

# **SHIMNA INTEGRATED COLLEGE**

## **LETTING OF COLLEGE PREMISES POLICY**

The Board of Governors of Shimna Integrated College is keen to share our premises with our local community for activities compatible with the integrated ethos of the college, and which complement the interests of our students and staff.

Our aim is to foster goodwill, and the sharing of our integrated ethos with our local community.

The Board of Governors retains responsibility for the premises and grounds of the college.

In considering requests for the use of the college premises and grounds, the Board of Governors will give due regard to the following:

The integrated ethos of the college

- The various Acts which cover discrimination as well as Human Rights legislation;
- The need for assurance that any group using the premises has effective policies and procedures for safeguarding children and for child protection;
- The need for a named and appropriate person to accept responsibility for opening and securing the premises and grounds;
- The need to ensure that the group using the premises has appropriate supervision in place;
- Clear and reasonable conditions covering the letting, which will include appropriate indemnity cover, fire and emergency regulations and procedures including assembly points, the name and contact details of the person to contact for the college in case of emergency and the name and contact details of the responsible person for the user group;
- Clear charging structure.

### Insurance Cover

The Board of Governors will need to be satisfied that the user group has appropriate and up to date insurance cover for any activities they carry out on college premises.

### Principles of Charging

The Board of Governors seeks to ensure that the college does not bear costs in relation to groups using the premises or grounds. However, the Board of Governors does not seek to make profit from user groups. The purpose of making available the premises and grounds is to generate goodwill and to share our integrated ethos.

Charges will reflect the need to cover the costs of: heating; lighting; building maintenance; caretaking and cleaning; access and security; ensuring that the college is ready for use on the next school day.

### Charging Structure

Our policy is to sustain the school premises as an integrated space for the community.

Groups which have funding, and groups which are part of a business are charged £25 per session. Groups which do not have funding and are not a business are welcomed on the basis of the benefit of community goodwill and gift in money/kind when possible, at a suggested rate of £10.00 and hour.

For the first group, we maintain a consistent charge. For the second group we maintain a consistent welcome on the basis that their use of the premises fulfils our mission to community and also makes the school known within the community.

### Arrangements for Processing a Request for Use of the Premises or Grounds

All new requests should be submitted in writing to the Board of Governors. Taking account of the views of the principal and facilities manager a decision is reached by the premises committee and recommended to the Board of Governors. One off, short term, or use requested by a group known to the college, use which clearly fits within the ethos of the college and can be easily accommodated within the normal running of the college, may be determined by the principal. Each use by an external group should in all cases be reported to the Board of Governors.

Where charges are made, an invoice should be raised by the Finance and Personnel Coordinator of the college, and all monies should be receipted and banked.

### Additional Considerations

Educational considerations take precedence over any other use.

The college is a no smoking premises and grounds.

Access to the college kitchen and dining room must be arranged additionally with the canteen manager.

**The Board of Governors agrees with, and fully supports the contents and implementation of this policy.**