

MANAGEMENT INFORMATION

SUBJECT:	Subsidised Use of Educational Premises
WORKING TITLE:	Subsidised Use of Educational Premises
DATE PUBLISHED:	March 2000
DATE EFFECTIVE:	1 April 2000
DISTRIBUTION:	All Headteachers of LEA Schools
FORMAT:	

EXPLANATORY NOTE

1 The standard unit charge to be used when calculating subsidised lets with effect from 1 April 2000 will be £10.50. For your information a copy of the revised Standard Scale of Charges is attached.

2 The level of subsidies applicable after 1 April 2000 are detailed below. As before, the suffix of the organisation's number denotes the level of subsidy.

	Previous subsidy level	New subsidy level
Suffix of A	100%	100%
Suffix of B	25%	25%
Suffix of C,D,E	Nil	Nil

3 Submission dates of Summary Returns 2000/2001 – a new schedule is attached.

4 An updated listing of Organisations and their subsidy levels is attached. This list supersedes all previous lists.

5 Attached please find a small supply of the revised Application to Hire School Premises (Form Schools 9) This form has been revised to reflect the current Health and Safety requirements and insurance coverage. Further copies may be ordered via your stationery requisition

ACTION REQUIRED

Make the person responsible for lettings at your school aware of this briefing note and its contents.

- To note and implement the change in unit charges as from 1 April 2000
- To ensure summary return forms are submitted in accordance with the stipulated timescale.

CONTACT Donna Riches

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**Norfolk County Council
Education Department**

Standard Scale of Letting Charges from 1 April 2000

These charges are for a standard length of session between the end of the school day and 10 p.m. This session is 4 hours unless otherwise stated below. For sessions shorter than the standard session the full unit charge applies. For sessions longer than the standard session the charge becomes pro rata.

All charges are expressed in units of hire. **The cost of a unit is £10.50** Thus a unit charge of 1.35 would cost £10.50 * 1.35 = £14.17

Accommodation	Monday to Friday	UNITS OF HIRE	
		Saturday	Sunday
		(Charges subject to VAT at 17.5% where applicable)	

Non-Sporting Use

One classroom	1.00	1.10	1.30
Each additional classroom	0.35	0.45	0.50
Hall or gymnasium (Note 1)	1.35	1.55	1.80
Playground for car parking (Note 2)	0.70	0.70	0.85

Sporting Use

Hall (Note 1)	1.35	1.55	1.80
Gymnasium - <u>per 2 hours</u> (Note 3)	1.70	1.95	2.25
Sports Hall - <u>per 2 hours</u> (Note 3)	2.40	2.80	3.20
Showers - <u>per let</u>	0.50	0.70	0.75
Swimming pool - <u>per hour</u> (Note 4)			
- Unheated open air	0.80	0.90	0.95
- Heated learner	1.00	1.20	1.25
- Heated improver	1.30	1.65	1.75
Football, rugby or hockey pitch - <u>per fixture</u> (Note 5)	1.05	1.05	1.25
Tennis or netball court <u>per hour</u> (Note 5)	0.15	0.15	0.20
Cricket pitch - <u>per match</u> (Note 6)	3.80	3.80	4.05
Cricket nets	1.05	1.05	1.20
Athletics - <u>per meeting</u> (Note 6)	5.20	5.20	5.40
<u>per training session</u>	1.05	1.05	1.20
Changing room - <u>per let</u>	0.35	0.45	0.50
Use of playing field for fetes etc.	1.60	1.60	1.80
Playground for car parking (Note 2)	0.70	0.70	0.85
Use of kitchen facilities (for making drinks) - per let	0.25	0.30	0.35
(for cooking) (Note 7) - per let	0.60	0.65	0.70

Additional charges

Each 1/2 hour or part thereof after 10 p.m.	0.35	0.35	0.45
Movement of up to 100 chairs	0.20	0.20	0.25
Over 100 chairs	pro rata	pro rata	pro rata

Timetable of Cut Off Dates for the Submission of Summary Returns of Subsidised Use
The Financial Year 2000/2001

	SUMMER TERM		AUTUMN TERM		SPRING TERM	
Period	26th May	20th July	20 th Oct	20th Dec	16th Feb	6th April
Ending	2000	2000	2000	2000	2001	2001
Submit	16th June	15th Sept	10th Nov	17th Jan	9th Mar	20th April
By	2000	2000	2000	2001	2001	2001
Payment	30th June	29th Sept	24th Nov	26th Jan	30th Mar	27th April
Processed	2000	2000	2000	2001	2001	2001

NOTE : Payments will be processed by the date shown and appear on the subsequent Budget Control Report.
 Lettings Returns should be sent for processing to : Central Admin.
 Education Department,
 County Hall,
 Norwich.
 NR1 2DL



APPLICATION TO HIRE SCHOOL PREMISES

PART ONE: ACCOMMODATION REQUIRED. (state number)

Name of School: _____

Classroom	<input type="checkbox"/>	Hall	<input type="checkbox"/>	Gymnasium	<input type="checkbox"/>	Sports Hall	<input type="checkbox"/>
Playground	<input type="checkbox"/>	Changing Rooms	<input type="checkbox"/>	Showers	<input type="checkbox"/>	Chairs	<input type="checkbox"/>
Swimming Pool	<input type="checkbox"/>	Football Pitch	<input type="checkbox"/>	Tennis Court	<input type="checkbox"/>	Playing Field	<input type="checkbox"/>
Hockey Pitch	<input type="checkbox"/>	Rugby Pitch	<input type="checkbox"/>	Cooking Facilities	<input type="checkbox"/>	Cricket Pitch	<input type="checkbox"/>
Net-ball Courts	<input type="checkbox"/>	Drinks Facility	<input type="checkbox"/>	Other	<input style="width: 100%;" type="text"/>		

PART TWO: HIRER DETAILS.

Name of Hirer: _____

Address: _____

Tel. No. _____

Name of Organisation: _____

Date of Hire: _____ From: _____ To: _____

Additional Booking Dates: _____

Purpose of Hire:(if fundraising state where proceeds will be applied) _____

Schedule No: (if claiming subsidised use) _____ Subsidy Level: _____

PART THREE: SWIMMING POOL HIRE ONLY.

Names of Supervisors/Lifeguards: (evidence of valid qualifications must be provided)

Member of school staff who will be on call whilst pool is in use:

Name: _____ **Tel. No.** _____

I have received a copy of the pool's normal and emergency operating procedures and have read and understood them. I agree to abide by them.

Signed: _____ **Date:** _____

PART FOUR: DECLARATION.

I apply for the use of the above accommodation and facilities and if my application is approved I will pay in advance all letting charges in accordance with the attached schedule of charges and agree to comply with the conditions overleaf. I have attained the age of 18 years.

Signed: _____ **Date:** _____

For Office Use Only:

Booking Confirmed

☐

Lettings Register No.

☐

Payment Received

☐

BOOKING CONDITIONS

All letting fees shall be paid in advance by the Hirer. Specific bookings may be made for single lettings or repetitive lettings during periods of up to 28 days, defined as one month. Where a hirer requires the use of a facility for, say a term, a specific booking for a month with a provisional booking for a further period may be accepted. At the expiry of each specific booking period, a provisional booking may be made specific for a further month. In the case of repetitive lettings, the charge for each specific month will be in accordance with the scale of charges applying in that month and must be paid in advance to cover the specific booking. A provisional booking may be cancelled by the hirer at any time, but specific bookings cannot be cancelled unless 14 days prior notice has been given by the hirer; where this period of notice has been given the fee relating to the cancelled booking may be refunded by the school. Where the school is obliged to cancel a specific booking for any reason other than at the hirer's instigation the fee relating to the booking will be refunded.

CHARGES

Schools may negotiate their own rates with hirers for non-subsidised use. Where the Authority gives a subsidy to users on the Authority's Schedule of Subsidised Users the maximum rates that may be charged are shown in the Authority's 'Standard Scale of Letting Charges'. This will be revised with effect from 1st April each year.

USE OF PREMISES

School Responsibilities

For the duration of the letting period schools will be responsible for ensuring the following provision:

- Adequate means of escape in an emergency
- Adequate equipment available for use should an emergency situation arise. This should include;
- Fire extinguishers, first-aid kit, access to telephone.
- Adequate heating, lighting and ventilation. This should include external lighting where required.
- Safe equipment and premises. Individual arrangements should detail which equipment should be used and which not.

Assistance available on call to deal with defects to school plant or equipment and ensure premises are secured. Sufficient information given to hirers on operation of plant, equipment and emergency facilities. (This will include, for pool hire, copies of the normal and emergency procedures)

Arrangements are in place to ensure the security of the premises at the end of the letting period if appropriate. In addition to the above provisions, schools must ensure that hirers will have adequate supervision in attendance during letting periods. For swimming sessions this will require evidence of valid life-saving qualifications being produced.

Schools will be required to carry out periodic monitoring of hire activities to ensure compliance with hire conditions.

Hirer responsibilities

For the duration of the letting period the Hirer will be responsible for ensuring the following:

- Adequate supervision is available
- Normal and emergency procedures are followed
- No school equipment, other than that specified at the time of letting, is used
- Familiarity with emergency equipment, such as fire extinguishers, alarms, telephone, first-aid facilities

An emergency evacuation procedure is established. This will detail who will be responsible for taking control, calling emergency services and where to assemble. Consideration should be given to the needs of any disabled participants.

Facilities and equipment are used in a responsible manner which does not compromise the safety of the users or the premises and equipment. This includes ensuring that; Alcohol is not consumed

Emergency exits, fire extinguishers, alarm points are not obstructed

Adequate walkways are available to allow free and easy access and egress

No gas cylinders or canisters are used inside the premises. Combustible materials are not placed adjacent to heat sources.

Equipment is used for the purposes for which it was designed

Flammable and/or hazardous substances are not to be used. Arrangements have been made to ensure the premises are secured at the end of the letting period if appropriate

Swimming Pools

Attention is drawn to the need for Life guarding supervision as detailed in the pool's operating procedures. In the event of the use of a pool for other than swimming purposes i.e. canoeing or sub-aqua then the supervision should be in accordance with the requirement of the national governing body for that activity.

COPYRIGHT

The hirer or his servants or agents shall not infringe any copyright, or performing rights and undertake to indemnify the County Council against the costs for infringement. The School/Lettings Officer will require from the hirer the sight of a licence to use sound recordings for any let where music is played. This includes the playing of radios, tapes, CD's, records. A licence may also be required for the performance of a dramatic or musical work.

(Hirers should be warned that the use of 'home produced' tapes is illegal)

CHARGES FOR SPORTING USE

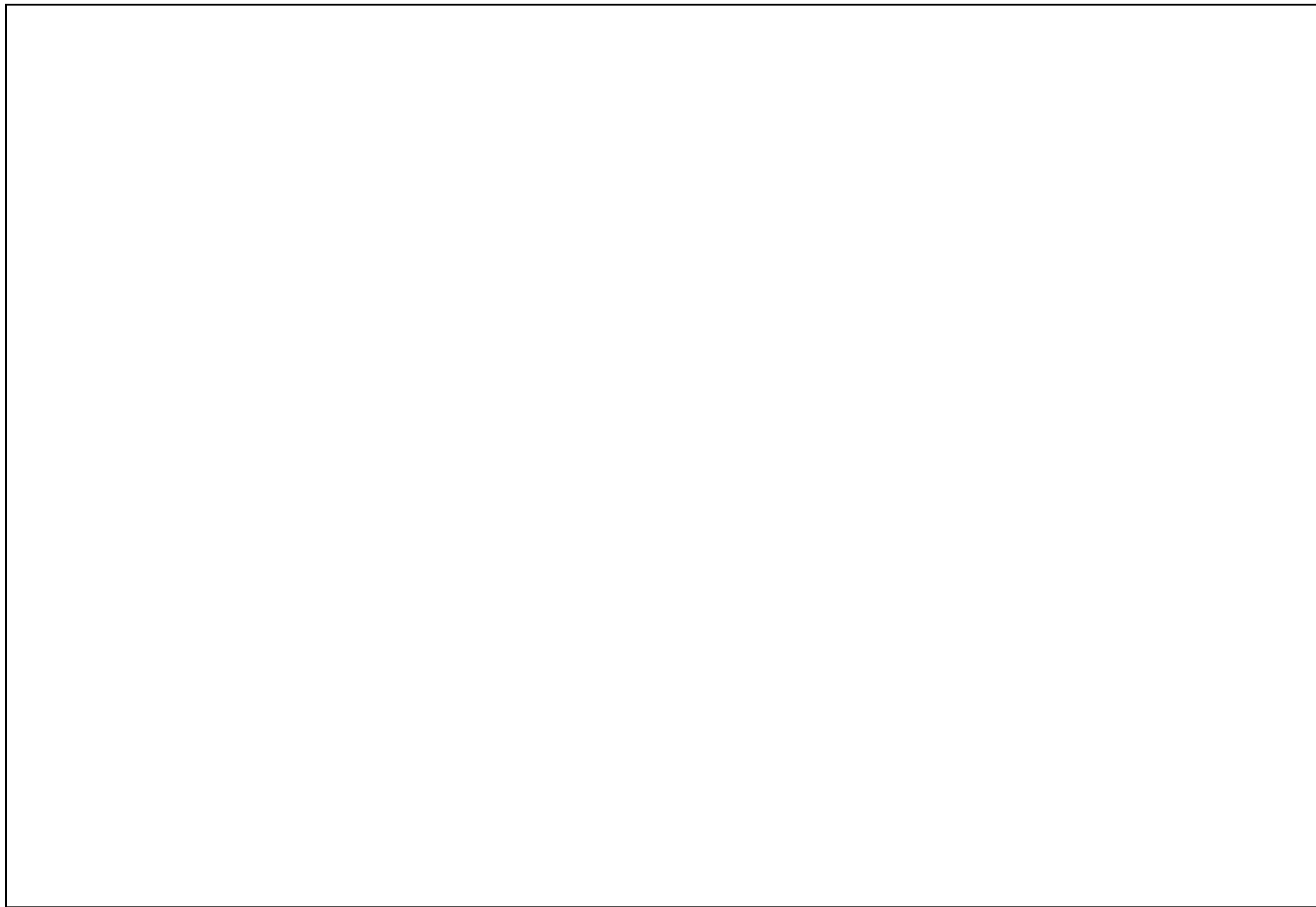
The hirer is reminded that the charges for Sporting Use relate to facilities available and at the standards provided for pupils. If a hirer should require facilities of a higher standard then the hirer will be responsible for the additional costs incurred by the school in meeting the special demands.

LIABILITY OF HIRER

The County Council shall not be liable for any injury or damage to or loss of property, which shall or may occur to the hirer, his assistants, servants or agents, or others entering on the property in the exercise or purported exercise of the hiring, with the exception of injury or damage as may occur by reason of the negligence of the County Council, its servants or agents acting within the scope of their authority. The hirer will therefore need to ensure adequate insurance is purchased to indemnify the negligent actions of the group, its servants, assistants and agents resulting in claims for injury and property damage* to members of the group, the County Council or others entering the property.

* Under the terms of the hire agreement with the County Council an insurance policy has been effected on the hirer's behalf by the County Council. This policy indemnifies the hirer against the costs arising from the

claims for damage to County Council property, which have resulted from the actions of negligence of the hirer. The cost of this insurance is included within the hire charges and the hirer will be responsible for the policy excess applicable



Notes to Letting Charges Schedule

- 1) This category includes dining halls where these are separate from the main school hall.
- 2) A charge should only be made where special parking facilities are provided for the general public e.g. spectators and caretakers' costs are involved. No charge should be made for members of the group hiring the school.
- 3) The hire of a sports hall or gymnasium for sporting use includes the cost of changing rooms. The use of changing rooms is mandatory for groups hiring these facilities.
- 4) The hire of a swimming pool includes the use of both changing rooms and showers.
- 5) These charges are calculated on the basis that lines are not freshly marked for the user. If fresh lines are required an additional fee of 1.05 units is applicable.
- 6) These charges include all special preparations. If users do not require fresh lines for an athletics meeting this should be charged at the rate for a training session. If users do not require a new wicket or fresh lines for a cricket match this should be charged at the rate for a net practice.
- 7) Cooking facilities may only be provided to properly trained personnel. Schools must refer to the guidance sheet on 'Use of and Access to Kitchen, Servery and Exclusive Use Dining Areas' before a let is confirmed.
- 8) All charges are calculated on the assumption the hirer lets the facility at the standard provided for pupils. If the hirer requires a higher standard this will be charged at a higher rate. Advice on appropriate rates can be obtained from the Education Department.

The set charges overleaf only apply to users with 100% subsidies. In the case of users qualifying for lesser subsidies the set charge reflect the maximum charge. Schools may charge less than the set charge.

Schools may charge what they wish for all lets by non-subsidised users (with a policy agreed by the Headteacher and Governors of that school).

