



THE PARK COMMUNITY SCHOOL

Community use of Facilities Policy

Policy Update

Policy Lead Person:	School Business Manager
Approved By:	Local Governing Board (25.06.2020)
Next Review Date Due:	06/2021

- Staff *must* sign
- Staff *should* sign
- Governors *should* sign
- Publicly Available

General Information

- 1 School facilities are available for hire out of school hours.
- 2 All lettings will be undertaken on the basis that in any event the school should not be in a detrimental financial position following permission for a letting.
- 3 Prospective hirers should apply for hire in advance using the dedicated SchoolHire software package <https://theparkschool.schoolhire.co.uk/>
- 4 This facility allows hirers to manage their account to allow them to complete the required actions to either make request or modify bookings or booking cancellations. Hirers are required to comply with SchoolHire terms and conditions as published within the software.
- 5 The school aims to review all booking requests within 5 working days but usually within 24 hours.
- 6 The next year's academic year calendar is released annually in the Spring term with priority bookings offered to regular users for a fixed period. After the fixed period bookings are taken on a first come, first served basis.
- 7 All hire is subject to the hirers' acceptance of the following Terms & Conditions.

General Terms

- Bookings must not over run the allotted time slot. Clubs are responsible for setting up and clearing away their own equipment (unless otherwise agreed upon booking) and this must be done within the allocated time slot, e.g. one hour's booking includes playing time and five minutes change-over.
- Players must wear Astroturf or Flat Soled Trainers on the all-weather areas. No studs or blades, including moulded type boots, are allowed on the pitch or in the sports hall at any time.
- The School reserves the right, at its absolute discretion, to refuse the admission of, or evict any person from the facilities in case of an emergency or if these terms and conditions are not being met.
- Any problems concerning a booking, should be reported by the hirer to the School Office at the earliest convenience by calling 01271 373131, 07928 642269 or 07743 994729 out of school hours.

Health & Safety, Child Protection and Safeguarding

- All hirers are requested to hold £5 million public liability insurance for their activity or accept that their activity is uninsured. The hirer accepts liability for any

damage caused to the facilities or equipment by any member of the hirer's user group or their spectators.

- All hirers must take responsibility to familiarise themselves with the School's Emergency Action Plan and Normal Operating Procedures for the facility they are hiring.
- Where activities involve children, hirers are required to hold appropriate policies that meet relevant National Standards, i.e. Sport England including:
 - - An up to date and effective child protection policy that ensures staff or volunteers know what to do in different circumstances and incorporates systems for recording and reporting information.
 - - Policies and procedures for recruiting staff and volunteers who have contact with children, and for assessing their suitability to work with children.
 - - Where the activity involves training or education, hirers must ensure delivery staff/volunteers are suitably qualified and/or supervised in accordance with national guidelines for that particular activity.
- In case of accident or injury on site, hirers are expected to make their own arrangements for first aid/medical treatment.
- Smoking is not permitted on the school site including in or on any sports facility.
- The school has a zero tolerance to drugs policy and any use on the school site will be reported to the Police.
- Abusive and/or threatening behaviour (verbal or physical) towards staff on site will not be tolerated for any reason and may lead to eviction and cancellation of all future bookings for the individual and/or the team.
- With reference to our Prevent Duty, the school will not let facilities to extremist organisations.

Charges

- Prices may be subject to VAT unless VAT exemption applies – see guidance below.
- VAT exempt bookings must include a declaration of an appropriate exemption.
- Bookings made by pre-approved partners and block bookings over £2,500 are eligible for a 20% discount. Pre-approved partners may include organisations that have invested in the facilities; activities that significantly benefit Park School students; Park School staff use.
- Block bookings over £1,250 are eligible for a 10% discount.
- Rates of hire are subject to an annual review. Hirers will be given at least 3 months' notice of any increase in rates.
- Promotional offers may be offered at the discretion of the School Business Manager for off peak periods to improve the sustainability of opening the facilities for community use.

Payment

In order for a Hirer to confirm a booking the Hirer will be required to pay in full and online the total fees to SchoolHire as soon as that the Booking Request has been accepted. Fees for Block bookings may be phased over a period in line with SchoolHire standard conditions.

VAT Exemptions Guidance

- Hirers can request VAT Exemptions subject to their signed acceptance of the following HRMC conditions:
 - If the booking is for sport or recreational activities, you are an eligible body and your booking is either for a duration of more than 24 hours or for a series of 10 or more sessions, then (subject to conditions) your booking is likely to be exempt.
 - Note '10 consecutive sessions' includes bookings made with a minimum interval of 1 day and a maximum interval of 14 days (the intervals between each individual session can be varied). However, if the hirer books an additional session after pre-booking a qualifying series i.e 10 or more consecutive periods, the extra session is classed as being 'standard-rated', whether it is within the period of the series or outside of it and therefore VAT will be charged on the session.
 - Eligible bodies must be non-profit-making; have in its constitution restrictions on the distribution of profits; and not be subject to either commercial influence or part of a wider commercial undertaking. Evidence must be provided to this effect on the booking form. VAT exemption is not available to informal groups.

Cancellations

- In the case of a cancellation of a booking by the hirer, the hirer shall give at least 7 days' notice to be entitled to any refund.
- In the case of a cancellation of a booking by the hirer, if the cancellation breaks a chain of 10 consecutive booking sessions, the hirer will no longer be entitled to the VAT exemption and will be charged accordingly. The only exception to this is if the hirer is able to rebook the session in an available time slot within the same 'period'. If there are no other time slots available the liability still lies with the hirer for cancelling the original booking and therefore the hirer will no longer be entitled to VAT exemption.
- The school reserves the right to close or prohibit the use of the facilities at any time it deems necessary. All money paid in respect of a booking, which has been cancelled in accordance with this condition, will be refunded. However, the school will not be

liable for any other expenditure incurred or loss sustained by the hirer as a result of this cancellation.

Hours of Operation

The facilities operational hours are as follows:

Peak Season (September to March inclusive)

Day	Hours
Monday to Friday (excluding bank holidays)	1730-2200
Saturday	0800-1800
Sunday	0900-1700

Off Peak (April to August inclusive)

Day	Hours
Monday to Friday (excluding bank holidays)	1730-2200
Saturday	CLOSED
Sunday	CLOSED

There may be occasions when school events and seasonal activities have to be given priority. Access to toilets and general changing facilities in the Sports Hall are included within the booking. If exclusive use of changing rooms or specific equipment is required, this may also be available.

Extended availability of hours during school holiday periods will be possible.

Bookings outside of these operational hours will incur an additional charge for caretaking staff to maintain the security of the school.

Pricing

Park School Facility Pricing	Hourly Rate
Effective 1/9/20	(Rates excl. VAT but include floodlights when applicable)
Full size All Weather Pitch	£52.50
$\frac{2}{3}$ All Weather Pitch	£42.00
$\frac{1}{3}$ All Weather Pitch	£21.00
Netball Court	£14.44
Sports Hall	£26.25
Balcony Room	£16.80
Changing Rooms	£10.50
Cricket Pitch & Pavilion	£36.75
Dance Studio	£21.00
Dining Hall	£21.00
Gymnasium	£21.00
Grass Pitch	£15.75
Classrooms	£16.80
Conference Room	£21.00

Use of the School Minibus

Private use by staff:

In order to support the governors' aim of supporting staff, the minibus may be used privately by staff, subject to satisfactory driver eligibility and insurance for non-school based activities. This must not take precedence over any school booking and if such a booking occurs after a private booking by staff, the use of the minibus may be refused. The authority to decide on appropriate staff use and the conditions thereof is delegated to the Headteacher. Any fuel use must be covered by the member of staff and a donation to school may be suggested. If the value of the service in kind is considered to be more than £25 in value this must be recorded on the TLP Register of Gifts and Hospitality and may be The Park Community School/WEA/25 June 2020/Community Use of Facilities Policy

liable for National Insurance contributions.

APPENDIX A

Use of the School Minibus Policy

Code of Conduct for Minibus Drivers

General

All mini-bus drivers must have undertaken the D.C.C. mini-bus test or re-test within the last 4 years. Details and applications can be obtained from the Facilities Manager.

BEFORE commencing journey, check the following:-

1. You have completed the log book with the journey details
2. You have completed the minibus check sheet and seating plan
3. Brief your passengers with Code of Conduct and emergency procedures
4. Satisfy yourself that you are fit and able* to undertake the journey
5. Satisfy yourself that the minibus is in a roadworthy condition to be taken out and that there is sufficient diesel in the minibus

ON RETURN TO SCHOOL:-

1. Ensure you have completed the log book with mileage details and recorded any mechanical faults detected during the trip
2. Make sure that passengers remove any litter or belongings from the bus on departure.
3. All doors and windows are properly closed and locked. Remember to check interior lights are not left on as this can flatten the battery if left overnight.
4. Check for damage to the interior of the minibus
5. The keys, minibus check sheet and bus are returned to the appropriate place. The minibus must be returned to the Garage.

*A driver should consider:

- a) Their alcohol consumption *the day before* they drive the mini-bus.
- b) Their general level of fatigue prior to onset of the journey – wherever possible, drivers should avoid undertaking a long journey at the end of a school day without shared drivers.
- c) That the driver, and not the school, is responsible for any driving offences incurred whilst driving a school vehicle.