



Springwell
Leeds

Bookings / Letting Policy

SPRINGWELL LEEDS BOOKINGS POLICY

Springwell Leeds aims to play a positive role in the local community and therefore encourages links and liaison with the local community to maximise the use of the sites facilities.

We welcome and encourage individuals, clubs and community groups who in the opinion of Springwell Leeds further the aims, objectives and ethos of the Academy sites and complies with our Health and Safety and Safeguarding policies.

All hirers must complete an application form which will be submitted for management approval. Bookings are then made on a 'first come first served' basis, regardless of any previous booking history with our Academy sites.

To satisfy VAT regulations payment for any bookings must be made in full prior to the commencement of the booking.

Any equipment provided, for example, football nets, tables and chairs etc., will be set up for you by the Springwell estates teams.

CHARGES

If you are a youth group, charitable organisation or development sports you may be able to use our premises at a reduced rate, subject to agreement by the Academy.

Should the income levels from any booking fall below the cost incurred by the Academy site, then we reserve the right to increase the fee accordingly.

Charges published are merely the hire rates. Where the booking attracts a need for additional staffing, additional cleaning, additional technical support, and/or, for areas of the Academy to remain open outside of normal operating times, then these extra costs will have to be charged to the hirer.

Any additional costs will be made clear to the hirer in any pre-hire meetings.

The Academy site will assume all catering rights and hirers should use the inhouse catering service unless a prior agreement / arrangement has been put into place.

If the Academy site agrees to the hirer providing their own catering, the Academy sites reserves the right to agree and retain a percentage of the overall sales.

Unfortunately, it is not possible for any hirer and/or, their own catering provider to have access to any of the kitchen areas, kitchen wash facilities, or refrigerated areas should they decide to provide their own catering.

If a hirer makes the decision to use their own catering provider, then this can be only for cold food. No provider will be allowed on to the Academy site premises with electrical or gas fired equipment to prepare hot food.

Any arrangement a hirer makes with his / her own catering provider will remain between those two parties. The Academy site will not enter into any agreements or discussions independently with a hirers catering provider.

All charges will be implemented in line with the current HM Customs and Excise Regulations.

TERMS AND CONDITIONS OF BOOKINGS

Where organisations using Springwell Leeds facilities are working with children or vulnerable people, they must provide prior written confirmation that appropriate safeguarding checks have been carried out on adults working with those children or vulnerable adults.

The Academy site employs a team who manage the use of the premises subject to policy and other statutory requirements which are outside our control.

The performance of musical and other works will be subject to the terms of the licence granted to the user.

The hirer must apply to the Local Magistrates where appropriate for the necessary licence where the hiring includes musical entertainment or dancing by the public or to the Clerk and Chief Executive Officer (Leeds CC) for the necessary licence for the public performance of a stage play.

The Academy site reserves the right to full inspection of the premises at all times.

The hirer shall not

- (a) Sub-let any part of the accommodation.
- (b) Alter the lighting arrangements or introduce any electrical equipment of any capacity exceeding 1 kilowatt without the express consent of the Academy site.
- (c) Use Academy equipment without prior permission.
- (d) Interfere with any fixed furniture.

Springwell Leeds will do its best to honour all bookings but reserve the right to cancel any booking if there are unforeseen circumstances or major school events taking place in the building.

The approval of the Academy will be necessary in every instance where alcohol is to be consumed on the premises at licensed functions.

The Academy shall not be liable in respect of any claim for damages, personal or otherwise, howsoever arising from the use by the hirer of the premises and the

hirer shall indemnify the Academy against any such claim. **The hirer is required to provide confirmation that the hirer has appropriate insurances (Public Liability Policy with a limit of indemnity of not less than £2million).**

Any accidents or near misses taking place during the use of Academy premises, must be reported to site staff or office@springwellacademyleeds.org

The hirer is responsible for ensuring that appropriate first aid arrangements, including equipment are in place for the duration of their letting.

All booking requests are subject to Springwell Leeds Academy's Prevent Duty lettings and guidance policy:

- Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on certain bodies (including the local authority), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This is known as the Prevent Duty. In complying with the Prevent Duty, there is an expectation that education establishments ensure that their venue/s and resources do not provide a platform for extremists and are not used to disseminate extremist views.
- Therefore, the hirer is not to use the venue or share resources to espouse violent and/or non-violent extremist views.
- We abide by the schools (Fundamental British Values) including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs and expect those who frequent our venue/s abide by the same values.

ELECTRICAL SAFETY

Hirers mainly on major events may wish to bring in their own electrical equipment. For example, extension leads / speaker systems, sound and lighting systems.

To ensure safe use of our facilities hirers must make sure that:

- The use of any additional equipment has been agreed in any pre-meetings for the booking.
- The equipment is electrically safe. For example, estates management may request copies of PAT testing certificates, method statements and risk assessments.
- The equipment does not pose any issues which overload circuit boards and any other electrical circuits by being connecting to the school's network.

ON ARRIVAL

If within the school opening hours:

Hirer will be required to provide photo identification to the reception desk and check in with either the Admin Manager on site or Lauren Harper. If applicable to your booking, you will be provided with:

- Swipe card
- Details of the fire evacuation procedure (it is then the hirer's responsibility to pass this on to all attendees and escort all attendees in the event of an evacuation)
- Safeguarding leaflet

The hirer will then be shown to the room/area that has been booked.

If out of hours:

Hirer will be required to provide photo identification to and check in with the Site Team. If applicable to your booking, you will be provided with:

- Swipe card
- Details of the fire evacuation procedure (it is then the hirer's responsibility to pass this on to all attendees and escort all attendees in the event of an evacuation)

The hirer will then be shown to the room/area that has been booked.

Only one site access card will be provided to the hirer who will have responsibility for this card. Under no circumstances must any visitor be allowed access to enter the student areas. The swipe card must be returned when leaving the building.

SMOKING AND VAPING

Smoking and vaping are not permitted within the school building and school grounds. We politely request that any smokers/vapers do not smoke/vape in public view of our students, and not smoke/vape directly outside the school gates.

PARKING/VISITOR ARRIVAL

If you expect visitors to be travelling by car and require car parking. You must inform the lettings organiser so that you can be informed of the car park details. It is then the hirer's responsibility to communicate the correct parking details and postcode to the people that they will be inviting to attend their event. It is the hirer's responsibility to meet and greet any visitors from whichever car park is allocated to their event.

FURNITURE/EQUIPMENT

If the hirer alters the position of any moveable equipment and furniture e.g. desks, they will be responsible for returning the furniture to the position from which it was moved. Advance notice will be required if any amendments are required to the style of the furniture.

All meeting rooms are set out Boardroom Style as standard.

The use of any Springwell Academy equipment (ICT or otherwise) must be pre-agreed

Equipment must not be used unless this has been pre-agreed (this must be marked on the original booking form by the hirer).

CATERING

It is the hirer's responsibility to ensure that any catering trolleys/waste/food is removed from the room and arrangements are in place for this to be returned to the kitchen/disposed of at the end of the room hire period.

This must be arranged by the hirer directly with their Sodexo or their own catering company, as necessary.

Alcohol should not be brought or consumed within the school grounds.

END OF HIRE

Hirer must return Swipe Card along with any visitor lanyards that have been allocated to attendees.

Hirer must ensure the room is returned to the state that it was in upon arrival otherwise any future bookings may be cancelled.

Hirer must ensure any catering trolleys/food waste etc. are removed from the room
Hirer must report any issues back before leaving the building.

You must sign the Springwell Leeds Academy booking form to confirm you have read and understood all the terms and conditions set out within this policy.