



Education Space and Room Bookings Policy

Policy:	Educational Space and Room Bookings Policy
Classification:	Buildings and Properties
Author:	Director of Estates
Effective From:	1 st September 2016.

1.0 Purpose

The purpose of this policy is to provide guidelines for agreeing the use of St Vincent College space by external organisations or individuals. In all cases the proposed use must be compatible with the mission and policies of the College and does not interfere with normal College requirements.

All those involved in formalising agreements should exercise responsibility in order to protect the legal and other interests of St Vincent College.

Based on the principle that all Education Space is a shared resource between St Vincent College and Community use; educational space and room booking priority is given to educational activities, which include examinations and formal teaching activities.

2.0 Scope

A booking, or letting, is defined as *any use of the College's building and grounds by parties other than the College*. Use of the premises for activities such as staff meetings, Governing Body meetings or where learners are supervised by College staff, are considered College related and do not require a letting agreement.

2.1 This policy applies to all external users of Education Space in St Vincent College and aims to:

- Formalise the room booking policy and the range of facilities available
- Ensure that all users who book rooms are aware of their responsibilities when using the facilities
- Ensure that all users (including employees and community users) are aware of the action which may be taken as a consequence of a failure to act with the spirit of the policy.

3.0 Responsibilities

3.1 Director of Estates

- Ensure appropriate rigor and due diligence in development/revision of the Educational Space and Room Bookings Policy
- Ensure that third party hirers are aware of and understand the implications of this policy and related procedures
- Monitor compliance with College policy and related procedures, including the

- Heath and Safety Policy and the Safeguarding Policy.
 - Provide an annual summary of room bookings as well as any year-to-date bookings/vacancy reports
 - Revision of the policy and any procedures as required
 - Generate income through the hire of College facilities.
- 3.2 Facilities and Lettings Co-ordinator
- Check availability and administer requests for bookings
 - Maintain a record of all bookings
 - Liaise with the Director of Estates, where necessary, to ensure bookings are practicable
 - Report any concerns regarding bookings to the Director of Estates
 - Inform the user that smoking permitted in designated areas only
 - Advise the user of any known hazards prior to their letting commencing and will request that the user notify the college of any hazards during the letting
 - Provide the user with details of emergency procedures
 - Advise the user of the need to keep a register during their letting for use in an emergency evacuation
 - Advise the user of the need to complete a College Accident/Incident Form in the event of an accident or incident occurring on the premises
- 3.3 Premises Staff
- Prepare room/space and equipment as requested and ensure it is suitable and safe for the user's use
 - Monitor use of the room/space and equipment and report any concerns to the Director of Estates
 - Check that the room/space and equipment has been left in a safe and clean condition.

4.0 Safeguarding including Preventing Terrorism and Radicalisation

4.1 The College's Safeguarding Policy must be consulted and followed when dealing with external organisations that work with children or young people. Those organising or facilitating use of the college facilities, must have in place procedures designed to protect children and young adults. The college will ask for evidence of such procedures.

4.2 All users must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the Principal, or their Deputy, before approval is given.

4.3 Hirers must not act or support activities that may be deemed discriminatory against any group or sector of the community on the grounds of age, race, gender, disability or any other legally protected characteristics.

4.4 The college reserves the right to carry out 'spot checks' during any hire period and to cancel any booking if it believes the activities are contrary to the college's safeguarding principles.

4.5 The Director of Estates will submit an incident report if he suspects that the letting or gathering has been used for political purposes (not previously authorised by the Principal), the dissemination of inappropriate material, or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way.

5.0 Activities held in classrooms shall conform to standards and practices that:

- Respect St Vincent College ownership of all physical assets in those rooms
- Maintain good order and demonstrate appropriate respect for those using adjacent spaces as well as those who follow
- Use AV, lighting, and other room-based systems in a manner that is consistent with their intended educational purpose

Users have responsibility to maintain the good order of the classroom and will be held liable for any damage incurred during the event. Damage to any space or room, or contents therein, will result in a charge to cover any damage/additional housekeeping required. The following activities must be avoided:

- excessive/disruptive noise
- dance/exercise or physical activity better suited for a fitness center or gym
- activities creating excessive waste
- attaching things to walls, doors, windows, lecterns or any other surface with materials that might damage finishes
- removal of furniture, equipment, or supplies from classroom/building
- misusing furniture
- inappropriate use of AV equipment or use incompatible with St Vincent College educational mission
- hanging anything from ceilings
- removing St Vincent College approved signage
- running extension cords that present tripping hazards

Failure to comply with the above may jeopardize the user's ability to reserve our college space in the future.

6.0 Insurance

6.1 The College's Third Party Hirers Liability Policy covers the user against any claim made for injury and or damage to third parties as well as damage to the hired building as a direct result from the hire. This policy is designed to cover hirers for low risk one-off type hires such as a member of the public hiring the hall for a wedding/birthday party or a regular meeting/gathering for discussion purposes.

6.2 Insurance is not designed to cater for any private activity groups or sports clubs which are run on a commercial basis. Such groups will be asked to produce evidence of their own public liability insurance cover for a minimum of £2m or £5m for more hazardous activities (i.e. Karate or gymnastics). They should also produce evidence of their employers liability should this be applicable.

Date approved by SMT:

Date approved by FGB:

Review date: July 2019