

Horizon Community College Community Use & Bookings Policy



This policy should be read in
conjunction with the Charging and
Remissions Policy

Amended:
February 2020
Ratified:
April 2020

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Section 1 General Policy Statement

Horizon is a Community College that is designed and set up to be used for Community Based activities outside core school hours.

As part of the Local Authority community use agreements for the advanced learning centres in Barnsley the Local Authorities has made a commitment to part fund this use.

The Governing Body and Principals of Horizon Community college recognises its responsibility as stated in the community use agreements and welcome and encourage individuals, clubs and community groups who in the opinion of the college further the aims, objectives and ethos of the college.

They will agree a policy that ensures that it fulfils its statutory responsibilities in respect of the community use activities and events outside normal school hours.

This policy will be reviewed annually and ratified by the governing body.

Signed _____
(Executive Principal/Principal)

Date: _____

Signed _____
(Chairperson of the Governing Body)

Date: _____

Section 2 Statement of Community Use Bookings Policy

The College will ensure effective management as far as is reasonably practicable for all aspects of community use which benefits the local communities, students of the college and whole school events, activities and the school calendar.

So far as it is reasonable, the College will ensure that staff designated with community use responsibilities, school events, activities and the school calendar are competent to achieve the aims prescribed by the Local Authority.

It is equally the duty of all staff with Community responsibilities to ensure standards of themselves, co-employees, students and other persons, and that community use, school events, activities and the school calendar is carried out in line with the operational procedures agreed for the College.

The Local Authority has made a commitment to fund 400 hours per year for school and community use activities during the non-core hour periods which are currently designated to be: Monday to Friday 18.00 – 21.30, Saturdays 9.00am – 16.00 and Sundays 9.00 – 13.30.

Any organisation using the facilities at Horizon Community College must have an appropriate Safeguarding Children Policy or must agree to abide by the Horizon CC Safeguarding Children Policy.

Section 3 Duties

The staff listed below must be familiar with the Community Use Bookings Policy for Horizon Community College.

3.1 The Governing Body

To governing body will be responsible for ensuring that the declared statement of community use bookings policy is effective in achieving, so far as is reasonably practicable, that community use, school events, activities and the school calendar is carried out in line with the operational procedures prescribed for the College.

The governing body will oversee the College's arrangements for community use and will have due regard to any advice and guidance issued by the Local Authority relating to community use agreements.

The governing body will review this policy on an annual basis along with the charges for the use of facilities. In agreeing the amended charges, the governing body will take into account costs of providing the service, facilities management charges and market forces.

3.2 The Executive Principal/Principal

The Executive Principal/Principal will have in place systems and staff to prepare, monitor and review all community use activities in the college.

Members of the School staff will be allocated to specific roles for the management and implementation of all community use, school activities, events and the school calendar.

The Executive Principal/Principal and staff with designated responsibility, shall have responsibilities for ensuring effective management, so far as is reasonably practicable, of all community use and school activities, events and the school calendar.

3.3 Associate Principal/Vice -Principals

The Associate/Vice Principals will undertake the role in the absence of the Executive Principal/Principal and will undertake all of the responsibilities for community use and school activities, events and the school calendar as detailed for the Executive Principal/Principal.

3.4 Community Use Lead

Community Use Lead is responsible for arranging systems and processes to effectively manage the community use programme for the college. This includes liaison with the Director of Estates & Infrastructure, Executive Principal/Principal and other Principal team members to programme effectively other school activities and events and the school calendar each term.

3.5 All Members of Staff

All employees must comply with and ensure they follow the systems and processes in place for use of the college during community use periods. The official terminology for this is commonly referred to as non-core hours and additional periods of school use which is part funded by the Local Authority and part funded by the College.

Section 4 Arrangements for Community Use Bookings

4.1 General Arrangements

The Executive Principal/Principal shall appoint an Community use Lead to maintain an overview of community use and school activities, events and school calendared bookings in the college.

During community use hours the college employs a dedicated team of staff who manage bookings and the college facilities for customer use and for general hires.

The college reserves the right to cancel any booking if there are unforeseen circumstances or other major college events taking place in the building

The college operates a non-smoking policy both in the building and within the boundaries of the college grounds and surrounding car parks.

4.2. Booking and Payment

Although non- exhaustive the following guidelines should be followed:

- For bookings which are made, these will be on a 'first come first served' basis, regardless of any previous booking history with the college
- For Individuals, Clubs and community groups they will all need to complete an application form in order to enjoy and hire the community facilities
- The college reserves the right to determine as to whether an individual, club or community group may use the facilities at a reduced rate
- All hires must be either paid in advance or on the day prior to the commencement of the booking
- Prices charged are merely the hire rates and where a booking attracts a need for additional staffing, cleaning, technical support, and/or, for areas of college to remain open outside of normal operating times, then these extra costs will have to be re-charged to the hirer
- Such costs will always be made clear to the hirer in any pre-hire meetings well before the commencement of any bookings taking place
- All pricing will be implemented in line with the Financial Management Handbook for Academies

4.3. Catering

- The College will assume all catering rights and hirers should use the in-house catering service unless a prior agreement / arrangement has been put in place
- If the College agrees to the hirer providing their own catering, then the college reserves the right to agree and retain a percentage of the overall sales
- The College has a managed facilities management service, so it is not possible for any hirer or their own catering provider to have access to the kitchen areas, kitchen wash facilities, or refrigerated areas should the hirer wish to bring in and use their own catering provider
- If a hirer makes the decision to use their own catering provider, then this can only be for cold food. No provider will be allowed on to the college premises with electrical or gas fired equipment in order to prepare hot food
- Any arrangement a hirer makes with his / her own catering provider will remain between the two parties concerned. The college cannot enter into any agreements or discussions independently with the hirers preferred catering provider

4.4. Requirements for hire

- The hirer is required to have their own safeguarding policy in place and available for inspection or agree to adopt the college policy
- Where a hire is of an eventing nature, it may be subject to the following requirements of which the hirer would be required to fulfil:

- A public liability insurance certificate

- The hirer must not:
 - sub-let any part of the facilities
 - use any other college equipment without prior permission
 - interfere with any fixed fixtures, furnishings or equipment
 - alter or interfere with any electrical equipment
- Any equipment supplied for a booking, for example, cricket nets, football nets, tables and chairs will be provided by the College facilities management

Hirers must return and put back this equipment and furniture to its original position and area of the college in good working condition

- Hirers mainly on major events and Theatre bookings may wish to bring in their own electrical equipment. To ensure safe use of our facilities hirers must ensure:
 - The use of any additional equipment has been agreed in any pre-meetings for the booking
 - The equipment is electrically safe. For example, Facility management may request copies of PAT testing certificates, method statements and risk assessments
 - The equipment does not pose any issues which could perhaps overload circuit boards and any other electrical circuits by being connecting to the college network

4.5. Pricing

The core pricing structure for community use bookings and events for the current financial year can be found in Appendix A. It should be noted this structure does not include school shows / events and other school activities where a charge/s may be made.

Section 5 Arrangements for School Bookings

5.1 Curriculum Daytime Periods, Evenings and Weekends

The following guidance has been put together to ensure that your school-based event runs as smoothly as possible and that all parties involved in providing a service are fully informed and are aware of their individual roles well in advance of the event.

For simplicity and at this point, it is advisable to seek support and guidance from the Community Use Lead who can assist you with your requirements from the outset.

All events will be different but the general principles and requirements around school events are:

5.2 Planning your Event

Any event, whether large or small in scale, **must** be booked through the Community Use Lead. This will avoid clashes with other events; reduce risk of double bookings and other potential conflicts of interest.

Some areas of the booking system are protected in terms of access levels. e.g., the Theatre. Please contact the Community Use Lead for support.

You will need to stipulate who will be the **responsible person** for the event, i.e., a nominated responsible Event Lead and, where required, a Deputy Lead.

Once your event has been entered on the college booking system, do not assume everything is approved and you do not need to do anything further. It is subject to you providing the fuller details by considering this event's procedure.

5.3 Communicating your Event

You will need to communicate your arrangements to all the relevant people once the event has been booked.

Avoid communicating your arrangements at the last minute – if this happens it may put the smooth running of your event in jeopardy or it may not be possible to provide all the elements you require for your event if decisions are made at the last minute.

You must ensure – Your event (where required) has been put through on the facilities help desk system along with the event requirements. For support & guidance with this please liaise with the Community Use Lead who can help you to complete this.

5.4 Key Management Areas to be considered

All college events have to consider either all, or some of the key management areas highlighted below which all will be governed by the size or the complexity of an event. All Event Leaders must ensure they have considered these areas as part of their planning processes.

1. **Technical** – The College Theatre Technicians provide cover in order to plan effectively, they will need to know your technical requirements which should always be booked and planned well in advance to ensure their availability. **All requests for support must go via the Community Use Lead.**
2. **College opening time availability** – The College is open until 9.30pm during weekdays, Saturdays 9.00am until 4.00pm and Sundays 9.00am until 1.30pm. If your event falls outside of these times, then additional charges will apply to remain open.
3. **Finance** – Always factor in possible re-charges for remaining open outside of normal school operating times. In addition, you will need to consider as to whether any additional security requirements may be required along with caretaking provision, car parking and cleaning. There will also be costs associated with ticket sales through the Box Office and for any licenses which may be required in association with your event.
4. **Health and Safety** – There will always be Health and Safety considerations for anything over and above the daily norm and especially where third party organisations and deliverers may be providing services to assist and contribute to any school events. Examples will range from ensuring you have the relevant risk assessments in place and that you have considered what staff you may require to operate your event safely.
5. **Car Parking** – Car Park 1 (Green Zone) is the staff car park situated at Shaw Lane with a capacity for 220 vehicles. Car Park 2 (Amber Zone) is the visitors' car park situated on Dodworth Road with a capacity for 120 vehicles. Typically, if car park stewards are required, four are deployed to manage car park 2 with two to manage car park 1. The cost of this would be discussed at the time of booking. Event organisers must be clear on their requirements and ensure their expected attendances are accurate. Event organisers may have to build these costs into their budgeting processes.
6. **Catering** – If you require catering as part of your booking, please discuss this with the Community Use Lead at the time of booking.
7. **ICT** – Some events may require support from the IT Service Desk function. Examples could range from displaying images or presentations on the large TV screens in main reception and year schools. In addition to this, other eventing areas may also need equipping with additional ICT equipment and support. Also available is 'Guest Wireless' Internet access for external organisations. **All requests for support must go via the Community Use Lead.**
8. **Insurances** – If you intend using a third-party deliverer or organisation to work or provide services to the school, you must ensure you have checked as to whether they have adequate public and employer liability insurances in place up to the specified amount agreed by the Community Use Lead.

9. **Staffing** – You will need to ensure your staffing levels in place are conducive to the event activities taking place with adequate supervision levels. Examples could range from a Theatre production with an audience of 300 where you will need to ensure you have ushers / stewards in place who are capable of supervising and able to evacuate the audience in an emergency situation.
10. **Third Party Organisations** – If you intend using any non-school employees to support or run the event on your behalf, then you must screen them accordingly. This is to ensure all insurances are in place and, where appropriate, all risk assessments have been considered. In addition, if they intend bringing their own equipment on to the college premises this should be checked to ensure it is safe for use in a school setting. Any electrical equipment brought to site should have a Portable Appliance Test (PAT) certificate with it.
11. **Set down and de-rig** – All event leaders are required to put back all eventing areas and equipment back to how they first found them. This is one of the common fault areas where consideration is not given to those staff members who then have to follow on the next day, which can also have a negative effect on teaching and learning functions in college. After shows and productions, any props, resources or equipment must be removed promptly from the Theatre and put into storage or removed from site. It is the Event Leader's responsibility to ensure this takes place either personally, or by agreed delegation to other school staff members or the facilities management team where appropriate.

For any Event Leaders who may be unsure about planning process and the 12 key management areas then, once again, please speak directly with the Community Use Lead who can help and advise you accordingly.

Section 6 Membership Tariff, Fees & Charges

Membership Tariff Horizon Fitness Suite

FITNESS SUITE	RATES	COMMENTS
Adult Single	£19.99 per month	Adult 18 years of age and above.

Key Information for the Fitness Suite

1. Single memberships must be taken from the participating Adults bank accounts **only**.
2. All Customers will pay the appropriate Pro rata payment **up front** until such time as their Direct Debit (D/D) is taken from their Bank account.
3. All Customers of the Fitness Suite **MUST** complete a Personal Activity Readiness Questionnaire **(PAR Q)** and complete the induction process.

Actual - Fees & Charges – Horizon Sports Centre

SPORTS HALL	RATES	COMMENTS
<i>Sports Hall Hire Adult – per 50-minute slot</i>	£40.00	Five a side football
<i>Sports Hall Hire Junior – per 50-minute slot</i>	£35.00	Five a side football
<i>Cricket Nets x 2 – per 50-minute slot</i>	£20.00	Always book the remaining two nets out during the same time slot
<i>Cricket Nets x 4 – per 50-minute slot</i>	£40.00	4 Nets means a full utilised hall

SPORTS HALL	RATES	COMMENTS
<i>Badminton Ct (Adult)</i>	£10.00	Per Court / Per 50 Minute slot
<i>Badminton Ct (Junior)</i>	£10.00	Per Court / Per 50 Minute slot

For other sports like Volleyball and Netball where the full Hall is being utilised, apply the same charges as Five a Side Football.

SPORTS HALL EVENTS PURPOSE	RATES	COMMENTS
<i>Full Hall (8 Hours)</i>	£320.00	Based upon space only
<i>Half Hall (4 Hours)</i>	£160.00	Based upon space only

Dance Studios

DANCE STUDIOS	RATES	COMMENTS
<i>Single booking</i>	£25.00	

Activity Room Sports Centre

ACTIVITY ROOM	RATES	COMMENTS
<i>Single booking</i>	£25.00	

Performance Spaces Y7 / Y8 & Y9

PERFORMANCE SPACES	RATES	COMMENTS
<i>Single booking</i>	£25.00	

Pay and Play

ACTIVITY AREA	RATES	COMMENTS
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<i>Badminton Court per 50-minute slot</i>	£10.00	Per Court / Per 50 Minute slot
<i>Basketball Court Per 50-minute slot</i>	£10.00	Per Court / Per 50 Minute slot
<i>Fitness Suite Adult or Fitness</i>	£3.85	PAR Q & Induction required for the Fitness Suite No classes at present
<i>Fitness Suite Junior or Fitness</i>	£2.85	PAR Q & Induction required for the Fitness Suite No classes at present

4G Synthetic Pitches

ACTIVITY AREA	RATES	COMMENTS
<i>Adult (Full Pitch)</i>	£100.00	Hire is based upon 50-minute slots
<i>Adult (Third Pitch)</i>	£40.00	Hire is based upon 50-minute slots
<i>Junior (Full Pitch)</i>	£75.00	Hire is based upon 50-minute slots
<i>Junior (Third Pitch)</i>	£35.00	Hire is based upon 50-minute slots

Continued

Multi Use Games Area / Red Synthetic (MUGA)

ACTIVITY AREA	RATES	COMMENTS
<i>Adult / Junior (Full Pitch)</i>	£60.00	Hire is based upon 50-minute slots
<i>Adult / Junior (Third Pitch)</i>	£20.00	Hire is based upon 50-minute slots
<i>Adult Tennis Court</i>	£8.00	Hire is based upon 50-minute slots
<i>Junior Tennis Court</i>	£4.00	Hire is based upon 50-minute slots

Tennis Courts (Horizon Shaw Lane Car Park and MUGA)

ACTIVITY AREA	RATES	COMMENTS
<i>Adult Tennis Court</i>	£6.00	Hire is based upon 50-minute slots
<i>Junior Tennis Court</i>	£4.00	Hire is based upon 50-minute slots

Theatre Hire

Category A		COMMENTS
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Minimum hire period (4 hours)	£250.00	Space only
Daily Rates (8 hours)	£400.00	Space only

DINING HALL		COMMENTS
Minimum hire period (4 hours)	£175.00	Space only
Daily Rates (8 hours)	£300.00	Space only

Fixed Charges

Staffing	Guide Rates	Comments
Technician Per Hour	£20.00	Theatre Technicians required to work outside of their normal operating hours
Duty Manager Per Hour	£20.00	Community Use Supervisors required to work outside of normal operating hours
Additional Caretaking Per Hour	£20.33	weekday evenings 8pm – 12 Midnight
Additional Caretaking Per Hour	£30.50	Saturdays – 8am – 12 Midnight
Additional Caretaking Per Hour	£40.66	Sundays – 8am – 12 Midnight
Additional Cleaners Per Hour	£20.74	Saturdays – 8am – 12 Midnight
Additional Cleaners Per Hour	£27.65	Sundays – 8am – 12 Midnight
Use of Box Office Services including the central admin teams to support	15% of all sales	Organisations wishing to use College employees to administer ticket sales and financial transactions

Section 7 Glossary

ICT – Information Communication Technology

LA – Local Authority

LEP – Local Education Partnership

PAT – Portable Appliance Testing