

 <p>Hope Valley College Nurture - Enrich - Achieve</p>	Policy No.	Version	1	
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	Lettings Policy and Conditions of Hire	Author	AHE revised by AMI	
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1. Introduction and the Administrative Process

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible.

A letting may be defined as “any use of the school premises (buildings and grounds) by either individuals or community group (such as a local music group or football team), or a commercial organization (such as the local branch of ‘Weight Watchers’)”. A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

This use of the school premises by way of a letting is a temporary arrangement for the use of the accommodation.

An application for letting any Hope Valley College facilities must be made using the official form which can be obtained by contacting the college or downloaded from our website. All decisions taken in respect of the letting will be made by either the Governing Body or the Principal.

Once it has been decided to proceed with a letting confirmation will be sent to the successful applicant, ‘the Hirer’, setting out full details of the letting and a schedule of charges.

The letting should not take place until the signed agreement has been returned to the school.

The person applying to hire the premises on behalf of the Hirer will be invoiced for the cost of the letting, in accordance with the Governing Body’s current scale of charges. (Schools may wish to seek payment in advance in order to reduce any possible bad debts.)

The Hirer must give their full details with the agreement in their name, including their permanent private address (for individual lettings) or named senior personnel, contact details, full business address and any registered Charity/ Company registration numbers.

No letting should be regarded as “booked” until the written agreement has been signed by both parties, any deposit/ pre-payment has been paid as appropriate and approval has been given by the relevant person on behalf of the school.

Applications to hire the facilities are limited to those areas of hire and a site map will be provided. All other parts of the premises are not to be accessed unless in case of emergency or this has been already agreed in writing. The Governing Body or the Principal may refuse or cancel an application to hire the premises if:

- The premises are required by the school
- There has been damage to the property, or any breach of the Conditions of Hire during previous use of the premises by the hirer.
- For any other reason the Governing Body or the Principal deem it necessary or expedient to withhold the permit.

The Site team will ensure that the conditions of the hire are fully complied with. All reasonable instructions given by the member of the site team on duty must be adhered to.

Hirers are expected to use the school facilities responsibly and comply with all conditions of hire and applicable laws. Any act to the contrary may result in the hire being summarily brought to an end and the premises will be vacated immediately.

The school reserves the right to move sessions to other suitable areas within the school in the event of a clash with a school activity.

2. STATUTORY REQUIREMENTS

Licenses:

For all public entertainments, it is the hirer's responsibility to inform the local council's licensing officer and obtain the appropriate licence. For further information please visit www.gov.uk/temporary-events-notice

Vacation of Premises:

The Hirer shall ensure that the premises are vacated promptly at the end of each period of use or letting. In the event of an emergency they must ensure that people attending their event are aware of evacuation procedures and emergency exits. No fire exits or corridors may be blocked off or fire equipment removed. In the event of a fire alarm, the fire assembly point is on the top tennis courts (nearest to the car park) Hirers must ensure that gangways and escape routes are kept clear at all times.

Risk Assessments & First Aid:

Hirers should complete their own risk assessment of activities. The school may refuse to allow an activity it considers contravenes UK Health and Safety legislation or guidelines. Hirers who are booking the premises for activities involving children under 18 must provide evidence that they have robust child protection policies and practices in place.

In the event of a first aid situation, the first aid room (situated behind the reception desk) will be unlocked and is available to use. A defibrillator will be accessible but all other equipment and medication must be provided by the hirer.

Catering Services

Hope Valley College may be able to provide catering services for external bookings, please enquire about this at the time of booking. Hirers using the services of outside caterers in the school kitchen must provide a valid Food Hygiene Certificate and prove themselves to be competent users of the equipment. A site visit must be arranged in advance with the Catering Manager and only specified equipment may be used.

Electrical Equipment

Any electrical equipment brought by the Hirer onto the school site MUST comply with the LA code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or be inspected by the LA prior to use and certified fit for use. The intention to use any electrical equipment must be notified on the application form.

School Equipment

This can only be used if requested on the application form, and if its use is approved by the Headteacher or Governing Body. Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment it is using, and for the equipment's safe and appropriate use. Use of light or fixed catering / cleaning equipment is limited, and the Hirer will need to demonstrate a competence level for use of equipment, plant or other issues on food hygiene standards. Untrained or inappropriate use of equipment may lead to damage to floors etc or render the equipment inoperable causing service delivery disruption the following day.

School Site Rules

No intoxicants/ unlawful drugs shall be brought on to or consumed/ used on the premises. Smoking is **not permitted anywhere** within the school building or grounds. The hirer must ensure all litter is placed in bins.

Dogs are **not allowed anywhere** on the school grounds

Advertising

The schools name must not be used in any advertising or promotional material until the booking has been confirmed officially by the school.

3. INSURANCE

It is a requirement of hire that the hirer takes out suitable third party public liability insurance to cover both accidents to people attending the event and damage to the premises arising out of the hire. Hirers will be asked to provide evidence of their insurance cover prior to the hire.

The hirer will reimburse the school against:

- a) The cost of reinstating or replacing any part of the premises or any property which shall be damaged, destroyed or removed during the period of hire.
- b) Any infringement of copyright which may occur during the hiring.

4. USE OF PREMISES

The School site is open during term time 7am – 10pm on Mondays and 7am – 7pm Tuesday to Friday. In School holidays the School site is open 8am – 4pm Monday to Thursday and 8am – 3pm on Fridays.

Any hire of facilities outside of these hours may incur additional charges. –please refer to charging policy later on in the document.

A member of the site team will open up the appropriate part of the premises for the hirer. This person will be available for contact throughout the duration of the hire.

Hirers will be expected to include within the period of hire all necessary time for setting up and clearing away. If the event is not complete and the facilities are not clean and tidy (to include cleaning of surfaces and floors to their original condition) by the booked finish time, the school reserves the right to charge an excess fee.

Any damage to the premises or its contents by the hirer must be reported on the same day to the site team. Hirers will be liable for the costs of any damage caused to the premises arising out of the hire. No nails, tacks, screws or adhesives should be used on fixtures or fittings.

Hirers will restore all furniture within a room to its original location. The movement of school furniture and equipment between rooms is not permitted, unless previously agreed in writing with the school. No food and drink is to be consumed in the school (apart from the dining room) without prior permission.

No alteration shall be made to any electrical, lighting or heating systems. If the hirer wishes to use the stage or any school equipment this must be negotiated in advance. The hire of some equipment may require technical assistance or training beforehand.

The hirer is responsible for ensuring good order is maintained throughout the period of hire. In the event of any misconduct, the hirer will be required to vacate the premises immediately.

Agreement to hire the premises does not automatically give rights to parking. If a hirer wishes to use the car park, then this must be made clear on the booking form. **There must be strictly NO PARKING on the roads around the school.**

No advertisements, emblems or slogans shall be displayed outside the school premises without prior written approval of the school.

All users are to leave the school premises quietly in respectful consideration of the school's neighbours.

5. FINANCIAL ARRANGEMENTS

a) **Payments for occasional / one-off bookings** – 100% of the required cost is to be paid 14 days prior to the event wherever possible. **Cancellation/Termination** – in the event of a cancellation within 7 calendar days prior to the event 30% of the cost of the booking is non-refundable. Any cancellation with less than 7 calendar days' notice will incur a cost of the full hire rate. The date and time of the booking may be amended by mutual agreement between the school and the hirer with no additional charge. If a booking has to be cancelled by the school due to health and safety related reasons (including but not limited to: adverse weather conditions, floods, major water leaks) the school will refund any payments made to the hirer and the school will not be liable for any further compensation.

b) **Payments for block bookings / long-term bookings** – Long-term bookings will be invoiced in blocks at dates agreed at the time of booking. E.g. monthly. Payment

terms will be clearly stated on the invoice. *The school reserves the right to charge interest and administrative fees at 5% of the total invoice value if it is not paid on time by the hirer. A further monthly interest charge of 3% of the total invoice value is chargeable from the second month of the invoice being overdue.*

Cancellation/Termination – written notice of one term is required for the termination of the hire. This may be given by either the hirer or the school. Shorter periods of notice may be mutually agreed. There will be no charge or compensation for cancellation of an individual session's hire if the school or the hirer receives written notification from the other party at least 7 calendar days prior to that particular hire date. In the event of a cancellation with less than 7 calendar days' notice, the hirer will incur a fee of 50% of the full hire rate unless the cancelled event is replaced by another on an alternative date as mutually agreed with the school. In the event that health and safety issues arise, the school will credit the hirer for the affected sessions.

5.1 CHARGES

The College is not VAT registered so there is no VAT applicable.

Bookings outside of normal hours may result in additional charges to cover the cost of staff wages. The current rates are x 1.3 on a Saturday and Sunday and x 2 on a Bank Holiday.

Hire of Minibus:

The college has a minibus which can be booked subject to availability.

Charges are 50p per mile or a £50 minimum fee.

The hirer must ensure the bus is returned with the same level of fuel as is provided and hold the relevant driving qualification.

Hire of Car Park

It is possible to just hire the car park at Hope Valley College. With a maximum capacity of 200 cars, it provides a perfect base for a cycling event or similar.

Charge is £2 per car and a minimum booking of 10 cars applies.

Hire of Building

We have a range of class rooms and sports facilities for hire – please refer to the table of charges for more information. If you are unsure what sort of facilities you need please pick up the phone and we will be able to advise you.

Please note some of our classrooms require the presence of a technician.

Hope Valley College
Lettings Charges



Item for Hire	Rate £	Notes
Mini-Bus - price per mile	£ 0.50	Minimum charge £50
Car Park - price per cark	£ 2.00	Minimum 10 cars
Indoor Facilities		
Classroom (per hour)	£ 8.00	
Henry Morris - standalone classroom (per hour)	£ 8.00	
Craft room - Textiles/Foodtech & Art (per hour)	£ 12.00	
Recording studio (per hour)	£ 30.00	
Kitchen (per hour)	£ 20.00	
Dining room (per hour)	£ 7.00	
Hall (per hour)	£ 10.00	
Gym (per hour)	£ 10.00	
Toilets (per hour)	£ 5.00	
Changing room (per hour)	£ 5.00	
Outdoor Facilities		
MUGA (per hour)	£ 10.00	
Field (per hour)	£ 10.00	
Floodlights (per hour)	£ 10.00	
Other Costs		
Caretaker time - minimum of 1 hours for locking & unlocking	£ 15.00	
Caretaker time - for presence at letting if required	£ 15.00	Per hour
Technician per hour	£ 12.50	

The prices above are for times when the school site is open which is as follows:

Term Time 7am – 10pm on Mondays and 7am – 7pm Tuesday to Friday.

School holidays 8am – 4pm Monday to Thursday and 8am – 3pm on Fridays.

Facilities may be available outside of these times but will incur an extra charge.