**LETTINGS POLICY**

1. Hirers must apply to the Lettings Co-ordinator and receive approval before the booking commences.
2. For regular bookings, an invoice will be sent monthly and must be paid within **30 days**.
3. One off bookings must be paid a minimum of 7 days before the letting.
4. No refunds will be given if the hirer is unable to fulfil his part of the Letting agreement.
5. If cancellation is less than 14 days the full amount is due.
6. Standard rate VAT may be payable.
7. All non-Education users must be covered by insurance. A copy must be provided for the College file, in advance of the letting.
8. Charges for lettings will be reviewed annually in the Spring Term. Further information regarding fees and lettings procedures can be obtained from the Business Manager or Lettings Co-ordinator.
9. 10% of fees from non-Educational lettings will be transferred to the Governors’ Fund.
10. The Governors reserve the right to vary charges at their discretion.
11. Your booking is at risk if you fail to settle your invoices in good time.

**USER INFORMATION – SECURITY**

The College takes the security of its staff, buildings and users very seriously.

1. All lettings will include the caretaker’s time to open and shut the building, please ensure you finish at or before the time agreed.
2. ALL USERS ARE RESPONSIBLE FOR SECURITY AND NO DOORS MAY BE LEFT OPEN OR UNATTENDED AT ANY TIME. Access is only by swipe card.
3. If the person who has arranged this letting is NOT going to be present during the letting, then the user agreement must be signed by BOTH the organiser AND the person who will be present.
4. Users must only allow entry to their members unless previously agreed with the site team.
5. Each user is responsible for supervision at all times of all the members of that group/organisation all of whom may only use that part of the building, plus corridors and toilets, for which they have paid.
6. The named user should be responsible for keeping a register of his/her group.
7. The College may, at its discretion, issue a regular user with a swipe card to allow them access/egress once the building has been de-alarmed.
8. Any damage, however caused, must be reported to the caretaker before leaving and the user would be expected to pay for repairs/replacement howsoever caused.
9. Failure to observe any of these conditions will result in immediate termination of the letting.
10. Users are expected to comply with any additional and specific rules for individual parts of the College (e.g. non marking soles or outdoor shoes in the Sports Hall)
11. Users are expected to comply with all reasonable requests from College staff.
12. Users are not expected to tackle any suspected intruders. They should in the first instance phone the duty site team member, or, if they cannot be contacted, call the police.

**EMERGENCY NUMBERS**:

Adrian Warner (Monday Caretaker) **07784 631425**

Carol Davies (Weekly/Weekend Caretaker) **07438 875385**

Claire Berry (Weekly/Weekend Caretaker) **07946 329875**

Dawn Hudson (Sunday & Tuesday Caretaker) **07539 684439**

Mark Watson (Caretaker) **07929 022258**

**DBS**

The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment.  The Governors require that for all hirings involving groups working with children, appropriate level of disclosure has been obtained from the DBS for the individuals working on the school premises. Where a DBS/CRB disclosure includes convictions, or other relevant information, the hirer is required to undertake an assessment of risk to determine whether that individual is suitable to work with children and young people.

**SMOKING /VAPING**

NO Smoking or Vaping is permitted in the buildings or on the school grounds

**EATING AND DRINKING**

There is no eating or drinking whatsoever allowed in the building except in the Atrium and staff room.

**CLEANING**

The cost of hire does not include cleaning unless otherwise arranged. All users are expected to take reasonable steps to leave the premises as they find them – emptying bins, sweeping floors etc. Cleaning equipment can be arranged if required.

**FIRST AID**

It is the responsibility of the user to provide such first aid supplies and equipment as deemed necessary for their group and to have, if appropriate, a trained first aider present.

**ACCESS STATEMENT & EVACUATION PROCEDURES**

The College is fully accessible: All floors in both buildings are accessible to visitors with limited mobility via a lift. There are accessible toilets on all floors of the main building and a large toilet suitable for a hoist (not in situ) on the ground floor of both buildings. There are two dedicated disabled parking spaces by the front entrance and level access into the building from front and rear.

HOWEVER PLEASE NOTE: in the event of an emergency evacuation the lift is not fire-rated and therefore MUST NOT BE USED. The College has Evac chairs situated on the top floors of each stairwell in the main building which may be used by trained personnel. A Generic Emergency Evacuation plan for visitors who may experience difficulties leaving the building via the stairs, for whatever reason, is available on request but the College recommends that all such visitors remain on the ground floor. IT IS THE RESPONSIBILITY OF THE GROUP ORGANISER TO ARRANGE EVACUATION PLANS FOR THEIR OWN GROUP.

**IN CASE OF FIRE OR OTHER EMERGENCY**

* The alarm is a continuous ringing of the bell
* If the alarm sounds everyone must evacuate the building immediately
* All exit doors (at bottom of all stair cases and rear doors) will unlock in the case of an alarm fire although please note the front doors will not if the grill is down.
* Do not stop to collect belongings
* The Assembly Point is on the ‘MUGA’ courts at the rear of the building next to the car park
* The named user must check that all of his/her group is present
* Call 999 and the Duty site member as soon as it is safe to do so.
* DO NOT re-enter the building until told you may do so by a Fire Officer or the caretaker.

**Facilities and Charges**

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| --- | --- | --- |
| **SPACE** | **DETAILS** | **PER HOUR** |
| **The Duke of Edinburgh Theatre** | **Stage area is 15.2m x 7m**  The theatre has tiered, bleacher retractable seating for 147 people.  The Theatre can also be used without the seating as a dance or drama studio e.g. for aerobics, martial arts, rehearsals. There is a sprung wooden floor and floor to ceiling mirrors along one wall. | £30-£40 |
| **Sports Hall** | **33m x 18m**  The Sports hall is a multi-purpose facility with a non-slip wooden floor. It is marked and can accommodate the following sports:   * Basketball (1 full sized court, extra 8 rings on the side walls for training) * Football (1 5-a-side pitch with goals) * Netball (1 court) * Badminton (4 courts) * Trampoline (2 trampolines + hoist) * Cricket (2 nets) (£5 additional charge for nets)   It can also be used for general fitness training and ball games.  Male and Female changing facilities are also available. | £35 |
| **Atrium** | **16m x 12m**  The Atrium is a bright, open space that can be used on its own, or when hiring the Duke of Edinburgh Theatre or other rooms in the school. It has seating for 150 (with or without tables). | £35 |
| **Drama Studio** | **12m x 10m**  The Drama Studio is a general-purpose room that has a relatively clear floor area. | £20 |
| **Classrooms** | **Average size 7m x 7m**  There are 20 classrooms available for hire for evening classes, small meetings, or training. They all have interactive whiteboards which can be connected to a laptop.  Most can accommodate 30 people. The classrooms can be hired individually, or in conjunction with the Theatre or Atrium. | £15 |
| **Chapel** | Prayer Space for up to 40 people. | £10 |
| **MUGA** | **71m x 36m**  Multi-Use Games Area with a wide variety of uses. | £25 |
| **Rugby pitch / Front Field** | Two rugby fields, with posts. Situated at the front of the school grounds. | £20 |
| **Football pitch/ Back Field** | One football pitch situated at the back of the school grounds. | £20 |
| **Cricket pitch** | Artificial turf pitch on the front field. | £35 |
| **Athletics Track** | Marked track on the front field (seasonal) | £20 |
| **Caretaking** | Weekends, bank holidays or similar. | £30 |
| **Cleaning** | This charge is added to the invoice if a report is received that the room/s used were not left in an acceptable condition. Minimum charge = 1 hour. | £15 |
| **Car parking** | We have onsite parking for 100 cars. One car park situated at the front of the school and one at the back available on request. | / |