



WEST VALE
ACADEMY

WEST VALE ACADEMY / GHAT TRAINING ROOMS LETTINGS POLICY & FACILTY HIRE & COMMUNITY USE HANDBOOK

Approved by:			
Responsible department:	Finance		
Last review date:	September 2024	Last reviewed by:	Amanda Rawson, CFO
Last updated:	September 2024	Last updated by:	Amanda Rawson, CFO
Next review due :	September 2025		

1. ADOPTION

The Trust Board of the Great Heights Academy Trust (GHAT) have adopted the lettings policy set out below.

2. INTRODUCTION

This User Guide is to provide an information manual to assist and inform the hirer while using our facilities here at West Vale Academy and to make sure that the hirers time spent on our premises is a happy and safe one. It is a point of reference for responsibilities of what to expect from us and also what we would expect from users of our premises.

Please contact us if you require any further information, have any general queries or want to offer any suggestions for improvements on using our facilities.

We will make every reasonable effort to ensure that the West Vale Academy buildings and grounds are available for community use. However, the overriding aim is to support the school in providing the best possible education for its pupils. Any lettings of the premises to outside organisations will be considered with this in mind.

3. USE OF THE SCHOOL AND FACILITIES

The school will endeavour to maintain the building and equipment to very high standards, if you have cause for concern about the state of the building or equipment, please ensure you report it immediately to our sport centre staff so that the issue can be rectified as soon as possible.

We have the right to refuse an application for hire and no letting should be regarded as 'booked' until approval has been confirmed via email. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been confirmed via email.

The hirer will appreciate the difficulty of securing the whole school site and it is extremely difficult to patrol the whole site and prevent unwanted visitors. Please do not leave valuables unattended anywhere on site. Avoid confrontation if you observe intruders, and report to a member of the Site/Facilities Team. Similarly, report any incident of vandalism if observed.

Please be aware that CCTV cameras are in operation across the site for monitoring purposes.

Emergency exits should only be used in an emergency.

4. SAFEGUARDING & CHILD PROTECTION

Please ensure you carefully read the safeguarding policy that will accompany the booking confirmation. By confirming a booking, you agree to abide by the relevant Trust or school policies.

5. FACILITY HIRE & COMMUNITY USE TERMS & CONDITIONS

The following terms and conditions must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

- Certificate of Public Liability Insurance
The hirer is advised to take out their own public liability insurance with a reputable insurer and on request will provide evidence of insurance of no less than £5,000,000 for personal accidents, injury or loss or damage to personal equipment, property or vehicles. The hirer will indemnify West Vale Academy for any claims arising from accidents, whether fatal or otherwise, to any employee of the centre, any member of the public or third party, caused as a result of the booking.
- The hirer is reminded that the school **cannot accept responsibility** for damage to vehicles on site. All vehicles are parked at the owner's own risk and no responsibility is taken for their contents. No responsibility is taken for user groups whilst driving on the premises. Drivers must observe the direction signs and not exceed the stated speed limit. Care must be taken not to block access for emergency vehicles or that would prevent another vehicle from moving. **Do not park on grass areas unless designated.** Please use parking spaces sensibly and do not block the movement of other cars. **NB. DISABLED PARKING.** Please make sure the designated area is reserved for disabled parking **only**.
- All appropriate coaching and insurance certificates are available to be evidenced.
- You agree to take responsibility for the health and safety and wellbeing of yourself and others using our facilities in relation to your letting.
- The hirer shall be responsible for all permits and licences required
- The facility shall be used only for the purpose stated in this agreement and no other use will be permitted.
- Hirers and their participants must remain **ONLY** in the booked areas.
- Cancellation of bookings must be notified to the school at least 48 hours prior to the booking or the full price will be charged.
- No animals are allowed on site unless registered Dogs for Disabled.
- Great Heights Trust may charge an additional amount at the standard rental rate for any event continuing past the end time stated in this agreement.
- In the event of the facility being damaged, the hirer shall be charged for any repair fees incurred by the Trust as a result of this.
- Additional fees may be payable for cleaning costs if the facilities are not left in a clean and useable condition after the hire.
- The school reserves the right to have the final decision on any request for hiring the premises. If a hiring is deemed unsuitable the school reserves the right to decline any application for hire.

- The Hirer must not do or allow anyone attending their hiring for anything to become a nuisance to the school, or other hirers or to the occupiers of adjoining or neighbouring properties and that minimum noise is made on arrival and departure of the venue.
- The hirer may not sublet the premises.

6. HEALTH AND SAFETY

PUBLIC SAFETY

Under UK legislation all facility users have a responsibility for observing the various acts and regulations relating to health & safety. Further information can be found in the school's Health & Safety Policy, a copy of which is available for inspection on request. All who use the school's facilities have a legal obligation to exercise 'due care' in relation to other users.

All conditions attached to the granting of the license, stage play or other licenses and the school's health and safety policy shall be strictly observed. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and its contents. In particular:

- Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and exit at all times.
- Performances involving danger to the public shall not be permitted.
- Highly flammable substances shall not be brought into, or used in any part of the premises, however, the use of pyrotechnics within theatre shows may be permitted subject to written approval by a member of school staff/the Governing Body. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, etc.) shall be undertaken or erected without the consent of the Governing Body.
- No unauthorised heating appliances shall be used on the premises
- All electrical equipment brought into the building shall be subject to regular PAT testing and certification provided in evidence. The intention to use any electrical equipment must be notified on the hire application form. The Governing Body disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment
- Adequate supervision must be provided to maintain order and good conduct, and, where applicable, the hirer must adhere to the correct adult/pupil ratios at all times when these are specified for particular activities, e.g. by national governing bodies of sports.

FIRE ALARM PROCEDURE

In accordance with the premises fire alarm evacuation plan, you will be required to:

- Keep a register of the people in your group.
- The hirer is responsible for familiarising his/herself with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the fire-fighting equipment available.
- Firefighting apparatus shall be kept in its proper place and only used for its intended purpose.
- The fire brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to H Crowther (Executive Principal) and C Ackroyd (Head of School).
- Ensure you have made specific arrangements to evacuate those less mobile i.e. the wheelchair bound, the elderly or those with frames etc. from the building or to the fire refuge point.
- Know and share with other users the evacuation assembly points.

In the event of a fire, the alarm will sound (continuous ring). The premises must be evacuated immediately via the nearest fire exit and the group should make their way to the nearest assembly point (car park). Please await further instructions from the Facilities Manager. For your own safety please do not re-enter the building until you have been instructed to do so.

RISK ASSESSMENT (*To be provided at time of booking*)

As a hirer of the facilities we recommend you to provide a copy of your risk assessment detailing how you will be operating within the guidelines provided by the Government and/or your Governing Body for your activity. You must ensure the legality and competency of person(s) carrying out those activities and using the equipment (including subcontractors). Your risk assessment will need to be approved prior to you commencing your letting period and will be kept on file for future reference. You should keep us informed of any updates to this document as guidelines change.

We will supply you with a generic risk assessment for the facilities you have hired. However, it is your responsibility to amend these risk assessments to take account of the activities you and your participants will be undertaking. If any amendments are made, an updated copy must be submitted.

TEMPORARY EVENT NOTICE

You may need to apply for a temporary event notice (TEN) if you wish to carry out licensable activities on a temporary basis at the school. This could be an occasional or one-off event at unlicensed premises. It could also be a licensable activity which is not included in the terms of an existing premises licence: for example, a bar staying open later than usual.

Licensable activities are:

- Ticket sales
- Selling food to members of public
- Providing entertainment such as music, dancing or indoor sporting events (known as regulated entertainment)
- Serving hot food or drink between 11pm and 5am

Temporary event notices are available through the Local Authority.

Please discuss your requirements with the school first before proceeding with any arrangements.

ACCIDENTS/FIRST AID

The hirer must ensure that any accidents during the period of hire must be recorded with staff on duty (even in the case of unattended lettings).

- We recommend at least one member of your user group to be a qualified first-aider.
- Ideally it is the group's responsibility to bring their own first aid kit and supplies to attend to any minor injuries, e.g. cuts, bleeding, bruising.
- It is your responsibility to have a nominated mobile phone user within the group who has the emergency contact numbers for all members and brings a mobile phone to all sessions.
- It is the group's responsibility that all physical activity and sport follows the accepted and current Government and National Governing Body guidelines.
- The hirer must notify the named member of staff at the first opportunity in the event of a serious accident and then complete the school's accident form. For other minor accidents or incidents, it is advisable to notify the named member of staff. If required, first aid supplies can be obtained during sports centre hours.

SMOKING, ALCOHOL AND DRUGS

1. The Government's Smoke Free Legislation which became law on 01 July 2017. No Smoking signs are displayed throughout the building. The law states that it is against the law to smoke on these premises. Our NO SMOKING policy includes car parks and walkways and includes all banned substances/tobacco/cigarettes /e-cigarettes.
2. Alcoholic beverages may not be brought onto or consumed at West Vale Academy or on its premises. Individuals attending West Vale Academy must not be under the influence of alcohol.
3. Individuals attending West Vale Academy and its premises must not be in possession of, consume or be under the influence of drugs.

FOOD AND DRINK

No food and drink may be prepared or consumed on the property without the direct permission of the school in line with current food hygiene regulations.

7. SITE VISIT

It is the group's responsibility (or a member of your user group) to visit the premises prior to your first session to familiarise yourself with the Normal Operating Procedures (NOPs) and Emergency Action Plan (EAP) and establish a basic risk assessment (fire exits, facility layout etc.).

The visit should, if possible, coincide with the time of your session so your group will be able to assess who will be on site to deal with any problems, should they arise.

Should any participants have any accessibility needs please make the school aware of any support measures that need providing.

During this visit we will familiarise you with the following:

- Fire alarm points. (Use these to sound the alarm if necessary – this will automatically alert the emergency services and start a continuous fire alarm – you should also make a phone call to the emergency services in case the automatic system fails).
- Fire evacuation procedures, routes, refuge point and assembly point.
- Location of a telephone (please note in the event of a power cut – you will need to contact the emergency services from your own mobile phone).
- How to contact the onsite duty manager/sports team
- Location of First Aid Kit.
- Toilet/changing room access.
- Drinking water access.
- Entrance and Exit access and security systems.

8. FACILITIES

MEETING ROOM

The meeting room at West Vale Academy can seat up to 35 people. There are onsite facilities for hot drinks and serving food but no onsite kitchen. Hospitality can be provided

The school is a considerate neighbour and the use of inappropriate language will not be tolerated while using the facilities or on school premises.

The hirer is responsible for all damages, losses, claims and costs arising out of their use of the premises including any damages to neighbouring properties as a result of negligent behaviour.

Please ensure that;

- No studded footwear to be worn inside.
- No cleaning of muddy footwear in showers or sinks.
- Bikes are not taken into facilities.
- All facilities are to be left clean and tidy with all litter placed into rubbish bins.

9. BOOKINGS AND PAYMENTS

The booked time includes setting up and tidying away of equipment. Additional charges will be made if the time booked is exceeded. Consideration must be given to other hirers waiting to commence their session.

OPENING AND CLOSURES

During term-time facility hire of the training room is available **from 8am to 4pm**.

From 4pm onwards Monday – Friday, please enquire about availability for evening meetings.

Any closures due to weather conditions will be communicated by the named member of staff. There may be occasions during the year, in addition to that mentioned above, when the premises may not be available to hire – for example, open evenings/days, exams or during building/repair work. On such occasion the school will make every effort to inform groups in good time. However, if any part of the premises is rendered unfit or become unavailable due to unforeseen circumstances or are required for school purposes, there shall be no liability to the school other than to refund any hire fee for the cancelled hiring.

The hirer must inform the named member of staff when arriving, and also when departing.

CHARGES

The Trust Meeting Room at West Vale Academy and Refreshment Prices as at July 2024

Room Hire	
Per Day (between the hours of 8.00am – 4.00pm)	£100.00
Half a Day	£ 50.00
Per the hour (8.00 a.m. – 4.00 p.m.)	£ 20.00
Per the hour (4.00 p.m. – 9.00 p.m.)	£ 30.00
Use of Flip Chart & Pens	£ 10.00
Screen and connectors	£ 0.00
Refreshments – Water available at all times	
Tea, Coffee and Biscuits	£2.50 per head
Breakfast	
Please contact us to discuss your needs	<i>Bespoke pricing available upon request</i>
Lunch	
Please contact us to discuss your needs	<i>Bespoke pricing available upon request</i>

REGULAR BLOCK BOOKINGS

We offer the opportunity for you to book the facilities you require as a block booking. Block bookings are for ten or more sessions where, as a hirer you receive a discount as bookings of 10 or more weeks are not subject to VAT. Sessions do not need to be continuous (e.g. weekly) but ten must be taken within the financial year between September and August. Please contact enquiries@teamworksscitt.org for more information.

OCCASIONAL HIRE

Occasional hire bookings can be made by completing the attached booking form and returning to enquiries@teamworksscitt.org at least 7 days prior to the event.

BOOKING ALTERATIONS

There are occasions throughout the year when areas of the school are required for events such as Open evenings, College events and other special events. To avoid disruption to club programmes, these events are organised over different evenings. In the unlikely event that your booking is affected, then we will do our utmost to offer alternate facilities on the school site. On occasions, your booking may need to be altered or cancelled and we reserve the right to do this. We will ensure that we give adequate notice of any change and additional sessions or a refund to compensate. Normally, school events are added to the Schoolhire calendar prior to the booking window being open to clubs and organisations to prevent bookings being cancelled or amended at a later date.

PAYMENT METHODS

Once a booking has been agreed, an invoice will be sent to the hirer, containing BACS information. Full payment is required no less than 7 days before the date of the booking, if the booking is made within a week of the event date, full payment is required at the time of booking. **Please quote reference numbers with all payments.**

PAYMENT TERMS

Assuming you are making a long-term regular booking (block booking) you are presented with two options:

1. Payment in full at time of booking
2. Payment Schedule

Please select the desired option when prompted at the point of selecting your slots. For one-off bookings, the payment schedule option will not be available.

If you choose to split your payments, you will see a payment schedule appear detailing exactly when the payments will be debited from your bank account.

Your first payment will represent the sum of your first month's bookings and will be taken at the point of booking acceptance.

The bank account associated with your payment card will be checked for cleared funds at the point of booking and the necessary funds blocked. Your booking will then come to us for review, modification (if necessary) and then acceptance. Only once we have accepted your booking will your bank account be debited. If we reject your booking the funds will be released back into your account

Subsequent payments will be taken monthly (every 30 days), in advance. As a general guide: the beginning of March for March's bookings, the beginning April for April's bookings. Three days prior to all subsequent payments a system generated email will be sent reminding you about the payment and how much the payment is. Payment is taken automatically from the last card you used on the system.

Any discounts will be applied before acceptance and your card will only be charged the discounted amount. Any increase in pricing will first come back to you for acceptance.

CANCELLATION CHARGES

The cancellation of a booking must be made as early as possible, and at least 10 days in advance. Charges for cancellation that are made less than 10 days in advance will be charged on the following scale:

- Over 10 days there will be no fee
- within 10 days you will be charged 50%
- within 48 hours you will be charged the full amount

No charge will be made if the cancellation is caused by school events.

TERMINATION OF AGREEMENT

The School reserves the right to terminate any letting or series of lettings immediately in the event of the Hirer failing to observe or perform any of the Conditions or Regulations herein contained, but without prejudice to any right or remedy which the School may have against the Hirer under these Conditions and Regulations, and the School may retain the charges paid by the Hirer.

COMPLAINTS POLICY

The complaints procedure is as follows:

- If the school has a concern about a let, the school will raise the concern with the hirer.
- If the matter remains unresolved, the hirer will receive written notice of termination of the booking agreement.
- If the hirer has a concern, they should raise the concern with the Lettings Administrator and/or Named member of staff.
- If this concern is still unresolved, the matter will be taken to a named person within the Great Heights Trust.
- If a third party complains, the Named member of staff will at first deal with the complaint and attempt to resolve the situation.
- If this is not successful, the concern will be taken to a named person within the Great Heights Trust.

Approval of Lettings Policy

I have read and understood this handbook and I agree to abide by the school's procedures and protocols at all times. I accept the terms and conditions herein by submitting a booking enquiry form. I will ensure that the information is passed on to all relevant members of my group.

Appendix B

MEETING ROOM BOOKING FORM – Training Room at West Vale Academy

Your Contact Details:

Name:	
Name of Company:	
Contact Number:	
Contact Email:	
Invoice Address:	
Order Number:	

Room Hire Details:

Name of Event:			
Date of Event:		Time from:	Time to:
Number of Delegates:			
Any further requirements?			

Further information required:

Flip chart required:	Yes/No		
Screen and connector required:	Yes/No <i>Please give details of any ICT support you might need so that we can advise on availability.</i>		
Refreshments required:	Tea/Coffee/Biscuits	Breakfast	Lunch
Time(s) required:			

I have read and understood the cancellation terms and conditions above and agree that all details stated in regard to the requirements are correct.

Name of Company:		Date:	
Print Name:		Position in company:	
Signature:			

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To confirm the booking, please fully complete, sign and return this booking form to enquiries@teamworksscitt.org. T