

CAMPUS LETTINGS POLICY

Preamble and Context

1. The Campus building and facilities are available for hire by external bodies upon application to the Executive Headteacher or the Lettings Assistant.
2. The charges for the hire of the Campus's facilities have been approved by the Governing Body. The actual charge will depend on the area of the Campus being hired, the length of use and whether the hirers are Community User's, Non-Community User's or After School rate.
3. Any potentially contentious lettings or major lettings will be brought before the Campus Resources Committee for approval. Otherwise lettings will be sanctioned by the Executive Headteacher or the Senior Administrator.
4. No lettings will be made to person's under the age of 18 years.
5. All hirers will be subject to the terms and conditions specified in the 'Regulations for the Hire of Academy Facilities' and application must be made by contacting the Campus or completing the appropriate form available from the Campus.
6. If hirers hiring the facilities are delivering activities that involve children, young people or vulnerable adults, a copy of the organisations safeguarding policies and procedures will need to be evidenced, along with the organisations Public Liability Insurance and DBS checks.
7. Subletting is not permitted.

REGULATIONS FOR THE HIRE OF SALTBURN LEARNING CAMPUS FACILITIES

1. There is a **NO-SMOKING** policy at Saltburn Learning Campus (Campus) (both indoors and outdoors). If the policy is not adhered to, this will lead to the termination of booking arrangements.
2. The hirer must ensure that he/she is aware of the emergency evacuation procedures, which are displayed in all areas of the Campus. The hirer is responsible for ensuring that these procedures are adhered to and implemented in the event of any emergency. Fire exits, doors and windows must not be blocked at any time.
3. The hirer must ensure that he/she are familiar with the Campus's first aid procedures and is responsible for ensuring that these procedures are adhered to and implemented in the event of any emergency. Every hirer will have a qualified **First Aid Person** on site during a letting.
4. The hirer is responsible for ensuring that all participants and spectators in their activities are aware of the Campus' regulations, safety and security arrangements, including signing-in / register arrangements and emergency evacuation procedures.
5. The hirer is responsible for ensuring that he/she is familiar with the Campus Safeguarding policy and procedures. The hirer will be responsible for safeguarding of children and young people in their care during the time of letting.
6. All those participating in hiring Campus facilities for out-of-hours activities must complete a register at the start of the activity and take responsibility for their own group of participants. This is in order to meet Health & Safety and Fire Regulations and is very important in the event of an emergency.
7. Every person applying for the use of facilities shall specify the purpose for which they are required. Either the Executive Headteacher or their representatives (including the site team) may at any time put a stop to the entertainment, meeting or proceedings if there is or likely to be a breach of health and safety regulations, the law or public order.
8. The hirer must ensure that good order is kept at all times.
9. The hirer must ensure that the premises are left in a clean and orderly state and that any personal property brought onto the premises is removed. If damage occurs, the hirer must inform the Lettings Assistant or person on duty.
10. There will be zero tolerance on inappropriate behaviour. The hirer will be responsible for behaviour of people in their care during the time of letting. Any behaviour by the hirer or participants in their care that the Campus deems is inappropriate may result in the cancellation of the letting.
11. The Campus would like to be contacted by the hirer if they are unable to make the booking. This must be done by contacting the Lettings Team no later than 48 hours prior to the next scheduled date. Failure to do so will result in full fees being paid.
12. In exceptional circumstances the Campus may require the hired out facilities for its own purposes. In such an event the hirer will be notified in advance and alternative arrangements will be made. If the Campus fails to provide alternative facilities the booking will be cancelled (no payment will be required)

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13. The hirer will be invoiced every term or as agreed between the Lettings team and the hirer. The agreed fee must be paid within 30 working days of receiving the invoice. Non payment will result in the hirer being refused admission to the hire venue or hiring the venue in the future and debt details being passed over to the Local Authority Legal Department.
14. Any damage caused to the Campus premises or property will be paid for by the hirer. If damage occurs, the hirer will inform the Lettings Assistant or person on duty.
15. The Campus does not accept responsibility for any property left on the premises nor for vehicles left in the car park or possessions contained therein.
16. Each hirer **MUST** ensure that a copy of their **Public Liability Insurance Certificate** is given to the Extended Services team when a booking is being made. Failure to do so will result in booking being declined or terminated.
17. Each hirer delivering activities for children and young people **MUST** ensure that a copy of his/her or any persons working with the children and young people, **Disclosure and Barring Service** (formerly CRB) form(s) and their Child Protection policy are shown to the Extended Services team when a booking is made. Failure to do so will result in booking being declined or terminated.
18. Photos or videos of children and young people without consent of parents /guardians **ARE NOT PERMITTED.**
19. The hirer must ensure that the numbers attending the activities are at a safe level. For children under 8 years of age the ratio of children to adult should be 1:8, and for children and young people over the age of 8 years should be 1:10. The hirer will be asked for this information when the booking is being made, and at any time this may be checked. Failure to adhere to this will result in a booking being declined or terminated.
20. The Campus premises are not licensed by the Local Authority under Statute for public dancing, singing, music or other public entertainment. If such a function is to be held, the agreement of the Campus must be obtained first, and if this forthcoming, it shall be the responsibility of the hirer to obtain, prior to use, the necessary license, and such license shall be available for inspection at any time during the performance to which the license relates.
21. The sale and consumption of alcohol under license may be approved on application. The applicant will be responsible for obtaining the necessary license. An application should be made in writing at least 8 weeks prior to the event. In exceptional cases, and by prior agreement, the Campus may apply for a license on behalf of the hirer, subject to full recoupment of cost to the Campus.
22. If the use of Campus kitchen is required, prior approval is required from the Campus Catering Team. If agreed a member of the Catering team may need to be in attendance, and thus an additional charge will be incurred.
23. If the facilities are used for any purpose other than those stated on the booking forms, the Campus has the right to terminate the agreement.
24. No sub-letting is permitted.
25. No electrical appliances may be brought onto the premises unless PAT tested by the Campus prior to the letting taking place.

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26. The Campus has the right to immediately terminate any letting agreement if the hirer is found to be in breach of any part of this agreement.
27. The Campus has the right to terminate the letting at any time.
28. The hirer is not permitted to access any other part of the Campus building other than the WC Facilities / Changing Facilities and the specified hire venue.
29. Any queries, problems or complaints, are to be brought to the attention of the Lettings Assistant/Team, not addressed to the Site Staff.

We would appreciate that these regulations are adhered to at all times.

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CHARGES FOR HIRING OF CAMPUS FACILITIES

| | |
|---|---|
| Hire of Sports Hall | Full Use £30 per hour (Standard) £15 per hour (Community) |
| | Part Use £15 per hour (Standard) £7.50 per hour (Community) |
| Hire of Main Hall | Full Use £30 per hour (Standard) £15 per hour (Community) |
| | Two Sections £26 per hour (Standard) £13 per hour (Community) |
| | One Section £13 per hour (Standard) £7.50 per hour (Community) |
| Hire of Primary Hall | £22 per hour (Standard) £11 per hour (Community) |
| Hire of Atrium | £30 per hour (Standard) £15 per hour (Community) |
| Hire of Standard Classroom/Conference Room/Library | £15 per hour (Standard) £7.50 per hour (Community) |
| Hire of Specialist Classroom | £30 per hour (Standard) £15 per hour (Community) |
| Hire of Changing Room/Shower | £10 per letting (Standard) £5.00 per letting (Community) |

If a full day booking is made a reduction may be negotiated.

*If facilities that are being hired require a Campus technician or support member to be on site or specialist equipment an additional fee will be charged. This will be based on the length and time required

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SALTBURN
Learning Campus

All Learners Always Learning

SALTBURN LEARNING CAMPUS HIRER'S INFORMATION

| | | |
|---|---------------|--|
| Name of Group | | |
| Activity | | |
| Main Contact | | |
| Name | | |
| Address | | |
| Post Code | | |
| Telephone Number | Work | |
| | Home | |
| | Mobile | |
| | Email | |
| Second Contact | | |
| Name | | |
| Address | | |
| Post Code | | |
| Telephone Number | Work | |
| | Home | |
| | Mobile | |
| | Email | |
| Treasurer/Secretary/Finance Contact (information for invoicing purposes) | | |
| Name | | |
| Address | | |
| Post Code | | |
| Telephone Number | Work | |
| | Home | |
| | Mobile | |
| | Email | |

CAMPUS LETTINGS POLICY



SALTBURN LEARNING CAMPUS BOOKING REQUEST FORM

| Room/Area | | | | | | | |
|------------------|--|-----------|--|---------------|--|-----------------|--|
| Sports Hall | | Main Hall | | Primary Hall | | Conference Room | |
| Field | | Atrium | | Library | | Standard Class | |
| Specialist Class | | Showers | | Changing Room | | Other | |

| | | | | | | | |
|-------------------------------|----------------------------|-----|------------------------------|-------------------------|----------------------------|--|--|
| Date: | | | | | | | |
| Time from | | | | Time to: | | | |
| Set up time: | | | | Break down time: | | | |
| Title | Mr | Mrs | Miss | Ms | Other | | |
| Name | | | | | | | |
| Name of Group | | | | | | | |
| Main Contact Address | | | | | | | |
| Post Code | | | | | | | |
| Telephone Number | Work | | | | | | |
| | Home | | | | | | |
| | Mobile | | | | | | |
| | Email | | | | | | |
| Attendees | Adults | | Juniors | | Age Range | | |
| Equipment required | | | | | | | |
| Documentation Provided | DBS/CRB Certificate | | First Aid Certificate | | Liability Insurance | | |
| Signed | | | | | | | |
| Date: | | | | | | | |

OFFICE USE ONLY:

| | | | | | | | |
|-------------------------------|-----|--|----|--|--|--|--|
| Name of Receptionist: | | | | | | | |
| Date Received | | | | | | | |
| Documentation Received | Yes | | No | | | | |
| Booking on system | | | | | | | |
| Documentation Copied | | | | | | | |
| Signed | | | | | | | |