

# Sperrinview Special School

## Use of Premises Policy

### Rationale

The school premises, when not in use for school purposes, are a valuable facility for community use and it is the Board of Governors' intention to make the premises available as a community facility when possible.

### Roles

The Principal has overall responsibility for the implementation of the policy.

### Organisation

- Any school or organisation wishing to use the school's facilities should make application to the Board of Governors using EA Southern Region's form US1.
- In line with EA Southern Region and DE guidelines and regulations, the Board of Governors may make charges for the use of any school facilities.
- Any income generated from the use of the school premises [excluding the letting charge due to the EA Southern Region for the use of its school meals facilities] will be credited to the school's partially delegated budget.
- Any application for the use of the school meals facilities must be made on the EA Southern Region's form SMS/UF/1

### Statutory Limitations on Use

The school may not be used for commercial or political purposes, outside normal school fund-raising purposes.

- 1 A Licence may be required if
  - An entertainment as defined by the Order takes place
  - If any form of charge is made, and whether paid by money or money's worth
- 2 Entertainments specified in the Order are:
  - A theatrical performance
  - Dancing, singing, music or any other entertainment of a like kind
  - A circus
  - Any public contest, match, exhibition or display of:
    - Boxing, wrestling, judo, karate or similar sport
    - Billiards, pool, snooker or any similar game

- Darts or
  - Any other sport or game prescribed for the purposes of this paragraph by an Order made by the Department of the Environment subject to affirmative resolution
- 3 The requirements for a Licence do not apply to "an educational institute while being used as such"
- 4 The following activities are exempt:
- An end of term school concert, play or pantomime put on by the school pupils for their parents, teachers and friends, whether or not a charge for admission is made
  - An end of term disco or dance held for pupils of the school during the normal school day [or in the evening] whether or not a charge is made
  - Orchestral recitals given by school pupils for their parents, teachers and friends whether or not a charge is made and
  - PTA activities carried out to raise school funds for which there may be a charge for admission eg coffee mornings, treasure hunts, sales and fetes etc

#### **Restrictions on Use for PTA and Other User Groups**

Fund-raising or other activities which fall into the categories identified above and require an Entertainment Licence. It follows that the use of facilities cannot be granted in respect of such activities.

#### **General Conditions of Use**

- Facilities may not be used unless prior approval has been given by the Board of Governors and notified in writing to the user.
- Application forms for the use of facilities may be obtained from the school. Communication is essential and before completing an application users are advised to discuss fully their requirements with the Principal.
- Application for the use of the facilities must be made on the appropriate form which may be submitted to the Principal, normally not less than 28 days before the date of the proposed use.
- All requirements must be stated on the application form. No other educational facilities other than those specified in the agreement may be used, disturbed or entered.
- Approval to the use of the facilities on a seasonal basis [ie where there are at least five usages] will lapse automatically on 30 June each year. A new application must be submitted to the Board of Governors for use of facilities during the following year.
- The Board of Governors and the EA Southern Region shall not be responsible for any loss, damage or injury to any property or person[s] including the user's invitees suffered by reason of any neglect or

default of the EA Southern Region, its agents, servants or workmen or any defect [whether latent or potent] in the premises, school estate or services ancillary thereto.

- The Board of Governors and EA Southern Region shall not be responsible for any loss, damage or injury to any property or person[s] including the invitees suffered by reason of any act, or neglect on the part of the user or the user's invitees.
- Users are advised in their own interest to ensure that they have suitable insurance cover.
- Application for the use of the school meals facilities **MUST** be made on form SMS/UF/1 and submitted to the EA Southern Region at least 28 days before the proposed use. The particular conditions relating to the use of school meals accommodations are shown on the back of form SMS/UF/1

## Charging Policy

The Board of Governors will consider each application individually in relation to charges.

Charges may be applied to cover the cost of energy, caretaking and wear and tear to buildings and school equipment.

In some cases the Board of Governors may determine that no charge should be made.

### **Invoicing**

- Invoices will be issued, as appropriate, to users.
- Payment of invoices must be made directly to the Principal within 30 days.

## Use of Facilities

### **Application**

- The application form US1 [Appendix 1] will be issued to prospective users with school conditions of use and charging rates
- Applicant should complete and sign the relevant sections and return it to the school.

### **Approval**

- The application form must be approved by the Board of Governors, Principal or Vice Principal
- The purpose of the use, the charge to be levied and the frequency of payments should be discussed and agreed prior to approval with reference to school and EA Southern Region's conditions of use and legal or insurance restrictions
- The "School Use Only" section of the application form will be completed

by the school with:

- The agreed rates and calculation of charge
  - Caretaker's hours involved
  - Other relevant details [eg specific conditions, restrictions, frequency of payments and
  - The authorisation signature of the Chairman of the Board of Governors, Principal or Vice Principal
- A copy of the application form will be filed in the school pending confirmation of the agreement from the applicant
  - Applicants will be notified that their application has either been approved or not been approved
  - Successful applicants must agree the usage terms by signing and returning the signed application form to the school

**Facilities must not be used until the agreement has been confirmed in writing by the applicant.**

#### **Payment**

- Payment should accompany the signed application form returned by the applicant
- Where this is not feasible the school will issue invoices for the agreed fees as soon as possible after the school has been used
- Payment of invoices must be made to the Principal within 30 days

#### **Bad Debtors**

Where users fail to pay promptly on the invoices issued by the school, despite reminders, it may be necessary for the school to notify the EA Southern Region's Finance Department to instigate legal proceedings to recover outstanding debts. Where a debt is deemed to be irrecoverable or where the amount outstanding is too small to pursue further, the Chief Finance Officer may agree to such items being written off as bad debts.

## **Monitoring and Evaluation**

The policy will be monitored and evaluated on an ongoing basis through consultation with pupils, staff, parents and external support agencies.

## **Review**

A sub-committee of the Board of Governors will monitor and evaluate the effectiveness of this policy as part of a timetabled, on-going process.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

EA Southern Region  
Use of Schools and Colleges: Application

Name of Premises: Sperrinview Special School

Applicant/Group/Organisation: \_\_\_\_\_

Contact Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No: Home \_\_\_\_\_ Business \_\_\_\_\_

Invoice Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Facility Required: \_\_\_\_\_

Purpose of Use; \_\_\_\_\_

Equipment Required: \_\_\_\_\_

Period of Use: From \_\_\_\_\_ to \_\_\_\_\_ [inclusive]

No of Days: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

SCHOOL USE ONLY

Charges

Use of Facility	£
Caretaking	£
Heating	£
Use of Equipment [if required]	£ _____

Total \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

*I agree to the above arrangements and accept the conditions of use.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

EA Southern Region Groups Only

Payment by Journal Transfer Yes/No\* \*Delete as appropriate