

School Lettings Policy Draft 1



June 2005

New Bridge School Lettings Policy

New Bridge School is at the cutting edge of educational change.

For the last number of years Oldham Metropolitan Borough Council has established a clear educational vision for young people with Special educational Needs (SEN). At the heart of the vision has been the principle of collaboration, consultation and inclusion.

We wish to build our reputation, of a centre of excellence, by supporting learning in, and by, the communities we serve. The Governors have already established a full committee system that oversees access by various groups with in the community. To develop our inclusion agenda the school is determined to fulfil a role that is central to the community of Oldham. We are committed to allowing our specialist resources and establishments to be used so as to benefit the highest numbers of individuals and groups as possible.

If we as a society are to break down the prejudices people with disabilities find themselves facing, New Bridge School has to be able to promote the achievements of our young people. The collaboration and consultation with our communities will be the start of this road. We look forward to travelling the route together.

1. Governors reserve the right to vary the hourly letting rate of all facilities on an individual basis after taking into account the age of the users (eg. Juniors, OAPs etc and whether there are other users on the same evening).
2. The school may negotiate special rates for events or special functions.
3. Any group using the school must be able to show that they have appropriate Public Liability Insurance cover. If they do not have adequate insurance cover this will be arranged through the school at a cost agreed by the Local Education Authority (Oldham)
4. The school accepts no responsibility for personal accident or injury to users, or damage to users' personal property including vehicles parked in the school grounds.
5. Users will be responsible for making good losses to the school and/or any damage to the premises, up to specifications determined by the school and its governing body.
6. The governors reserve the right to first use of the premises for school functions. When it is necessary to cancel a users activity the school will endeavour to give reasonable notice and arrange a refund of any fees paid.
7. The school must be given 24 hours notice if the hirer does not wish to use a facility that has been booked. Failure to give this notice will result in the payment of the hire fees for that period of time.
8. An application form must be completed by all applicants.

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Current Charges

Hired facilities are charged by the hour and do not include any premium for Public Liability Insurance Cover.

New Bridge School		Learning Centre	
Swimming Pool	£30	Hydrotherapy Pool	£30
Hydrotherapy Pool	£30	Technology Room	£15
Theatre	£25	Sensory Room	£10
Hall	£20	Hall	£20
Meeting Room	£10		
Sensory Room	£10		
Recording Studio	£50		

The recording studio can also be made available at a fixed rate for projects.

CONDITIONS OF HIRE FOR NEW BRIDGE SCHOOL FACILITIES

This document contains the conditions of hire for facilities at New Bridge School

Special Facilities

In circumstances that it considers appropriate, the school will provide any or all of the following for a performance or an event:

- a) facilities for participants, performers or players.
- b) preparation areas, dressing rooms, warm-up facilities
- c) refreshment area
- d) access to toilet facilities.

First Aid

The hirer must provide all medical and first aid facilities required by law and any facilities that are appropriate and prudent to provide according to the nature of the event, which may include ensuring that first aid trained staff are available at all times during an event. The school may, at its discretion, make a first aid room available for an event.

Crowd Control

The hirer must ensure that it and its agents adhere to the hirers procedures for:

- a) the most efficient and safe entry and exit of people to and from, and movement and accommodation of people whilst in New Bridge School.
- b) the minimisation of any undesirable behaviour of crowds; and

Damage

If any damage is caused to the school's facilities, including instruments, furniture and other goods during the period of hire, the hirer will be charged for all repairs.

Electrical Equipment

No additional electrical equipment may be installed or brought in to New Bridge School unless it complies with the requirements of BS Standards or any replacement or amended standard. All electrical equipment used must be tested by an approved external tester. All such items must bear the appropriate tagging.

Removal of Rubbish

New Bridge School must be left in a condition that meets with the approval of the House Manager. No food or beverages are to be taken into the theatre or pool area at any time during the course of hiring. The customer is responsible for the removal of all paper rubbish (programs, leaflets etc) from the building and

all foodstuffs, empty bottles or cans or other debris from the refreshment areas. All rubbish must be removed by the conclusion of the hiring.

Compliance with Statutory Requirements

The hirer must comply with the requirements of legislation, regulations or by-laws in relation to a function and in particular, must obtain any licence required for the function.

Service or Sale of Liquor

The service and consumption of alcohol in any part of the hired premises is prohibited unless specific permission to serve alcohol has been granted by the school. The service and sale of alcohol in any part of the hired premises is prohibited unless a licence to sell alcohol has been granted by the appropriate licensing authority. It is the responsibility of the hirer to obtain this licence if specific permission has been granted by the school and a copy must be made available to the school before the event.

Indemnity

The hirer will indemnify and keep indemnified the school against claims, costs and damages for death, injury or damage arising out of a hiring.

Security of Personal Valuables

The hirer is totally responsible for the security of all personal belongings and valuables of people involved in their function.

Payment

Once an application form has been received for the hire of facilities at New Bridge School an invoice will be sent to the hirer to be paid in full before commencement of the event. The school reserves the right to refuse entry to any hirer not fulfilling this requirement.

The school will issue a receipt for all fees paid.

The school reserves the right to request an additional refundable deposit to cover loss / damage if necessary.

Payments for long term and ongoing hire will be negotiated on an individual basis.

Cancellation

If the event is cancelled within 24 hours of the period of hire no refund will be given.

Condition of Facility

The school keeps a daily log book of the condition of all facilities. On entry to the school the hirer will be required to sign this log book as acceptance of the standard of the facility being hired.

The logo for New Bridge School is a large, light blue graphic. It features a stylized bridge structure at the top, with a grid of squares on the right side. Below the bridge is a large, rounded archway. The text "New Bridge School" is written in a large, bold, sans-serif font across the bottom of the archway. The word "New" is on the top line, "Bridge" is on the middle line, and "School" is on the bottom line, all in a light blue color.

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New Bridge School Booking Application Form

This form should be completed by the hirer or, in the case of an organisation, the authorised representative of that organisation.

Please complete all sections and return to Mrs R Righini, New Bridge School, Roman Road, Hollinwood, Oldham, OL8 3PH.

Name of Club/Organisation		
Address of Club / Organisation		
Contact Telephone No		
Emergency Telephone No.		
Facility Requested		
Date(s) - Enter all inclusive dates	From	To

Day	SUN	MON	TUE	WED	THU	FRI	SAT
Time from							
Time to							

Does your organisation have appropriate Public Liability Cover?		
If yes please enclose a copy with this form. No booking can be confirmed without this document. It will be forwarded to the Council's Legal Department to confirm that the cover is adequate and current?	Yes	No
If no, do you wish the school to arrange insurance at an additional cost to the letting (currently 10% of the total hire charge plus 5% Insurance Premium Tax)	Yes	No

I wish to apply for the use of accommodation and facilities as detailed overleaf and I agree that if this application is granted, I undertake to enter into a Hiring Agreement which will incorporate the 'Standard Conditions of Hire' together with the school's lettings policy which I have received and read.

I declare that I am 18 years of age or over and that the information I have given is true and correct to the best of my knowledge.

Signature of Hirer / Authorised Representative	
Date	



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