

CNS



SHARED USE POLICY

(LETTINGS)

Approved by Governors: May 2007



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CHILDRENS SERVICES POLICY (Shared Use of Premises)

On 21st September 1988 Norfolk Children's Services (Norfolk Education Authority at that time) agreed a policy for the shared use of school and colleges in the community. The policy is as follows:-

'The Local Authority is wholly committed to the principle of the shared use of school, college and other educational premises. The commitment is founded on a two-fold aim: -

(a) to draw schools, colleges, the Adult Education and Youth and Community Services and other educational providers into a closer partnership with the local community and

(b) to optimise the use of educational facilities.

CNS Community Use Statement

At CNS we are working hard to "blur the edges" between the school and the wider community within which we work, we recognise that a modern High School can be a major resource for learning and community development and the school is proud to be able to share those resources with the community. As a Specialist school in Technology and the Arts, and within the context of Extended Schools, CNS will seek to facilitate access to school facilities and resources by the wider community within the definition of shared use given by Norfolk Children's Services below.

We will seek to ensure that the needs of out of normal school hours users are facilitated effectively, while not compromising teaching and learning during the school day.

The cost to the school of facilitating access to facilities and resources will be carefully monitored, taking into account staffing, energy costs, cleaning and maintenance to ensure that expenditure linked to out of normal school hours does not exceed income.

When the school chooses to develop or sponsor an activity related to its aims, as detailed in the Community Use Statement, and identifies that the cost of facilitating the activity will exceed income from the activity, the source of the necessary subsidising funding will be clearly identified and associated with the sponsored activity within the lettings accounts.

The policy relates only to use of the premises outside the CNS school day which is formally defined by Governors.

TYPES OF SHARED USE OR ACTIVITY

Shared use activity can be categorised into one of three groups, according to the charging and funding arrangements:

- School activity
- Non-subsidised activity;
- Subsidised activity.

School activity

Student-generated activities which are curriculum related, student-centered activities which are curriculum related, school centered activities, including Governors, School Association meetings and Parents' Forums.

The resources to fund these activities are included in formula budgets and there will be no additional charge by the school to facilitate these activities.

Non-subsidised activity

Activities of social benefit to the school, activities of a financial benefit to the school, educational, recreational or sporting use organised by a commercial enterprise for which a fee is charged, activities of a financial benefit to the community, statutory provision of accommodation (e.g. Polling Stations under the Representation of the People Act

1983). None of these types of usage are subsidised by the Local Authority. CNS will therefore need to generate additional income, e.g. by charging for these categories of use.

This category also includes our Specialist School Community program, identified Shared Use related costs of which, will be provided by Specialist School funding to offset costs such as Site Team staffing, energy, etc in consultation with the school Community Education Coordinator.

Schools are advised by the local authority to fix their own level of charge for the non-subsidised category of user. Schools are advised by the local authority to charge at least the standard charges set out in the 'Standard Scale of Letting Charges' which reflect an assessment of the actual costs of using school facilities. CNS charges are detailed later in this document and are reviewed annually in April.

Subsidised activity (Local Authority Subsidy)

All educational, recreational or sporting use for which a fee is charged, organised by the County Council. In some circumstances educational, recreational or sporting use for which no fee or a nominal administrative fee is charged.

The amount of the subsidy is set by the Local Authority, the School and the user is then informed of the percentage subsidy.

NOTE: If an application for a subsidy by a new or existing user is successful, then Local Authority rates for the use of school premises come into effect, and not the rates set by CNS Governors.

OPERATIONAL DETAILS

- (a) The schools Operations Administrator will be responsible for making bookings, checking the hirer's registration number when a letting is subsidised and will, via the school Site Team, monitor the use of the schools facilities and resources for the school.
- (b) The schools Operations Administrator will ensure that all users complete the City of Norwich School booking form, which includes the standard Children's Services Conditions of Use before the user has access to the school facilities or resources.
- (c) The schools Operations Administrator will be responsible for the receipt and banking of monies from hirers and issuing receipts.
- (d) Subsidies will be claimed from the County Council by the schools Finance Office.
- (e) The schools Logistics Committee will ensure that all necessary arrangements relating to the efficient use by both outside school hours users and teaching and support staff during normal school hours are in place and that these elements of the schools operation are managed effectively. The Assistant Head (Operations) and the Resources Manager will monitor the effectiveness of these arrangements reporting to the Headteacher.
- (f) Where the regular key holder is not available, the school will arrange for the school security arrangements to be managed by a security company appointed by the school and registered with the National Security Inspectorate and operating to BS EN ISO 9000.
- (g) Only staff employed and trained by the school, or the school's appointed Security Company will be responsible for ensuring the school premises are secure.
- (h) If there is a need for the temporary closure of the school, the school's Operations Administrator will inform those outside normal hours users who will be affected.
- (i) Decisions on temporary closures, outside normal hours, will be made by the Headteacher.
- (j) Arrangements for Health and Safety will be managed by the evening duty member of the school Site Team who will hold a First Aid at Work certificate. Any accidents which occur will be reported to the evening duty member of the school Site Team who will record all details in the Outside School Hours Accident report log. When possible the school will make access to a fixed telephone available for emergency calls and will give users a contact number for the evening duty member of the school Site Team. On occasions when a fixed

telephone is not available the school will advise the user of this and will expect the user to make arrangements to have access to a mobile phone.
These arrangements will be monitored by the School Health and Safety committee.

OTHER GOVERNORS' POLICIES WHICH MAY BE RELEVANT

- Dignity at Work
- Financial Proceedings
- Charging
- Health and Safety
- Smoking
- Internet and Network Usage

Monitoring and Review

This policy will be reviewed annually in line with the Policy Review Timetable.

Headteacher.....

Chair of Governors.....

Date.....23/5/07.....

RESOURCE AND FACILITY CHARGES 07/08

FACILITY	DAY	Existing Charge		Proposed Charge for April 07
	SAT	£20.00		£23.50
CLASSROOM (4hrs)	SUN & Holiday	£25.00		£29.50
	WKD	£17.00		£20.00
	SAT	£10.00		£12.00
ADDITIONAL Classroom (4hrs)	SUN & Holiday	£12.00		£14.00
	WKD	£9.00		£10.50
	SAT			£30.00
LEARNING CENTRE (2hrs)	SUN & Holiday			£37.50
	WKD			£27.00
	SAT			£30.00
ICT ROOM (2 hrs)	SUN & Holiday			£37.50
ICT SUPPORT NEEDED TO SETUP ACCESS (COSTS BELOW)	WKD			£27.00
	SAT	£20.00		£23.50
DRAMA (4hrs)	SUN & Holiday	£25.00		£29.50
	WKD	£17.00		£20.00
	SAT	£60.00		£70.00
AUDITORIUM / (REPLACES MAIN HALL in May 07)	SUN & Holiday	£70.00		£82.00
(4 hours)	WKD	£50.00		£58.50
	SAT	£45.00		£52.50
BARN (4hrs)	SUN & Holiday	£55.00		£64.50
	WKD	£35.00		£41.50
	SAT	£30.00		£35.00
GYM (2 HOURS)	SUN & Holiday	£35.00		£41.00
	WKD	£25.00		£29.50
	SAT	£40.00		£47.00
SPORTS HALL (2 HOURS)	SUN & Holiday	£45.00		£53.00
	WKD	£35.00		£41.00
	SAT	£10.00		£12.00
SHOWERS PER LET	SUN	£11.00		£13.00
	WKD	£9.00		£10.50
	SAT	£20.00		£23.50
FOOTBALL or HOCKEY (one game)	SUN & Holiday	£25.00		£29.50
	WKD	£20.00		£23.50
	SAT	£8.00		£9.50
CHANGING ROOMS (for duration of one event)	SUN & Holiday	£9.00		£10.50
	WKD	£7.00		£8.00

	SAT	£6.00		£7.00
TENNIS or NETBALL	SUN & Holiday	£8.00		£9.50
	WKD	£5.00		£6.00
	SAT	£50.00		£58.50
CRICKET SQUARE (one match)	SUN & Holiday	£55.00		£64.50
	WKD	£50.00		£58.50
CRICKET NETS	1 hour	£20.00		£23.50
	SAT	£25.00		£29.50
AN AREA OF THE FIELD	SUN & Holiday	£30.00		£35.00
CNS will endeavour to provide Technical Support when required based on a typical hourly rate. This rate is for guidance and will depend on availability of staff, time of day support is required etc.	Per hour			£23.50
Use of Specialist Equipment - PA / ICT/Lighting - all users must be briefed by Technical Support (min charge for briefing is half an hour) In most instances a quote will be required to establish exact requirement and costs, available on request from the school.	PA Lighting ICT			Event minimum £10 Event minimum £20 Event minimum £10
MOVEMENT of CHAIRS OR OTHER FURNITURE	per 100	£10.00		£11.50

Upgraded facility during 2007

Access to building not required.

PART ONE: ACCOMODATION REQUIRED. (State number)

Classroom	<input type="checkbox"/>	Auditorium	<input type="checkbox"/>	Gymnasium	<input type="checkbox"/>	Sports Hall	<input type="checkbox"/>
Learning Centre	<input type="checkbox"/>	Changing Rooms	<input type="checkbox"/>	Cricket Pitch	<input type="checkbox"/>	Chairs	<input type="checkbox"/>
ICT Room	<input type="checkbox"/>	Football Pitch	<input type="checkbox"/>	Cricket Nets	<input type="checkbox"/>	Drama Area	<input type="checkbox"/>
Hockey Pitch	<input type="checkbox"/>	Showers	<input type="checkbox"/>	Tennis Courts	<input type="checkbox"/>	Other	<input type="checkbox"/>
Netball Courts	<input type="checkbox"/>	Playing Field	<input type="checkbox"/>	Toilets			<input type="checkbox"/>

PART TWO: HIRER DETAILS.

Name of Hirer: _____

Address: _____

Tel. No. _____

Name of Organisation: _____

Date of Hire: _____ From: _____ To: _____

Additional Booking Dates: _____

Purpose of Hire:(if fundraising state where proceeds will be applied) _____

Schedule No:(if claiming subsidised use) _____ Subsidy Level: _____

PART THREE: DECLARATION.

I apply for use of the above accommodation and facilities and if my application is approved I will pay in advance all letting charges in accordance with the attached schedule of charges and agree to comply with the conditions attached. **Specifically, I confirm by my signature that I have read, understood and will comply with the section 'Liability of Hirer' in relation to insurance requirements.**

I have attained the age of 18 years.

Signed: _____ **Date:** _____

For office use only: Booking Confirmed Lettings Register No. Payment Received

CONDITIONS OF HIRING SCHOOL PREMISES April 2003

BOOKING CONDITIONS

All letting fees shall be paid in advance by the Hirer. Specific bookings may be made for single lettings or respective lettings during periods of up to 28 days, defined as one month. Where a hirer requires the use of a facility for, say a term, a specific booking period, a provisional booking may be made specific for a further month. In the case of repetitive lettings, the charge for each specific month will be in accordance with the scale of charges applying in that month and must be paid in advance to cover the specific booking*. A provisional booking may be cancelled by the hirer at any time, but a specific booking cannot be cancelled unless 14 days prior notice has been given by the hirer, where this period of notice has been given the fee relating to the cancelled booking may be refunded by the school. Where the school is obliged to cancel a specific booking for any reason other than the hirer's instigation the fee relating to the booking will be refunded.

CHARGES

Schools may negotiate their own rates with hirer's for non-subsidised use. Where the Authority gives a subsidy to users on the Authority's Schedule of Subsidised Users the maximum rates that may be charged are shown in the Authority's 'Standard Scale of Letting Charges'. This will be revised with effect from 1st April each year.

USE OF PREMISES

School Responsibilities

For the duration of the letting period schools will be responsible for ensuring the following provision:

- Adequate means of escape in an emergency adequate equipment available for the use should an emergency situation arise. This should include: Fire extinguishers, first-aid kit, access to telephone
- Adequate heating, lighting and ventilation. This should include external lighting where required.
- Safe Equipment and premises.
- Individual arrangements should detail which equipment should be used and which not.
- Assistants available on call to deal with defects to school plant or equipment to ensure premises are secured. Sufficient information given to hirers on operation of plant, equipment and emergency facilities. (This will include, for pool hire, copies of normal and emergency procedures)
- Arrangements are in place to ensure the security of the premises at the end of the letting period if appropriate.

In addition to the above provisions, schools must ensure that hirers will have adequate supervision in attendance during letting periods. For swimming sessions this will require evidence of valid life-saving qualifications being produced.

Schools will be required to carry out periodic monitoring of hire activities to ensure compliance with hire conditions.

Hirer responsibilities

For the duration of the letting period the hirer will be responsible for ensuring the following:

- Adequate supervision is available. Normal and emergency procedures are followed
- No school equipment, other than that specified at the time of letting is used. School furniture shall not be moved by the hirer except by arrangement with the Caretaker or person holding custodianship for the time being e.g. a relief Caretaker.

Familiarity with emergency equipment, such as fire extinguishers, alarms, telephone, first-aid facilities. An emergency evacuation procedure is established. This will detail who will be responsible for taking control, calling emergency services and where to assemble. Consideration should be given to the needs of any disabled participants.

- Facilities and equipment are used in a responsible manner, which does not compromise the safety of the users or the premises and equipment.
- Emergency exits, fire extinguishers, alarm points are not obstructed. Adequate walkways are available to allow free and easy access and egress. No gas cylinders or canisters are used inside the premises. Combustible materials are not placed adjacent to heat sources.
- Equipment is used for the purpose for which it was designed.
- Any equipment or furniture moved by prior arrangement is to be replaced at the end of the period of hire.
- Flammable and/or hazardous substances are not to be used.
- Arrangements have been made to ensure the premises are secured at the end of the letting period if appropriate.
- Nails, tacks, screws etc., shall not be driven into, or adhesives fixed to walls, floors, ceilings, furniture or fittings and no decoration of any kind shall be put up.
- Footwear likely to damage the floors is not to be worn.
- Litter and property belonging to the hirer or his servants or agents, is to be removed by the hirer at the end of the period of hire. Any costs incurred in removing these items will be paid by the hirer.
- Alterations to lighting or heating systems are forbidden.
- To park in designated areas, leaving access for emergency vehicles

COPYRIGHT

The hirer or his servants or agents shall not infringe any copyright, or performing rights and undertake to indemnify the County Council against the costs for infringement. The School/Lettings Officer will require from the hirer the sight of a licence to use sound recordings for any let where music is played of radios, tapes, CD's, records. A licence may also be required for the performance of a dramatic or musical work. (Hirers should be warned that the use of 'home produced' tapes is illegal)

CHARGES FOR SPORTING USE

The hirer is reminded that the charges for sporting use relate to facilities available and at the standards provided for pupils. If a hirer should require facilities of a higher standard then the hirer will be responsible for the additional costs incurred by the school in meeting the special demands.

LIABILITY OF HIRER

The County Council shall not be liable for any injury or damage to or loss of property, which shall or may occur to the hirer, his assistants, servants or agents, or others entering on the property in the exercise or purported exercise of the hiring, with the exception of injury or damage as may occur by reason of the negligence of the County Council, its servants or agents acting within the scope of their authority. The hirer will therefore need to ensure adequate insurance is purchased to indemnify the negligent actions of the group, its servants, assistants and agents resulting in a claim for injury and property damage to members of the group, the County Council or others entering the property.

*Under the terms of the hire agreement with the County Council an insurance policy has been effected on the hirer's behalf by the County Council. This policy indemnifies the hirer against the costs arising from the claims for damage to County Council Property, which have resulted from the actions of negligence of the hirer. The cost of this insurance is included within the hire charges and the hirer will be responsible for the policy excess applicable.

* For efficiency of administrative purposes, the school may decide to invoice on a termly basis in some instances.

Please note that this is a **NO SMOKING SITE**

