vicariate
4. Southern Vicariate
5. Eastern Vicariate
6. Tobago Vicariate

***The Secondary Schools are:***

1. Belmont Secondary
2. Matelot Community College
3. St. Benedict's College
4. Presentation College – San Fernando
5. Presentation College – Chaguanas
6. St Anthony's College
7. St. Joseph's College (Private)

In the case of Primary Schools, Parish Priests/Parish Administrators are delegated by the CEBM to control the use of school property for purposes other than Curricular or Co-curricular activities. For the Secondary Schools, the CEO of the CEBM shall control these activities.

## Policy Guidelines

These Policy guidelines related to the use of **CEBM** school property (i.e. Diocesan property) must be widely circulated and explained in the Archdiocese and incorporated into school and Parish Policy.

1. There must be a safe and secure environment during all activities.
2. CEBM shall accept no liability for injury to persons authorized to use the facilities.
3. CEBM shall not be liable for any damages or loss to equipment, materials, vehicles or other property of third parties on its premises.
4. Anyone allowed to use the school premises for any event, shall indemnify CEBM for damage to its property, plant and equipment.
5. External parties must effect public liability insurance for their event.
6. Permission for use of school property must be granted by the Manager in the case of Primary Schools and the CEO of the **CEBM** in the case of Diocesan Secondary Schools.
7. Application for the use of **CEBM** School Property must be made on the prescribed form and submitted to the Principal fourteen (14) days before the planned event.
8. The Principal shall forward the application to the Parish Priest/Parish Administrator/CEO of the **CEBM** within two (2) days of receipt for consideration.
9. The Parish Priest/Parish Administrator/CEO CEBM shall advise the Principal of the decision within two (2) days, including specific conditions for use.
10. All fees are payable in advance.
11. The agency/person to whom permission is granted for use of the school is required to make proper arrangements with the Principal with respect to the cleaning of these areas of the school that were occupied for approved activities.
12. In the event of cancellation, a percentage of the Rental fee as agreed in advance between both parties shall be refunded, with 100% Refund on the mandatory Caution Fee.



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## APPLICATION FOR THE USE OF C.E.B.M. SCHOOL BUILDINGS AND GROUNDS

### INFORMATION ON APPLICANT/ORGANISATION

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_

Position held in Organisation \_\_\_\_\_

Address \_\_\_\_\_

Office No: \_\_\_\_\_ Mobile No: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## SCHOOL BUILDING/GROUNDS INFORMATION

Name of School: \_\_\_\_\_

Purpose for use: \_\_\_\_\_

Period of use: from \_\_\_\_\_ To \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Areas to be used \_\_\_\_\_

Describe Activities to take place: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# USE OF THE CEBM PROPERTY CONTRACT

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*(Secondary Schools)*

I agree to abide by the terms and conditions outlined by the CEBM for use of the school. I also agree to indemnify the school against any loss or damage of whatever nature arising out of the event/activity.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## SCHOOL PRINCIPAL'S RECOMMENDATION

Principal's recommendation: Yes \_\_\_\_\_ No \_\_\_\_\_

Reason: \_\_\_\_\_

Payment: Gratis \_\_\_\_\_ Rental Fee: \$ \_\_\_\_\_ Refundable Caution Fee: \$ \_\_\_\_\_

Agreed Cancellation Refund: % \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

## APPROVAL

Application approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Reason (if no): \_\_\_\_\_

Conditions: \_\_\_\_\_

Name of Parish Priest /Parish Administrator (Primary) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

CEO Catholic Education Board of Management