



HIGHFIELDS SCHOOL MATLOCK

INFORMATION PACK FOR HIRERS OF FACILITIES

September 2021

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Procedures

INFORMATION FOR OUTSIDE USERS

Welcome to Highfields School. Here are some guidelines to follow to ensure everything runs smoothly:

- There is a limited amount of equipment available (eg football nets). Please report any defects as soon as possible.
- We would be very grateful if you would place any litter in the rubbish bins and leave the areas used clean and tidy. Please note that smoking (including e-cigarettes) is not allowed on the site and chewing gum should not be used.
- Please report any site issues and report accidents on site to the school at the earliest convenience.
- Please note where the car park barriers are and ensure that your vehicle will not be locked in.
- Additional note for Starkholmes gym users: please tell your members/parents not take their vehicle down to the gym; there should be cones indicating the boundary – this is for road safety reasons. Also, please walk round to the gym rather than cutting through the school, as there will usually be either a letting or school activity in the main building.
- Additional note for all-weather pitch users: please see additional information sheet and requirements including permitted footwear (9.2.11).
- Your letting only covers use of the agreed areas of the school.
- The school reserves the right to cancel bookings and will give as much notice as is possible. If you need to cancel, please contact the school as soon as possible and ensure you have received an acknowledgement. Charges may be incurred.
- In the event of heavy snow, it is very likely that the school will not be open for lettings. You will be contacted if this is likely to affect your booking.
- You will be invoiced for the dates/times used which may differ from those listed on the offer letter. Please check the 'VAT rule' if appropriate.
- Evacuation of premises – please refer to the separate sheet.
- Emergency – Riber Security carry out locking up of the school after 7.00 pm (earlier during school holidays) and on school closure days. Their telephone number is 0845 548 7124. There may be additional unlocking/locking charges during school holidays/INSET days.
- Please ensure you vacate the room/space promptly ready for the next user or for locking up.
- GDPR requirements: please let me know if you find any confidential information, lists of student names, etc – or if you have any concerns relating to data protection.

We appreciate your co-operation with this. Thank you for using the school's facilities.

D Peet, Health & Safety and Premises Manager/Lettings Manager
01629 581888, ext 163, direct line 01629 832349, dpeet@highfields.derbyshire.sch.uk



EMERGENCY EVACUATION

QUICK REFERENCE FOR OUTSIDE LETTINGS/ OUT-OF-HOURS USERS

- Fire alarm goes off
- Call all group together and exit quickly and calmly by the nearest safe exit to an appropriate assembly point
- Ensure that everyone is accounted for
- Do not re-enter the building until given the all clear by a qualified person
- Dial 999 and request Fire & Rescue Service to attend (see addresses below)
- First County Monitoring (alarm company) will receive an automatic notification
- If necessary, contact Riber Security, 0845 548 7124
- Please report alarm activations and/or building evacuations to the Health and Safety Officer at the earliest convenience

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Lumsdale (Upper) Site
Upper Lumsdale
Matlock
Derbyshire
DE4 5NA

Starkholmes (Lower) Site
Starkholmes Road
Matlock
Derbyshire
DE4 3NN

Reviewed by D Peet, September 2021



Procedures

COVID-19 INFORMATION FOR OUTSIDE USERS

Welcome to Highfields School. We are very pleased to re-open after over 18 months due to the Covid-19 pandemic. Measures to keep everyone safe will continue; here are some instructions to help with this.

- If you have Covid-19 symptoms, have had a positive test result (lateral flow or PCR) or have been told to isolate, **PLEASE DO NOT ENTER THE SITE (INSIDE OR OUTSIDE)**.
- Close contacts – guidance is updated by the Government – please follow any instructions and inform the school as required.
- Outside lettings: As the chance of infection is significantly reduced, there are no restrictions in place at the time of writing. However, please ensure you enter and exit promptly at the hire times to reduce mixing with other groups.
- Inside lettings: Blue roll and spray will be available for your use. It would be appreciated if an adult would wipe round regularly touched areas used – door handles, light switches, hand rails.
- Sports Hall/Gym lettings: There is a gap of 15 minutes between lettings is to reduce mixing and to give time for wiping round.
- Inside lettings: Where possible, please allow for improved ventilation.
- Please make good use of the hand washing troughs and/or sanitising units provided.
- If the school has to cancel due to a lockdown or any other reason related to Covid-19, you will be contacted about cancellation. If this breaks the 10 session pattern for sports lettings, unfortunately VAT will be added to your invoice.

If you have any queries, please contact us to discuss them.

We appreciate your co-operation with this. Thank you for using the school's facilities.

D Peet, Health and Safety Officer/Lettings Manager
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Procedures

TERMS AND CONDITIONS FOR HIRING THE SCHOOL FACILITIES

A. Bookings/Payments

1. The hirer shall pay the charge requested on receipt of an invoice. Prices and discounts are approved by Governors and the Headteacher. VAT will be added to sports lettings which are less than 10 weeks and with a gap of 2 weeks between, in line with DCC regulations.
2. The Governing Board reserves the right to adjust the hiring charge should the hire period extend the period originally agreed, or if there are circumstances which require an increase (to be communicated to the hirer).
3. The school reserves the right to refuse any application.
4. The school reserves the right to cancel/postpone bookings if the facilities are required for the purpose of education and/or school business, or for emergency repairs or maintenance, inclement weather, Force Majeure, Acts of God. The school will endeavour to give as much notice as possible and will ensure that the hirer is not charged for this.
5. If hirers need to cancel, they must give as much notice as possible. Cancellation charges may be charged at the discretion of the school. Costs to the school as a result of cancellations will be passed on to the hirer as the school cannot subsidise this cost. Also, repeated cancellations will need to be referred to the Headteacher for review.
6. No payment should be made to staff, other than that invoiced. A receipt should be obtained for cash payments.
7. The hirer may not sub-let the premises.

B. Hirer's Responsibilities

8. Hirers should be aware of safeguarding issues associated with school sites.
9. Hirers to ensure that activities carried out on the premises are appropriate and previously agreed with the school, and that there is adequate adult supervision. Consideration should be given to other users, to owners/occupiers of any neighbouring or adjoining property and members of the public.
10. Where there is a large gathering of people, such as a concert or a dance, the hirer should ensure that there are appointed stewards to maintain order throughout the period of the letting.
11. Any damage to the school property or premises must be paid for by the hirer.
12. Hirers should vacate the premises by 10.00 pm unless a specific agreement has been reached beforehand.
13. Pianos, furniture and equipment must not be moved or used without permission. No property should be removed from the school.



Procedures

14. Users of the premises are responsible for their own safety; any accidents or injuries should be reported to the school at the earliest convenience.
15. Care should be given to the floor coverings; no footwear which will damage floors should be worn.
16. Parking is at owners' risk. Parking should not obstruct neighbouring properties.
17. Loss/theft/damager of personal property is at owners' risk.
18. Hirers should ensure they leave the premises in a clean and tidy condition. Any damage or concerns should be reported to the school.
19. Any defects relating to the premises should be reported to the school.
20. If hiring the all-weather pitch, please refer to the separate information and requirements (9.2.11).

C. Insurance/Legal/Copyright Matters

20. Hirer to agree to abide by the terms of the insurance policy taken out by the County Council to protect 'voluntary groups' and other hirers who are not 'Registered Companies' * and to pay the first £100 of each and every claim in respect of damage to the buildings and contents (See 27 below).
 - * Insurers exclude from the cover use of premises by organisations that are able to make their own insurance arrangements, i.e. Professional Entertainment Promotions, Registered Companies, Scout or Guide Groups, Sports Clubs, Political Parties etc.
21. Hirer to ensure that no gambling or any other objectionable conduct takes place on the premises.
22. Hirer to obtain any necessary permission from the owners of copyright in musical, dramatic, literary and other works as required by the Copyright Act 1956, and to indemnify the County Council in respect of any infringements of such copyright.
23. Hirer to complete and despatch to the Performing Rights Society Limited, on a form to be provided, a list of musical works, whether published or in manuscript, performed at the premises vocally, instrumentally or mechanically at entertainments for which a charge for admission is made. **N.B:** if the necessary form is not issued by the Clerk to the Governors of the school, a copy may be obtained on application to the Chief Education Officer, County Education Office, Matlock.
24. Hirer to secure a licence in accordance with the Licences Act 2003 (previously the Theatres Act 1968) in respect of the performance of any play.
25. Hirer to secure a licence for the sale of intoxicating liquor.
26. Hirer to agree to abide by other regulations as directed from time to time by the Governors Or Local Authority.



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27. **Conditions of Insurance Policy**

The insurance provides an indemnity to the hirer (as outlined in 20 above) in respect of third party claims arising out of the negligence of the hirer during use of the premises. It applies only where legal liability exists and operates where following a negligent act, a visitor or third party other than an employee of the hirer suffers personal injury or damage or loss. Claims are payable up to a maximum limit £2,000,000 for any one accident or occurrence. Employees of the hirer are covered in respect of damage or loss.

The insurance also indemnifies the hirer against legal liability for damage to the hired building and its contents up to a maximum of £50,000 (£2,000,000 in respect of fire damage). The hirer is liable for the first £100 of each and every claim.

28. Licences, where needed, such as temporary events notices or for the provision of alcoholic drinks, must be obtained by the hirer at their own expense.

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Procedures

LETTINGS CHARGES (PUBLIC DOCUMENT) FROM 1 SEPTEMBER 2021

LUMSDALE

AREA/ROOM	HOURLY RATE
Sports Hall with changing rooms and locking up – all uses Holidays/weekends will incur locking charges (£10 per lock/ unlock)	Adult £35 Junior £25
Wheeldon Hall	£32
Coffee Bar	£22
School Kitchen (subject to agreement with DCC Catering)	£32
Specialist classroom or teaching area	£25
General classroom	£15
Sports field with changing rooms	£22
All-weather pitch – see Appendix 9.2.1B	See App 9.2.1B
Hard surface courts	£10 per court

LUMSDALE CRICKET NETS

Local junior cricket teams and Cricket Governing Body	No charge
Other groups	£30 per session

STARKHOLMES

AREA/ROOM	HOURLY RATE
Gym with changing rooms – locking by arrangement, may be subject to charging at £10 per lock/unlock	Adult £30 Junior £20
Dance Studio	£25
Bowler Hall with dining area and changing rooms	£32
School Kitchen (subject to agreement with DCC Catering)	£32
General classroom	£15
Specialist classroom or teaching area	£25
Sports field with changing rooms	£22

DISCOUNTS

HIRER(S)	REASON FOR DISCOUNT
Junior sports clubs	School age users
Sports camps, holiday clubs etc	Day rates on application
Other discounts/ departure from policy	Various reasons to be agreed with the Headteacher and approved/minuted by Governors



Procedures

ADDITIONAL COSTS

	COST
Locking and unlocking	As required at cost
VAT	20% if charged
Grand piano	Tuning fee unless hirer arranges own
Use of theatre lighting system	N/A
Technician to set up lights	On application
Portable staging set out and removal afterwards	£75.00
Black staging set out and removal afterwards	£25.00
Chairs set out	£15 per 200 chairs
Caretaker present and on duty	N/A
Technician present and on duty	On application
Additional cleaning	As required
Other costs	As required

VAT FOR SPORTS LETTINGS

VAT is charged on sports lettings unless:

1. Ten or more consecutive lettings (no more than 14 days apart) take place for the same sport in the same place.
2. Cancellations by either party causing a gap of more than 14 days will be subject to VAT, whatever the reason for the cancellation.

Areas of the school affected by the VAT rule are All-weather Pitch, Sports Hall, Gymnasium, Dance Studio, tennis courts, sports fields but this is only for **sports** use. If these areas are used for **non-sporting** activities, VAT is not chargeable. If in doubt, sports use can be defined as an activity which requires participants to wear sports clothing and footwear.

OTHER INFORMATION

Hirers will be given an information sheet at the beginning of their hire period. Any concerns should be reported to the school at the earliest opportunity.

The school is not available for events which are 'open' (ie no ticket sales or register) for safeguarding and security reasons. Similarly, the school is not available to hire for parties, receptions, etc.

Please see the terms and conditions o

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Procedures

CHARGES FOR ALL-WEATHER PITCH

Hourly hire charges

Hire Type	Peak			Off Peak		
	September - April (30 weeks)			Holiday & Summer Use (18 weeks)		
	Full Pitch	Half Pitch	Quarter Pitch	Full Pitch	Half Pitch	Quarter Pitch
Juniors	£75.00	£40.00	£20.00	£40.00	£20.00	£10.00
Adults	£80.00	£50.00	£25.00	£45.00	£25.00	£15.00
Commercial	£90.00	£60.00	£30.00	£60.00	£30.00	£15.00

Match play charges (any time/season) – may be subject to change due to academy conversion

Match Type	Pitch	Duration	Cost
5v5 (Mini Soccer)	Quarter Pitch	1 Hour	£15.00
7v7	Half Pitch	1 Hour	£20.00
9v9	Half Pitch	1 Hour 30 Minutes	£35.00
11v11	Full Pitch	2 Hours	£60.00

Additional charges may be made for changing rooms if required – this will be £10 per hire.

Toilets will be accessible on request. An additional charge may be required if unlocking is needed at £10 per hire, but will be included in the hire charge if the toilets are already unlocked – this will be confirmed with your booking.

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Procedures

LETTINGS/HIRING OF FACILITIES

CANCELLATIONS

ARTIFICIAL ALL-WEATHER PITCH, LUMSDALE:

If the school has to cancel for any reason, you will not be charged or will be refunded if already charged. This may affect VAT if it interrupts a 10-session run - this is outside the school's control.

If the hirer cancels, there will be no refund unless the slot can be re-booked by another hirer.

SPORTS FACILITIES OTHER THAN THE ARTIFICIAL PITCH:

If the school has to cancel for any reason, you will not be charged or will be refunded if already charged. This may affect VAT if it interrupts a 10 session run - this is outside the school's control.

If the hirer cancels, there hirer will be charged for any cost to the school.

VAT

VAT is charged on sports lettings unless the booking consists of 10 or more consecutive lettings (no more than 14 days apart) which take place for the same sport in the same place.

Cancellations by either party causing a gap of more than 14 days will be subject to VAT, whatever the reason for the cancellation.

Areas of the school affected by the VAT rule are:

LUMSDALE - All-weather Artificial Pitch, Sports Hall, tennis courts, sports field.
STARKHOLMES - Gymnasium, Dance Studio, sports fields (the tennis courts are not currently available for hire).

This is only for **sports** use. If these areas are used for **non-sporting** activities, VAT is not chargeable. If in doubt, sports use can be defined as an activity which requires participants to wear sports clothing and footwear.



Procedures

INSTRUCTIONS AND INFORMATION FOR USERS OF THE ALL-WEATHER PITCH

A. General

1. Your booking should be confirmed by the school before the commencement date and time.
2. Please refer to other lettings policy documents.
3. Please allow previous users to exit before moving onto the pitch you are hiring and report any delays to the school.
4. Please exit the pitch promptly at the finishing time of your session.
5. You will be given instructions about floodlights and other equipment before your first session commences.

B. Care of the pitch including footwear

1. To enjoy, protect and ensure the longevity of the surface please help by observing the instructions.
2. Boots should be clean of loose mud and grass.
3. Only players and coaches should be on the playing surface Spectators must remain outside the fence or in the spectator area.
4. No glass bottles or cans. No smoking, food or chewing gum.
5. Please clear up litter, loose tape, plastic bottles and other waste, before leaving the pitch.
6. Please report any defects or concerns to the school at the earliest opportunity.
7. Areas will be checked and charges made for deliberate damage or negligence where there is sufficient evidence.
8. Incorrect footwear may damage the turf, but more importantly may increase the risk of injury. Guidance from the surface manufacturer is as follows:

RECOMMENDED:

- Boots with moulded or screw-in rubber or plastic studs.
- Boots with short rubber or plastic blades.
- Specialist, multi-pimple synthetic turf trainers.

ALLOWED:

- Boots with long screw-in plastic studs.
- Boots with short metal or metal tipped studs.

NOT ALLOWED:

- Flat soled shoes/trainers (except for first aiders).
- Boots with long metal or metal tipped studs.
- Boots with long blades.

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