

EDUCATION, CULTURE AND SPORT



INSHES LIBRARY AND COMMUNITY FACILITIES

Inshes Primary School, Inshes Road, Inverness, IV2 3RP

Tel: 01463 725928 Fax: 01463

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BOOKING OF COMMUNITY FACILITIES

All applications for lets must be made on the appropriate booking form available from Inshes Library. The booking application must be completed in full, conditions of let read and signed by the applicant then returned to Inshes Library for the attention of the Centre Co-ordinator. You will receive written confirmation if and when your booking has been approved.

All bookings must be paid for in advance unless alternative arrangements have been authorised by the Centre Co-ordinator

CONDITIONS OF LET

BOOKING APPLICATIONS

- 1.1** All Lets are authorised by the Centre Co-ordinator on behalf of Inshes School and will be subject to charges approved by the Committee.
- 1.2** All applications must be made on an official application form, and all applicants must be over 18.
- 1.3** Submitting an application does not constitute acceptance of the let. The premises are not deemed to be let until the applicant has received a receipt or written confirmation.
- 1.4** The Centre Co-ordinator and Inshes School has the right to refuse or withdraw any application for let in whole or in part without giving any reason.
- 1.5** The Centre Co-ordinator and Inshes School has the right to cancel a let in the event of facilities being required for Community School activities
- 1.6** The Centre Co-ordinator and Inshes School has the right to amend or add to these conditions of let at any time.
- 1.7** The Centre Co-ordinator and Inshes School has the right to suspend or take action at their discretion on any matter which in the opinion of the School Staff or Highland Council, does not comply with the terms of these conditions, or which they consider necessary in the interests of safety and good order or to deal with any contingency not covered by these Conditions of let.

CHILD PROTECTION

- 2.1** All groups who hire Highland Council premises and who are working with children under 16 or vulnerable adults must have at least 2 adults in charge who have enhanced disclosure checks, and must adopt the Highland Child Protection Committees child protection policy. Some groups may be affiliated to a national or larger organisation that already has a child protection policy in place, however these are not always in line with Scottish legislation and Highland local protocols. If applicable, bookings will not be accepted until evidence can be provided. For further guidance on this, and for help in completing and adopting the Highland Child Protection Committees child protection policy, please discuss with the Centre Co-ordinator.

HEALTH AND SAFETY

- 3.1** In the event of any emergency evacuation, it is your responsibility to ensure that all members of your group have been evacuated and are accounted for. You must ensure that everyone attending your activity is familiar with Inshes School evacuation procedures, emergency exits and meeting points.

- 3.2 You are responsible for ensuring all doors, corridors, stairs, exits, emergency exits and walkways are kept free from obstruction at all times.
- 3.3 In the event of any accident within the premises, you must report it immediately to a staff member and an accident form must be completed and returned.
- 3.4 The maximum capacities of each room and age eligibilities for time of day or night, must be strictly adhered to.
- 3.5 If you are operating any portable electrical appliance not provided by Inshes School, this equipment must have a valid portable appliance test label, or the equipment will not be able to be used within the centre.
- 3.6 Risk assessments are completed by the Centre Co-ordinator for the building and are available on request. It is your responsibility to complete risk assessments for your own club or activity.

PAYMENT

- 4.1 Let charges must be paid at the time of booking or a minimum of 7 days before the let, unless prior arrangements have been made.
- 4.2 Time must be allocated within the let period to allow for preparation and cleaning up. If not vacated on time, the next hourly rate will automatically be charged.

CANCELLATION

- 5.1 Unless the appropriate notice is given, cancellation fees for bookings are as under noted:-

6 – 7 days before the let	No charge
4 – 5 days before the let	25%
2 – 3 days before the let	50%
1 day before the let	Full charge

LOSS OR DAMAGE

- 6.1 The premises must be left clean, tidy and in good order and condition, including showers and changing rooms and all rubbish must be removed. If any damage occurs during your booking, the group or person hiring the facility will be held responsible.
- 6.2 Any damages must be pointed out to a member of staff as soon as they occur.
- 6.3 The School Staff are not responsible for valuables or equipment left on the premises.
- 6.4 Highland Council has public liability insurance and copies of the certificates are displayed throughout the school. Highland Council strongly recommend that all groups hiring their facilities have Public Liability Insurance to cover any property damage or injury to third parties whilst attending your activity. If a booking is made and insurance cover is not held, then this is at the lessee's own risk.

PERMISSION TO PHOTOGRAPH OR FILM

- 7.1 For the safety and privacy of users, you must register your wish to use a camera, video camera or mobile phone with camera/videoing facilities within these premises, with the Centre Co-ordinator.
- 7.2 The above may only be used in the room you have hired.
- 7.3 Permission from all participants in the group must be sought.
- 7.4 If there are children under 16 in the group, written permission to be photographed or recorded must be sought from parents and proof shown to Centre Co-ordinator.

GENERAL

- 8.1 School staff shall have access to all parts of the school at all times during periods of let.
- 8.2 The group or person making the booking is responsible for all people attending their activity, and as such is expected to supervise and maintain order within the group.
- 8.3 School staff have the authority to evict and ban unruly people.
- 8.4 No one under the influence of drink or drugs will be admitted.
- 8.5 Smoking is not permitted.

You are responsible for all members of the public attending your activity, therefore it is your responsibility to ensure that everyone attending your activity know, understand and agree to these conditions of let. Any breach of the conditions of let will not be tolerated, and could lead to your booking being cancelled.

LETTING CHARGES FOR INSHES PRIMARY SCHOOL COMMUNITY FACILITIES

EFFECTIVE FROM 01.07.07

CATEGORY OF LET	MEETING ROOM OR CLASSROOM	GYM HALL 1 COURT	GYM HALL 2 COURTS	MULTI FACILITY
a) <u>No Charge</u> <ul style="list-style-type: none"> • ECS Activities • School Board/PTA Meetings, Fundraisers • Highland Councillors Surgeries • Community Councils • Sunday Schools 	No Charge			
b) <u>Concessionary</u> <ul style="list-style-type: none"> • Youth, Senior Citizen and Disabled Groups • Playgroups • Charitable Groups • Fundraising • Feis - Youth 	No charge Monday to Friday during term time up to 10.00 pm. Surcharge of £20.10 at weekends and holidays up to 10.00 pm.			
c) <u>Standard</u> <ul style="list-style-type: none"> • Blood Transfusion Service • Recreational Groups • Religious Groups • Political Groups • Feis - Adult • Non Commercially Provided Instruction 	£7.40 per session of three hours	£9.60 per hour	£18.80 per hour	£27.10 per hour

d) <u>Private Tuition</u>	£14.90 per hour	£18.90 per hour	£36.90 per hour	£54.10 per hour
e) <u>Commercial</u>	£54.60 per hour/part hour	£64.60 per hour/part hour	£116.90 per hour/part hour	Not Applicable
<p>Please note: All lets in categories b) to e) at weekends and during school holidays will be surcharged at £20.10 up to 10.00 pm. All lets beyond 10.00 pm will be surcharged at £20.10 per hour or part thereof.</p>				

CATEGORY OF LET	CHARGES
f) Dining Halls (currently used for dining and other facilities)	As Gym/Hall. If a catering provision is required a separate application should be made to Catering Services.
g) Changing Rooms/Toilet Facilities	No charge if used in conjunction with indoor activities. Additional charge of £10.90 if used for outdoor activities.
h) Playing Fields	Rate and use at the discretion of the School Board

THE HIGHLAND COUNCIL – EDUCATION, CULTURE & SPORT

APPLICATION FOR LET OF INSHES SCHOOL

Your Name _____

Name of Organisation _____

Category of Organisation (school, senior citizen, youth, club, social etc) _____

Name, Address and Telephone Number of Person making the application: _____

Tel No. _____

Half Games Hall - Full Games Hall - Committee Room – Classroom
Accommodation Required (delete as appropriate) – Outdoor Pitch – Basketball Court – Other*

* Please Specify Other Accommodation _____

This form **does not** cover the use of kitchens or equipment belonging to Highland Catering Service.

Purpose for which Accommodation is required _____

Charge your organisation makes to its members

Adults

Children Under 16

Estimated Number Attending

Adults

Children Under 16

Day(s) of Week Required: _____

Date(s) Required: _____

Time Required: From _____ To _____

If Let is for a Session August to October Holidays October to Christmas Holidays

Commencement Date _____

Closing Date _____

Any Special Requirements/Equipment/Comments: _____

In the event of my organisation being granted the use of the premises applied for, I agree that my organisation will abide by the Regulations as laid down by Inshes School and The Highland Council as detailed in the Normal Operating Procedures which I confirm I have read, understood and agree to.

Signature: _____ Date: _____

Capacity (eg Secretary/Treasurer) _____

Notes:

The times applied for must include enough time to set up before and clean up after the let (usually 15 minutes added to each end of the let is sufficient). The group will be allowed access to the school from the start time shown and must vacate by the end time shown.

All Lets working with children under 16 or vulnerable adults, must have at least 2 adults in charge who have enhanced disclosure checks and a child protection policy. If applicable, bookings will not be accepted until evidence can be provided.

Completed Application Forms are to be returned to the Centre Co-ordinator at Inshes School in the first instance.

LETTING APPROVAL SECTION – INSHES SCHOOL

THIS SECTION IS FOR OFFICE/SCHOOL USE ONLY AND SHOULD NOT BE COMPLETED UNDER ANY

TO BE COMPLETED BY THE CENTRE CO-ORDINATOR OR HEAD TEACHER

Who will service the Let? (Please tick) FMA Cleaner Keyholder §
 § Name of Keyholder _____ Telephone Number _____

These questions have been designed to facilitate the letting approval procedure.

- Q1. Are the accommodation, date and time applied for available? If yes, then proceed to Q2. If no, then notify let organiser and inform of availability of alternative times and/or dates. **YES/NO***
- Q2. Is a member of the FMA staff available to service the let? If yes, then proceed to Q3. If no, then examine unavailability – may have to refer to Management Committee. **NB** It is a condition of service that FMA’s must service authorised lets. **YES/NO***
- Q3. Is it necessary for the FMA to open and close the school or should he/she also be in attendance for the duration of the let? Refer to Letting Information Package for further details, tick appropriate category below then proceed to Q4.

(a) Open Only		(b) Close Only	
(c) Open and Close Only		(d) Open and Close and Remain in Attendance	

- Q4. Are the times applied for sufficient to enable all preparation work to take place beforehand and to leave the premises as found? If yes, then forward Inshes Primary School. If no, then proceed to Q5. **YES/NO***

NOTE: The school will be **opened** at the **start time** as shown on the application form and **closed** at the **end time**.

- Q5. Will it be necessary to employ members of the cleaning staff to tidy up after this let? If yes, proceed to Q6. If no, then consult let organiser, amend times applied for and forward to Inshes Primary School. **YES/NO***
- Q6. How many hours will be required in total by members of the cleaning staff? Has the total number of hours been reflected in the times applied for? If the estimated number of cleaning hours has been reflected in the times applied for then issue permit. If not, then consult let organiser, amend times applied for, forward to the Inshes Primary School and arrange for cleaning to take place.

REMEMBER: THE CHARGE IS BASED ON THE NUMBER OF HOURS GRANTED ON THE PERMIT.

THE AREA EDUCATION MANAGER RESERVES THE RIGHT TO CHARGE LETTING BODIES FOR ANY ADDITIONAL COSTS ACCRUING FROM SCHOOL LETS FALLING UPON THE AUTHORITY.

APPROVED/REFUSED*

If the let is for the Playing Field, please enter the charge (if any) here.

COMMENTS

SIGNED _____ **Co-ordinator** **DATE** _____

*** Delete as applicable.**