

REGENTS PARK COMMUNITY COLLEGE

Regulations for the Hire of Education Facilities

Charges: 1st April 2017 to 31st March 2018

The Governors of Regents Park Community College wish to give notice that revised charges will operate from 1st April 2017, and will thereafter be revised on 31st March 2018. Charges are as indicated on the attached sheet.

1. Procedure for Arranging and Cancelling a Hire

A prospective hirer shall submit a completed application form, in accordance with the procedure described on the form. The School reserves the right to cancel any hire without notice. Every effort shall be made to give reasonable notice to the hirer, and, whenever possible, alternative facilities offered. A hirer may cancel a hire up to seven days before the period of hire, after this the full charge would be due.

2. Activities for Children

For these activities, a hirer shall ensure that two responsible adults are present and in charge throughout the whole period of hire. Children should be under the guidance of supervising adults at all times, running and games are not permitted in buildings other than designated Hall and Gym.

It is the hirers' responsibility to ensure that all adults working with the children are adequately trained and have the appropriate DBS clearance level. All hirers will need to provide written confirmation of names, disclosure number and date of disclosure for all adults undertaking activities for their organisation /club to RPCC. Hirers will also be required to bring photo ID with them at all times.

3. Music, Dance, Drama, Films, Gambling and Public Entertainment

A hirer shall conform to the detailed provisions relating to the use of the Authority's premises for music, dance, drama, films, gambling or public entertainment as laid down by Southampton City Council as a condition for granting a theatre licence or entertainment licence. (These licences are not necessarily in force but must be applied for if required).

Specifically all music and noise must stop at 10.30pm.

If a hirer requires use of the stage lighting in the hall this is subject to extra cost. Details are available from the Facilities Manager.

4. Swimming

The hirer is responsible for the health, safety and wellbeing of all members of the group when engaged in swimming and for the provision of qualified life guards. *No group member is to be in the pool area prior to the arrival and after the departure of the hirers' qualified life guard.* (Notes for guidance are attached).

5. Insurance

A copy of a current Public Liability Insurance (PLI) Certificate must be provided with the completed lettings booking form prior to commencement of any hire/s. Updated copies must be provided for on-going hires. The level of (PLI) liability held must be at least £5,000,000.

6. Notice

For lettings contracts that have been running continuously for more than a year the period of notice required terminating the agreement is half a term (approx. six weeks).

7. Local Restrictions

In general you are responsible for maintaining and looking after the fabric of the building which you have hired, and you should minimise any disturbance to local residents.

- a. NO SMOKING IS ALLOWED ON ANY PART OF THE SCHOOL SITE.
- b. Food and drink must be consumed only in the hall, dining room or designated areas unless prior arrangement has been made with the School. No food or drink may be consumed in the gym or in the swimming pool. (*CHEWING GUM IS PROHIBITED*).
- c. *ALCOHOL IS NOT PERMITTED ON SITE.*
- d. Hirers must specify in advance equipment and furniture requirements so that appropriate provision may be made. All rooms must be left as they are found.
- e. Consumables, breakages and damage will be charged separately.
- f. Any over-run of booking time will be charged to the next 30 minutes.
- g. No notices/posters etc. may be mounted, by any substance, on painted walls or surfaces. Posters may be given to the Facilities/Business Manager for display within the college website.
- h. **All music must stop at 10.30p.m.**
- i. All cars should be parked in the school car parks, not on the road.
- j. **Please leave quietly at the end of your session, without causing annoyance to local residents.**

8. Charges for School Facilities

The charges for hire are set out on the attached sheet. These prices will be revised annually in keeping with rising costs.

Residual periods of less than half an hour should be charged as half an hour.

Cloakroom, lavatory and car parking - and when sports facilities are used, changing and washing facilities and any appropriate nets, net posts etc. - shall normally be provided without extra charge, if they are available.

Facilities should normally be available to a hirer **from ten minutes before the hire period commences until ten minutes after the hire period ends** - to provide time for preparation, clearing, changing, etc.

Where rates are shown both inclusive and exclusive of V.A.T. for the same unit of accommodation or facility, the rate inclusive of V.A.T. will be payable unless certain conditions laid down by H.M. Customs and Excise are met. These conditions include a requirement that the booking covers a series of lettings extending over a period of generally three calendar months and consisting of at least ten individual hire periods normally occurring not less frequently than once a fortnight. A Request for VAT Exemption form must be completed for exemption from VAT charges.

If the area has to be cleaned following your use, an additional charge will be added to your hire costs.

Any charges that are not covered by the attached Lettings Charges Form shall be determined by the school which has discretion to make additional charges of a commercial nature. (See note below).

Hire charges will be invoiced half termly.