



St Brigid's Catholic Primary School

SPACE for Sports & Arts Building

CHARGING POLICY

To be reviewed annually

Date of next review by Governors: Spring 2016/17

Charging Policy

Hire of Rooms

The SPACE building has a sports hall and a conference room which is available for hire by the community and other agencies (please see use of school buildings policy).

Damage

The school Governors will charge for wilful damage to the SPACE property or equipment, the full price of any repairs or replacements.

Extra Curricular Activities

Where activities are optional extras Governors may impose a charge. The total cost will be charged to parents/carers and refunds of any monies will be made only when a good reason prevents the pupils from taking part.

Monitoring and Evaluation of the Charging Policy

A member of the SMT will consult with relevant staff on the effectiveness and appropriateness of the Charging Policy at the end of the academic year. Recommendations for change, if necessary, will be presented to the Governors for consideration in the Spring term.

National Curriculum

Activities (whether in or out of school hours) that are an essential part of the national curriculum or prescribed examinations may not be subject to a charge.

BOOKING FORM FOR ST BRIGID'S SPACE FOR SPORT AND ARTS

| | |
|-------------------|----------------|
| Name | Position |
| | |
| Address | Post Code |
| Telephone Contact | E-mail address |

FACILITY REQUIRED

| | |
|----------------------------|---------------------------------------|
| <input type="radio"/> Hall | <input type="radio"/> Conference Room |
|----------------------------|---------------------------------------|

| | |
|---------|---------------------------------------------------------|
| Charges | Conference Room £15.00 per hour Hall £20.00 per hour |
|---------|---------------------------------------------------------|

| |
|------------------|
| Date(s) of hire: |
|------------------|

| |
|----------|
| Time(s): |
|----------|

| |
|------------------|
| Purpose of hire: |
|------------------|

| |
|-------------------------------------------------|
| Name and contact number if different from above |
|-------------------------------------------------|

| |
|------------------------|
| Account to be sent to: |
|------------------------|



| MONITORING INFORMATION | |
|------------------------------------------|----------------------|
| Expected number of participants: | Expected spectators: |
| Numbers of males: | Numbers of females: |
| Age range of participants: | |
| Numbers of participants with disability: | |

PLEASE ENSURE THAT YOU HAVE READ THE ATTACHED CONDITIONS AND REGULATIONS OF HIRE

I hereby apply for the use of the facilities detailed above in accordance with the scale of charges agreed and the conditions and regulations of hire. I undertake to ensure that charges are paid prior to the commencement of the booking and that the hire conditions and regulations are properly observed. I understand that the fee remains payable if the booking is not honoured.

I agree to indemnify the facility against all actions, claims and demands by any person who suffers or sustains any loss, damage, injury or death, arising out of, or as a result of, the use of the (facility name), or any person authorised by me to use the (facility name), due to my negligence, or on the part of such authorised person, during the period of hire.

Signed.....Date.....

| | |
|----------------------|-------------------|
| For office use only: | |
| Agreed fee £ | Deposit paid £ |
| Invoice Number - | |
| Date - | Due Date - |

CONDITIONS AND REGULATIONS FOR THE HIRE OF ST BRIGID'S SPACE FOR SPORT AND ARTS CENTRE

1. Those admitted to St Brigid's Space for Sport and Arts ('The Space Centre') must observe the conditions and regulations.
2. The management group reserve the right to refuse admission, or to evict, any person from 'The SPACE Centre'.
3. Casual bookings should be made within 48 hours of the hire. Payment should be made before the hire takes place.
4. No young person, under the age of 6 without adult supervision. Casual use excluding, hiring may only be made by those over 16.
5. All periods of hire are inclusive of setting up and setting down time. This should be borne in mind when making bookings.
6. For block bookings, prospective hirers should indicate whether the sessions would continue through the school holiday closure.
7. One month's notice of the termination of an agreement should be offered on both sides.
8. The management group reserves the rights, at their discretion, to determine the availability of facilities and to cancel sessions without notice.
9. Any damage done to 'The SPACE Centre' property and equipment – fair wear and tear accepted – will be made good by the management group, and the cost thereof will become a debit due from the person or organisation responsible for the damage.
10. Black-soled shoes or outdoor footwear will not be allowed in the Sports Hall. Those participating are requested to wear appropriate dress for the activity in which they are engaged.
11. Smoking is not permitted anywhere in the SPACE Centre.
12. Plastic water bottles may be taken into the reception and classroom area, but food should not be taken into the facility.
13. Drinking alcohol is not permitted anywhere in the Space Centre, except at special events for which a licence must be issued.
14. Only service dogs are admitted to the facility.
15. Changing rooms and showers should be used properly and sensibly. Any damage should be reported immediately.
16. You and your group will be responsible for the safe-keeping of your belongings.
17. Under no circumstances will the management group accept responsibility for, or liability, in respect of any damage, theft or loss of any property, goods or other articles placed, deposited, brought into or left upon the premise either by the hirer, for his or her use or purpose, or by any other person.
18. Anyone entering or using 'The Space Centre' does so at his or her own risk, and the management group accept no liability in respect of any loss, damage or injury, howsoever caused.
19. Guests and other visitors should be made aware of these conditions and regulations.

Visitor Information for Evenings

Welcome to St Brigid's SPACE for Sport and Arts, here are some points to remember whilst on the premises:-

1 - Have you signed in, at reception on arrival?

2 - Please familiarise yourself with the fire evacuation procedure:

:: On hearing the fire alarm, please switch off electrically operated equipment where possible.

:: Please make your way out of the building **immediately** via the nearest designated fire escape route.

If you are based in the: -

Sports Hall - Fire exits are to the left and right of the back wall.

Conference Room - Fire Exit is in the back left hand corner of the room.

Play Room - Fire exit is in the conference room and the sports hall, use appropriate access doors.

Lobby - Fire exit is the front door.

Toilets – Fire Exits are at the bottom of the hallway

:: Assembly point for role call is the **grass verge to the right of the car park gates, under the assembly point sign**. Please remain in your group until role call has been carried out.

3 - Toilets are located down the hallway in the lobby as sign posted.

4 - Refreshments: - you will be advised of the venue and arrangements if applicable. Please do not eat or drink near any computer or electrical equipment or in the Sports Hall.

6 - All children are prohibited from entering the kitchen area

7 - PLEASE REMEMBER: - THIS IS A NO SMOKING BUILDING.

WE HOPE YOU ENJOY YOUR VISIT.