



Regents Park Community College

Hirer's Policy



Hirers' Policy

Statement

This policy covers the hire of education facilities at Regents Park Community College. The school encourages the hire of facilities by the community outside of educational hours of use as part of its Extended Services. Activities of a commercial nature will cover all activities organised by a private individual/organisation and charged at an appropriate rate (see Appendix 3).

Facilities available to hire:

Hall	Meeting/Conference Rooms
Gymnasium	Small Kitchen
Swimming Pool	Drama Studios
ICT Suites	Outside Courts
Classrooms	3G Pitch

Hire Arrangements

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 will be offered. A hirer may cancel a hire up to seven days before the period of hire, after this the full charge would be due. 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 (approximately six weeks).

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.

Safeguarding

It is the hirers' responsibility to ensure that all adults working with the children are adequately trained and have current Enhanced DBS and list 99 clearance level. All hirers will need to provide written confirmation of names, DBS disclosure number and date of disclosure for all adults undertaking activities for their organisation / club to RPCC. Hirers and those adults engaged to work with them will also be required to bring photo ID with them at all times. In line with national safeguarding procedures, Regents Park Community College will require hirers' to comply with the Disclosure and Barring Service procedures from the date of enforcement.

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 hired areas.

Insurance

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

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

Regents Park Community College holds a Premises License for school related activities and some hires; details can be obtained from the school. The school doesn't hold a license for alcohol consumption on the premises. It is forbidden for a hirer or their members to bring alcohol onto the premises.

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A hirer shall conform to the detailed provisions relating to the use of the Southampton City Council'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 License or Entertainment License. (These licenses are not necessarily in force but must be applied for if required). Specifically all music and noise must stop at 10.00pm as detailed in the licensing agreement.

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.

Specialist Facilities

Swimming Pool

The hirer is responsible for the health and safety of all members of the group when engaged in swimming and for the provision of qualified life savers. **No group member is to be in the pool area prior to the arrival and after the departure of the hirers' qualified life guard.** The hirer must stay in the pool area until a member of the Regents Park premises staff comes to the area to lock the pool; under no circumstances is the hirer to leave the pool area before the entrance doors to the pool have been locked.

Gym

The hirer is responsible for the health and safety of all members of the group when using the Gym. Only trainers with non-marking soles are to be worn in the Gym.

ICT Suite

The hirer is responsible for the safe use of all electrical equipment and secure access to ICT equipment and servers. Activities involving the use of ICT equipment must have a Regents Park Community College employed ICT technician on site throughout the hire period. The cost of the ICT technician is included in the hire charge for ICT suites.

All Weather Pitch

The hirer is responsible for the health and safety of all members of the group when using the All Weather Pitch. Suitable footwear must be worn as per signage.

Charges for School Facilities

Charges will be reviewed annually and operate from 1st April – 31st March each year – Appendix 3

If the area has to be cleaned following the hire an additional cost may be incurred.

Any charges that are not covered by the published annual rates shall be determined by Regents Park Community College which has discretion to make additional charges of a commercial nature.

Hire charges will be invoiced half termly.