



# NRCS - Harmony House Lettings Policy

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An academy within:



“Learning together; to be the best we can be”

# 1. Introduction

- 1.1 North Ridge Community School is keen to see that the premises at our Harmony House Site are used for the benefit of the whole local community. The education of children is the prime purpose of our school and that of Harmony House. However, we believe education is a life-long process which should be open and accessible to all.
- 1.2 This policy outlines the school procedures with regard to lettings. It sets out the facilities available; the charges and the responsibilities; and the users when the school premises are hired.
- 1.3 The use of Harmony House premises, at all times other than during the school day, is under the control of Nexus Multi Academy Trust.
- 1.4 In deciding whether or not to let our premises the school will also have regard to the likelihood of any damage being caused to the premises, or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking.
- 1.5 In any event, the school reserves the right to require a reference from a Local Authority or other reputable hirer, before any booking is accepted.
- 1.6 We will consider letting to any group able to comply with the terms and conditions outlined in this policy. These terms and conditions are clearly stated in our Conditions of Usage and Booking procedures documents, which will be sent out with all application forms.
- 1.7 The final decision on compliance lies with the school and the Multi Academy Trust.

## 2. Aims & Scope of Policy

- 2.1 All users of Harmony House will be expected to follow this Lettings Policy. This policy requires all hirers to comply with the above regulations. All hirers of Harmony House should complete an application form for each letting. Each request will be considered by the Headteacher using the following criteria:
  - To treat all requests in a fair and equitable manner
  - To give due regard to the equality of opportunity

## 3. Health & Safety Policy

- 3.1 Health and Safety issues are described fully in the School Health & Safety Policy. It is the responsibility of the hirer to report any health & safety issues, without delay, to the Site Supervisor, Head of School or Office Manager.

## 4. Health & Safety Procedures

- 4.1 There is no phone line on site so hirer's need to ensure they have a mobile telephone in case of emergencies.
- 4.2 The Site Supervisor, or his representative, will be in attendance at the beginning of each booking to conduct a health & safety handover (in the instance where it is a block booking the handover will take place on the first let).
- 4.3 The hirer will be made aware of the position of the escape routes, fire notices, fire alarms, fire-fighting equipment & emergency drills to ensure safe evacuation of buildings.
- 4.4 NRCS and all other Users must ensure that a Personal Emergency Evacuation Plan (PEEPS) is put in place for all users who are unable to evacuate the premises unaided in the event of an emergency. Personal Emergency Evacuation Plans (PEEPS) for individuals must be written and carried out with the individuals concerned to ensure that they are suitable and sufficient.
- 4.5 At the end of each letting, all electrical appliances and lights should be switched off and the doors, windows and blinds closed.
- 4.6 Emergency contact telephone numbers will be displayed in Harmony House.

## 5. Insurance

- 5.1 Independent organisations hiring Harmony House must have their own Public Liability insurance – copies of which must be shown before the let can commence. Any Hirer linked to the Local Authority must ensure that insurance in respect of the letting is organised with DMBC Insurance Department on telephone no: 01302 735428. Academy Schools will be covered by the RPA scheme or commercial alternative.

## 6. Staffing Ratio

- 6.1 The organising body must ensure that adequate adult staffing levels are provided when using Harmony House – please seek advice from your school regarding staffing ratios for school visits.

## 7. Security Arrangements

- 7.1 Providing they are satisfied about security arrangements, the Headteacher may allow the activity leader to be responsible for opening and closing the premises in the absence of the site supervisor.

## 8. Fire instructions

- 8.1 In the event of fire, the first duty of all concerned is to prevent injury or loss of life.
- 8.2 If the fire alarm sounds, everyone must leave the building and proceed to the fire assembly point at the front of the building, ensuring that all doors which they pass through are closed behind them
- 8.3 On arrival outside the building a check should be made to ensure that all persons are present
- 8.4 In the event of fire, the Fire Emergency Services must be contacted immediately
- 8.5 Escape routes will be unlocked and unobstructed internally and externally
- 8.6 The maximum number of people to be admitted to the building must not exceed 50.
- 8.7 The hirer should ensure they are familiar with the layout of the building, fire escape routes and the location of the telephone in case of emergency.
- 8.8 The building should not be re-entered until deemed safe to do so.

## 9. Equal Opportunities

- 9.1 Please refer to the Academies Single Equalities Policy.

## 10. Internet Access

- 10.1 The internet is available through Harmony Houses' own Wi-Fi, and a lap top is available if required (please inform site supervisor if you wish to use this).

## 11. Damage

- 11.1 The hirer is responsible for any of the accommodation or property which is damaged, destroyed, stolen or removed during the period of the letting. Any damage caused during the letting will be charged to the organising body.

## 12. Housekeeping Terms and Conditions

- 12.1 Premises are let as they normally stand and no alternatives or additions can be made to the lighting, heating, fittings and fixtures except with the authority of the Headteacher /Office Manager.
- 12.2 Posters and placards must not be put up in the premises except upon the boards provided for the purpose.
- 12.3 No bolts, screws, nails or tacks are to be driven into any parts of the premises; neither shall any adhesive be used on the walls.
- 12.4 No articles of any inflammable or explosive character or any article producing an offensive smell, or any oil, electric, gas or other engine oil shall be brought into the accommodation.
- 12.5 Smoking is not permitted in any part of the premises or grounds.
- 12.6 The hirer shall be responsible for the maintenance of good order and discipline during the hiring.
- 12.7 No intoxicating liquor shall be sold, supplied or consumed on the premises.
- 12.8 Hirers using their own electrical equipment must ensure that all appliances are electrically PAT tested and are safe to use (all Harmony House electrical equipment will be PAT tested).
- 12.9 Hirers using kitchen equipment must ensure that appliances are switched off and cleaned after use.
- 12.10 The organising body should tidy the premises on completion of their letting

## 13. Charges & Invoicing

- 13.1 A charging policy has been adopted by school including costs for:
  - Educational/curriculum component for students;
  - Youth Club facilities for students with special needs and disabilities.
- 13.2 Invoices will be sent on an agreed basis with the hirer and paid in advance. Cancellations should be reported to school giving a minimum 24 hours' notice. In these circumstances an alternative date will be offered with a £10.00 administration charge levied. Full payment will be required in any other circumstances. Refunds may be given under exceptional circumstances, which are to be discussed and agreed with the Office Manager. Failure to pay any invoice will result in the withdrawal of the letting agreement. Please refer to VAT Regulations for the Letting of Premises.