



User Group Handbook

School Contact Details:

Kirk Balk Community College
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Having read this document, should you wish to make a booking please complete the booking form.

The Governing Body of Kirk Balk Community College is keen to see that the premises at our school are used for the benefit of the whole local community. The education of all our students is the prime purpose of our school, however we believe education is a life long process which should be open and accessible to all. This handbook outlines the policy of our school with regard to lettings. It sets out the facilities available, the charges and the responsibilities of the Governors and the users when the school premises are hired. Self-governing schools are prohibited from levying charges below the economic cost of the letting. These charges are based on average costs of heating, lighting, cleaning, wear and tear and Facilities Management services. The Governing Body reserves the right to amend their lettings charges at any time they should see fit. The decision of the Governing Body shall be deemed final in this matter. School functions and events organised by the Governing Body or Parent Teacher Association are exempt from all charges as they fall outside the scope of letting arrangements.

The use of our school premises at all times other than during the school day is under the control of the Governing Body of our school. Our lettings policy operates within the framework of Barnsley Metropolitan Council's Equal Opportunities Policy.

Conditions for lettings

Bookings:-

- No booking is confirmed until both the school and the group have completed the booking form and agreed to the rules.
- Any changes in the booking requested by the hirer and agreed by the school must be confirmed in writing by the hirer at least 5 working days prior to the booking taking place.
- The school reserves the right to cancel any booking at short notice due to unforeseen circumstances. Where the facilities are required for school purposes, the school will give a minimum of 5 days notice of the cancellation. In reserving the right to cancel the booking due to unforeseen circumstances, or because the facilities are otherwise required for school purpose, the school will not be held liable for any losses whatsoever incurred by the hirer as a result of the loss of use of the facilities.
- In the event of Snow, the School will assess the grounds for health and safety. If the school decide it is unfit for use bookings will be informed and a refund or extra week added to booking. If any club decide not to turn up due to weather when the grounds are open for use this will still be chargeable. No movement into other areas of the school is allowable unless previously booked.

- If the hirer wishes to provide public music, dancing or other public entertainment, the hirer must first obtain any necessary public entertainment licence (Performing Rights Society Ltd) and show it to the school on demand.
- The hirer is not permitted to sub-let any part of the accommodation.

Payments:-

- Payment required will be dependant on type of room, length of stay, etc.
- Annual reviews of payment scales will take place before the end of September term.
- Invoices for payments will be sent out via the post or e-mail.
- Payment is due on receipt of invoice and failure to make payment in time will result in cancellation of further bookings.
- Bookings cancelled by the hirer with less than 5 days notice will be charged at the standard rate.

Additional Costs:-

- Bookings do not include certain direct costs. These include security guards, excess cleaning and use of specialist equipment.

Behaviour:-

- Any damage to the facilities and/or the accommodation provided by the school will be charged to the user group and is payable on demand.
- Smoking is strictly forbidden anywhere on site.
- Alcohol is strictly forbidden anywhere on site unless prior approval is given from the School and Governors.
- Under no circumstances should any food be consumed in the Sports area.
- Please use the bins provided. The hirer must remove any excess litter.
- Any hired area must be left in the same condition as it was found. Please return tables, chairs, etc to their original place.
- No open fires, candles or unauthorised electrical equipment shall be used on the school premises.
- No indecent or immoral activity is permitted.
- Noise levels must be contained to a reasonable level at all times. After 10.30 p.m. no noise shall be audible in any of the adjacent properties.
- No betting, gambling or gaming is permitted on the school premises.

- The hirer shall not use chalk or other polishing materials on school floors.
- No stiletto heels should be worn on polished wood floors or in the sports hall.
- Complaints made regarding the use of bad language in any situation may lead to the management removing clubs/teams/individuals from using the facilities.

Access:-

- The facilities staff will open the booked space 15 minutes before the booked time and lock up 15 minutes after the booked time. Any abuse of this will incur additional costs.
- Only the areas/rooms that are stated on the booking form are to be used.
- It is the group's responsibility to ensure that its members do not stray into other areas other than those booked.
- Unless pre-booked, the groups may not use school equipment left in the room.
- Entry and exit routes will be nominated when the booking is made. User groups must not use other routes as they may be alarmed. Please speak to us prior to booking if anyone will require wheel chair access, or a wheel chair ramp.

Supervision:-

- A named responsible adult at the activity must accept responsibility for the supervision of all persons invited to enter the facility for the period of the letting.

Health & Safety:-

All persons hiring the school premises will be expected to conform to all relevant Health and Safety regulations.

- Kirk Balk Community College does not accept any responsibility for the damage or loss of any property left in, lost within or lost on school premises.
- The hirer shall have public liability insurance with a minimum indemnity of £5,000,000 for each and every claim and shall agree to indemnify the school against any claim other than that arising out of the negligence of the school. The hirer, if requested, shall produce evidence of insurance prior to the event. Such insurance may be arranged by the school on request, the additional cost being added to the basic letting fee.
- It is the hirers responsibility to have their own insurance, if they do not have this, the school will not be held responsible for injuries incurred or claims made. (at their own risk).
- The hirer, if requested, shall produce evidence of insurance prior to the event.

- The group is responsible to provide its own First Aid box and trained staff.
- Any equipment, electrical or otherwise, brought onto the premises by the hirer must be restricted to those items referred to on the booking form and agreed by the school. All electrical equipment must be portable appliance tested (PAT) and the school will require evidence of this.
- The sale of any food and drink on school premises must comply with food handling regulations. When necessary proof of Food Handling qualifications will be required.
- Specialist areas will only be let to groups which children attend who can provide evidence of suitable qualifications, e.g. Sports Leaders Awards.
- High-risk areas (technology rooms and science laboratories, etc) will only be let once the user group leader has consulted with the school Health & Safety Manager and a nominated teacher from that department.
- For further advice concerning Health & Safety, please contact Diane Dodd, HR Manager, Kirk Balk Community College.

Fire Procedures:-

- In the unlikely event of a fire, the group must leave by the nearest exit and assemble in front of the school sign by the main entrance.
 1. All groups must keep a register of who is on the premises at all times.
 2. Groups must ensure that a nominated adult is the group's fire marshal and is aware of all fire exits and the fire evacuation procedure.

Risk Assessment:-

- Where appropriate the hirer will be responsible for undertaking their own risk assessment for specific activities and providing their own first aider.

Facilities Staff Responsibilities:-

- The facilities staff will be responsible for the locking and unlocking of the building, ensuring that all groups comply with the procedures. They will notify the Facilities Manager of any problems.
- Whilst the group is on site, a member of the lettings staff is available. However, he will be performing other duties and is not at the sole disposal of the group.
- They will advise and assist groups who need to move furniture, etc. When returning the furniture, etc, he will advise and help groups.

- The lettings staff, working in partnership with the Facilities Manager and the user group will ensure that all areas are correctly used and left as they have been found.
- The facilities staff do not have the authority to make any Change's to bookings. All enquiries should be directed to the Lettings Staff/Lettings Co-Ordinator.

Nuisance Incidents:-

- Whilst on school premises, should the group suffer any nuisance incidents from non-group members, they should contact the facilities staff on site.
- For emergencies such as witnessing acts of violence ring 999 and quote the address on the front of this book.
- Whilst any user group is on the premises, a member of the lettings staff is available who will advise them but at present the school does not employ a full-time security service.

Problems:-

- Please report any problems in writing to Nikki Parkinson, Community and Lettings Co-Ordinator or Lettings staff as soon as the situation arises.
- In instances where any user group is not abiding by the conditions laid out in this booklet, then the Governing Body reserve the right to cancel their bookings immediately. In instances of rule breaking from any user group, the procedure is in the first instance a meeting with the Lettings Manager (verbal warning). Should the problem persist, a formal written warning will be issued. If the problem cannot be rectified and the rule breaking continues, the school reserves the right to cancel the booking.



Hirer's Commitment:-

- *To treat the premises with respect*
- *To report any problems*
- *To pay all invoices on time*
- *To request any changes to the agreement in writing*
- *To give a minimum of 5 working days notice*
- *To work in partnership with the school*

College's Commitment:-

- To help local groups.
- To treat each group fairly and equally
- To provide the facilities booked
- To provide at least 5 working days notice in respect of any changes of the booking unless due to unforeseen circumstances
- To work in partnership with the local community.

For further advice on any aspect of this document or for more information, please contact Nicky Parkinson, Community & Lettings Officer

Visits prior to bookings by arrangement only.