

Hoylandswaine Primary School

Haigh Lane

Hoylandswaine

Sheffield S36 7JJ

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www.hoylandswaineprimary.co.uk



Criteria and procedures for the use of the school hall and grounds by community-based organisations

- The school hall and grounds will be available for use by community-based organisations, who are also non-profit making, out of school hours from January 2015
- The school hall and grounds will only be available for activities or events which directly benefit the children attending the school and children living within the local community
- No charge will be made for the use of the hall and grounds. However, should the activity or event require an exceptional clean of the hall, toilets and corridors in order to prepare them for a school day, then the school expects this amount to be reimbursed. Additionally, an authorised key holder will be provided by the school to open and close the school buildings. A fee will be charged for this service. These charges will reflect the actual charge made to the school by Barnsley Norse who will provide these services on request
- Any request to use the school hall or grounds on evenings/weekends or during the school holidays will, in the first instance, be made through the Headteacher. This will then be referred to the Governing Body for authorisation
- The rest of the school buildings will remain locked off at all times outside of school hours
- Prior to making the hall or grounds available for an activity or event, the Governing Body will need to be satisfied that appropriate insurance is provided by both the school and the event organiser
- If the activity or event in any way affect the daily running of the school and the provision for pupils, then the governing body reserve the right to terminate any activity/event agreement

Request for Use of the Hoylandswaine School Hall for Community Activity or Event

Request made by: _____ Date: _____

Purpose of event: _____

Insurance provided by: _____

To be completed by the school:

Additional costs: _____

Discussed by governors: date _____

Agreed/not agreed

Notes: _____

Signed by (event organiser) _____

Signed by (member of governing body) _____

Date: _____

TERMS AND CONDITIONS RELATING TO THE USE OF EDUCATION PREMISES

1. All applications for the use of education premises must be received by the Headteacher in writing at least seven clear days prior to the proposed date of use.
2. Either party must give reasonable notice of any cancellations – the latest time for a weekday cancellation is 24 hours before the event taking place and this is extended to 48 hours for a weekend event. Longer notice should be given if possible.
3. Adequate child safeguarding arrangements must be in place as appropriate including ensuring that DBS checks are made where required, adult to child ratios are observed and children are collected after the activity or event by a recognised parent or carer.
4. The wearing of any footwear or use of any equipment, which may damage the floor surface, is prohibited.
5. Smoking in the schools premises or grounds is prohibited.
6. The sale of alcohol may be authorised by the Headteacher/Governing Body in particular circumstances; however, no drugs must be brought onto the premises at any time. Any person thought to be under the influence of alcohol or drugs must be refused admittance.
7. The organisation shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the Local Authority against all sums of money which the Local Authority may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.
8. The organisation is responsible to local authority for the cost of repair or replacement of any property belonging to the local authority, which is stolen, damaged or destroyed during or in connection with the occupation of the school premises.
9. The organisation shall have in force a third party insurance policy with a limit of liability of £1,000,000 and provide evidence of such to the Headteacher at the time the form is submitted. It is the organisation's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.
10. No booking will be accepted from any person less than 18 years of age.
11. All electrical equipment brought onto the Authority's premises for use by the hirer shall be suitable for a 240 volt 50 hertz electricity supply, in sound mechanical and electrical condition and fitted with the correct fuses. The Authority will not be liable for any accident caused by defective equipment brought onto the premises by the hirer.

INFORMATION FOR USERS

Before the start of your activity/event the authorised key holder will familiarise the named event organiser with the location of the Fire Alarms, Emergency Lighting, Emergency Exits and assembly points.

In event of a fire you must follow the procedures you have been given including activating the alarms and calling the fire brigade.

There is no telephone available – please use a mobile to inform the emergency services if necessary.
There is a first aid box available in the accessible toilet

The caretaker is Mr Ray Haigh who can be contacted on Mobile: 07825 283196 in an emergency.