

# The Bicester School • Oxfordshire



## Hiring Policy

Update April 2017

Date reviewed and adopted by the \_\_\_\_\_

Signed/Dated: Head teacher \_\_\_\_\_

Signed/Dated: Chair of Governors \_\_\_\_\_

**Next review due April 2017**

## **THE BICESTER SCHOOL HIRING POLICY**

### **RATIONALE**

The Governors have agreed to enhance the community's access to facilities and supplement the school's budget by encouraging the letting of the school premises where possible, provided that any letting must not be detrimental to the school or its pupils.

The Governors wish to encourage use of the premises for those activities that will improve the sporting, curriculum and cultural opportunities available to pupils and enhance lifelong learning in the community.

### **GUIDELINES**

The Governing Body will apply to Activate Learning for advice before entering into any hiring agreement that might cause controversy, disrepute, legal action or disorderly behaviour.

All lettings will be at the discretion of the Governing Body or its representatives, who may refuse lettings if they consider it in the interests of the school to do so.

All hirers must comply with the conditions of hire.

No agreement lasting longer than a term shall be entered into. However agreements may be renewed as often as is required.

### **SAFEGUARDING & HEALTH AND SAFETY**

In order to promote the safety of children, no members of the public hiring the school's facilities or space will be allowed on the school premises during term time, normal school hours or, when there are after school clubs in progress. In practical terms, this means that no hiring by members of the public before the following times:

Monday, Tuesday, Wednesday & Thursday 1700hrs  
Friday 1600hrs

The Governing Body must ensure that the risk to health and safety is as low as is reasonably practical. This duty extends to all areas, facilities and equipment used. The procedures adopted by the school for the safe hire of premises and use outside school hours should be outlined in the School's Health & Safety policies and procedures.

All hirers must be given written details of emergency arrangements (including means of escape) and details of the location of an available telephone and a telephone number for a member of the Site Team. In some circumstances, the Site Team may ask to be notified before the site is vacated

All hirers should visit the premises in advance of the booking to check health and safety issues including escape routes and in addition are advised to visit to ensure that the room being hired is suitable for your needs particularly as the room may have changed since any previous hiring and particularly if equipment is being used; to ensure it's safe and correct use.

## **EQUAL OPPORTUNITIES**

All areas that are hired should be accessible to people with special needs and disabilities.

## **INSURANCE**

All hirers must be covered by public liability insurance with indemnity up to £5,000,000. Hirers must arrange their own insurance, in which case a copy of the insurance certificate that covers the dates of hire, must be provided at the time of booking.

## **CHARGES**

Governors may fix whatever charge they consider is appropriate for hire. The calculation of charges will include consideration of the real costs of heat, light sewerage and water, and the cost of caretaking for the event.

The Governors wishes to support those activities which directly contribute to curriculum, sporting and cultural opportunities for pupils and may choose to charge below market rates for such lettings.

The Governors wish to encourage lifelong learning. Use by the local community and the County Council for provision of Adult and Community Learning will take priority and may also be charged at a lower rate, than purely commercial lettings.

All charges will be subject to periodic review by the Governing Body or its delegated representative.

When the let is booked, the hirer shall pay a 10% non-refundable deposit which is sent to Lettings Team. This is payable directly into the School bank account, (details on request). Payment of the balance of the let will be invoiced on a School invoice, 1 to 2 months prior to the booking and payment of the invoice must be made not later than ten working days before the date of the function according to the details and dates on the invoice. Upon non-payment of the invoice the debt will be chased by The Activate Learning legal team.

Any deposit paid, will not be returned in the event of a cancellation by the hirer. Payment for a series of consecutive bookings i.e. a sports club hiring the sports hall must be paid for 10 days prior to the start of the first hire session. Payments are not returnable once the hire is approved by the school and is not then used, but payment so made may be credited towards subsequent lettings. School hire charges will be reviewed annually.

In all bookings it is assumed that all facilities hired will be left as clean and tidy as found, in order that the use of the School the following day is not affected. For large events such as dance performances, appropriate cleaning equipment will be provided. In some events, it may be necessary to charge a refundable cleaning deposit to cover the cost of any additional cleaning or tidying found to be necessary following an event.

**Please ensure that the hours you book include enough time for you to set up prior to, and tidy and clean up following the hiring.**

## **COLLEGE HIRING CHARGES**

<b>Room</b>	<b>Time</b>	<b>Rate</b>
Lower School Hall	Weekday	£35 per hour
Lower School Hall	Weekends	£50 per hour
Gymnasium	Weekday	£30 per hour
Gymnasium	Weekends	£40 per hour
Drama Studio	Weekday	£25 per hour
Drama Studio	Weekends	£35 per hour
Lecture Theatre	Weekday	£35 per hour
Lecture Theatre	Weekend	£50 per hour
Sports Field	Weekday	£35 per hour
Football Pitch	Weekday	£35 per hour
Sports Field	Weekend	£45 per hour
Football Field	Weekend	£45 per hour
Hard-court	Weekday	£35 per hour
Hard-court	Weekend	£45 per hour
Classroom	Weekday	£20 per hour
Classroom	Weekend	£30 per hour

## **THE APPLICATION PROCESS**

The hirer should complete full details of the requested booking, setting out the time and date of the proposed hiring and the precise definition of the premises and facilities to be hired, including any additional specifics, such as equipment required.

The booking application should be submitted to the Lettings Team a minimum of 21 days in advance.

The Site Manager is informed by the keeping of lettings diary, as a member of the Site Team will need to service the hiring.

Once the booking terms and cost have been agreed and the provisional dates confirmed. A signed copy of the application form is sent to Finance along with the deposit and payment of insurance if applicable. The Lettings Manager will confirm the booking by returning to the applicant a signed copy of the booking form. Please note, no booking can be confirmed until Finance have received the signed booking form with accompanying deposit, confirmed the dates and following this, returned the signed booking form to confirm the booking.

## **NOTES**

1. Prices quoted exclude VAT which is chargeable in accordance with HRMC tax regulations.
2. Vat is chargeable on sporting bookings of 10 sessions or less and in bookings using any equipment.
- 3 The School is open for reduced hours during School Breaks and *if agreed* any use of facilities beyond the reduced open times will incur additional costs to allow for the locking up by the Site Team.
- 4 The School does not open for lettings on Bank Holidays.
- 5 Any bookings that run later than the normal working hours of the Site Team, will also incur additional charges.
- 6 Use/hire of equipment in the Lower School Hall may incur an additional charge (e.g. the use of sound system/projector).

## **AFTER-SCHOOL CLUBS AND ACTIVITIES**

Sessions organised and run by the School, where a member of staff is involved, do not require a hire agreement. Sessions organised and run by another body or individual do require a hire agreement and must include full conditions and a signed hire form even if no charge is levied.

## **MISCELLANEOUS**

### **SECURITY**

Keys must not be given out to hirers. The school must be locked/unlocked by an employee.

### **ALCOHOL**

Alcohol may not normally be consumed on the School's premises, but this restriction may be waived in special circumstances. Where agreement is given for the consumption of alcohol, the hirer must accept responsibility for compliance with the licensing laws.

### **LICENCES**

The Hirer is responsible for ensuring that any necessary licences are obtained and that all events are run in accordance with the law.

### Management of Lettings

Lettings at the School are managed by the Lettings Team with overriding decisions by the Head teacher. Please direct all initial enquiries to Lettings Manager, initially by E-mail to The Lettings e- mail address [lettings@thebicesterschool.org.uk](mailto:lettings@thebicesterschool.org.uk), stating as much information as possible including your telephone number. You will then be contacted for further information as necessary.