

**BROCKINGTON COLLEGE
LETTINGS POLICY &
AFFILIATION INFORMATION
September 2016 - August 2017**

The Governors wish to fully endorse and support the Local Authority's principle that comprehensive community education follows all aspects of education and provides access to learning as a life-long experience. The intrinsic value of education drives the need to ensure education is accessible by all local people throughout their lives. To this end Governors will make the College premises available, outside normal school hours, at an appropriate charge, to legitimate youth and adult groups. The day to day implementation of the policy is delegated to the Principal.

Groups will be encouraged to affiliate to the College, and to support this policy. A two tier system of charges will operate.

Affiliated groups will pay an annual fee (payable in full irrespective of the time of year, with affiliation running from 1 September to 31 August) to the College and will be entitled to:-

- a) lower charges for the use of premises and equipment.
- b) priority bookings after initial College requirements are met.

Lettings and Affiliation charges will be reviewed annually by the Governing Body.

Accommodation is only normally available evenings and weekends throughout the year excluding bank holidays. (Subject to change). Weekend bookings (or major bookings finishing after 10.00 pm, e.g. discos) will incur the standard minimum 3 hour additional fee to facilitate cleaning-up. This is subject to adjustment according to the number of rooms used and will not be charged for small Committee Meetings.

Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the college on health and safety matters.
- Agree to the terms of the lettings policy in relation to health and safety arrangements.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the college that may arise from their activities.
- To indemnify Brockington College against the consequences of any unauthorised performance of a copyright work during the period of use of the College and to supply two copies of any programme of music as required by the Performing Rights Society.
- To pay any fees chargeable for the use of the premises.
- To be responsible to the Governors of Brockington College for the proper use of the premises and to pay on demand to the Governors' Committee compensation for any damage beyond reasonable wear and tear which may be done to premises, furniture or equipment.
- To adhere to the additional indemnity and conditions lettings laid down by Brockington College on its Hire of Premises. (Copies of this are available from the School Office)
- Any accidental or existing damage to the College maintenance department on 01162 863722.

Brockington College will ensure that:

- The premises are in a safe condition for the purpose of use.
- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated.
- Adequate arrangements for emergency evacuation are in place and communicated.

BOOKING INFORMATION

Contact Steve Buck or Nicole Lewitt either by telephone, letter or email. **Bookings can be taken verbally but are only considered firm on receipt of a signed booking form.** Booking times must include sufficient time for your group to set up your activities and exit within the times given. The dates and times on the booking form cannot be changed without prior confirmation from the college.

The school reserves the right to amend or add to these dates during the course of the school year. You will be notified in writing, or telephone, should any school activity affect your booking.

Payment of fees/charges - Affiliated groups/societies and regular users will be invoiced every 10 weeks. Settlement is within 14 days of invoice and is subject to cancellation of booking for late payment. For all other groups payment for use of premises and services must be made in full in advance or within 7 days of the event booked and is subject to penalty for late payment. In certain circumstances a deposit of 50% is required with the booking form. Any group using premises to raise money for its own purposes must pay fees according to the College scales of charges. Governors will determine those groups that are exempt from paying the affiliation fee but are entitled to receive the benefits of affiliation status.

Cancellation Policy

Booking times should not be changed **WITHOUT** prior agreement (minimum 7 days' notice). Written notification of cancellation must reach the College no later than 1 week or 5 working days before the booking. For affiliated users, written notification of cancellation must reach the College 48 hours prior to the booking.

If written cancellation is not received by the school for any reason the hirer will still be liable for the full hire unless the school in its absolute discretion waives the whole or any part thereof.

Safeguarding

By hiring the College you are confirming all services and activities provided have appropriate written policies and procedures in place to safeguard and protect children and to liaise with the College on these matters if necessary.

It will be necessary to provide evidence of current Disclosure Barring Service (DBS) reference checks if working with children and/or vulnerable adults and anyone working with under 8's must also confirm they have met the Childcare Disqualification Requirement (CDR). You may also be asked to provide your policy on working with young people. This evidence should be presented to the college annually (September) or when a leader is appointed.

Responsibility for Premises

Personal Accident Insurance is not covered by the Governors unless negligence on their part can be shown. It is, therefore, advised that committees of various clubs and societies must take out adequate insurance to cover their members or agree to pay an additional fee for inclusion within the college policy. Neither Governors nor Officers of Brockington College take responsibility for personal accident or for loss or damage to personal property brought on to the premises howsoever caused.

Brockington College disclaims all liability for any loss of, or damage to, any personal property howsoever caused on these premises, including the loss of or damage to property caused by the negligence of the College, its servants or agents except where such disclaimer is contrary to the provisions of the Unfair Contract Terms Act 1977.

Equipment

The equipment available should be booked in advance. The College office will advise which equipment is available. For the use of the stage lighting there is a standard charge (see current price list), although technicians' costs to adjust lighting/sound equipment will be charged to groups where alterations to this equipment is needed and/or other changes are made to the hall or stage especially where scaffolding is required. The premises staff primary function is the care and maintenance of the building and the person on duty may have many tasks to perform during the evening. It is, therefore, essential that requests for seating, furniture and equipment should be arranged in advance.

Access for People with Disabilities

Visitors with disabilities - The College will make every effort to ensure that visitors to the site are given access to our facilities. Please discuss your requirements at the time of booking.

No Smoking Policy

No smoking is permitted in any part of the College building or site.

First Aid Cover

It is the hirer's responsibility to ensure cover is available. Should you require advice in this respect please contact the College. It is recommended that the hirer has access to a mobile telephone in case of an emergency. Please refer to the Premises Licence to ensure that maximum numbers are adhered to. The maximum numbers quoted include audience and performers.

Noise

The hirer shall ensure that no annoyance or disturbance is caused to the school's neighbours or to members of the public as a result of its use of the school premises. Causing a statutory nuisance is a breach of the Environmental Protection Act 1990 for which the hirer may be prosecuted.

Animals

Except in the case of trained guide-dogs for the blind and hearing dogs for the deaf animals are not permitted on the school premises.

Health and Safety

All affiliated groups MUST have Third Party Liability Insurance. Please refer to the booking form and complete the relevant section, regarding your insurance details. Please note that the College's insurance will not cover the use of bouncy castles unless they are hired with an operator who has the appropriate liability insurance.

Fire Regulations

1. All scenery, props etc. must be rendered with flame-retardant solutions.
2. No real flame, candle or other naked light shall be used on any part of the stage or functional area.
3. Please ensure that a register is kept. These can be obtained from the College office if you do not keep one yourself.

Emergency Evacuation of Visitors

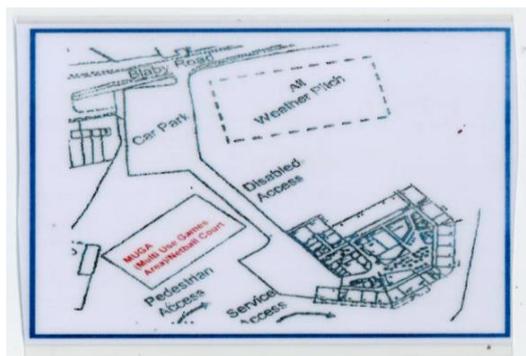
In case of fire, hirers should familiarise themselves with escape routes and the location of fire alarms and exit doors. It is the responsibility of hirers to seek this information from the school staff prior to making use of the premises. On hearing the alarm, visitors should immediately leave the building by the nearest exit and assemble at the MUGA. (Please see plan below) You should not re-enter the building while the alarm bells are ringing or before authorised to do so by the senior member of staff present. You should not stop to collect personal belongings in an emergency. If a fire should break out, hirers should make every effort to call the Fire Service

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PLEASE ANNOUNCE THE FOLLOWING TO YOUR GROUP at the first meeting and again, at regular intervals, to ensure that everyone is aware of emergency procedures. Draw the attention of the group to the map displayed in each room showing the EXIT ROUTE.

1. FIRE SIGNAL – CONTINUOUS TONE.
2. The LEADER of the group is RESPONSIBLE for evacuating the room and **CLOSING WINDOWS and DOORS.**
3. The register should be brought to the assembly point.
4. Checked registers should be returned to the Officer on duty.



Groups on Site

Please ensure that bookings for large numbers are adequately supervised to ensure that areas which are not booked are not used.

The hirer is responsible for ensuring the preservation of good order for the full duration of the letting. **Please be aware of the maximum numbers of visitors that can be accommodated.**

PREMISES LICENCE – Schedule of Additional Conditions – Occupancy Figures

Type of Occupancy	Maximum Numbers in Court Yard
Drama	60 persons
Hall	300 persons
Lecture Theatre	76 persons
Lecture Theatre and Hall	400 persons

The occupancy to include all persons employed within the premises and all persons resorting to the premises.

Risk Assessment

Hirers are expected to undertake a risk assessment for the activity/activities being undertaken. Advice can be given on request.

Staging/Lighting

Due to the size and weight of the stage blocks, please make your requirements clear when booking. It is not always possible to have sufficient members of staff available to assemble staging so please remember to clearly mark your booking form. If the arrangement of staging/lighting requirements cannot be completed during the Premises Officers normal working times there may be a charge made for this service. You will be contacted if your requirements are not possible.

REMEMBER it is against Health and Safety regulations to allow members of the public to assemble their own staging requirements.

Electrical Equipment

Any electrical equipment brought on to the school site by the hirer must comply with the Leicestershire Education Authority Code of Practice for Portable Electrical Appliance Equipment and have a current Certificate of Safety.