

# **Bicester Technology Studio**

## **Community Use Policy**

### **Introduction**

Bicester Technology Studio (BTS) has a number of facilities that are available for hire outside the school teaching day. The Board of Governors are keen that the new facilities are made available to the local community and wish to develop partnerships with local community groups to support local activities.

### **Aim**

The school is willing to let its property for the following reasons:

- To promote the sensible and just use of its property for the mutual benefit of the school, groups and individuals in the community
- to raise revenue which will be used for the educational advantage of the students at the school.

### **Operation**

#### **Conditions of use**

- Users must be prepared to accept full responsibility for the proper use and care of the premises they occupy at all times and invoices are to be paid promptly.
- Users are responsible for the cost of making good any damage caused to the building fabric or services during the hire period. All instances of damage are to be reported to the Site Standard and Maintenance Office of the school as they occur.
- The hours during which the premises may be occupied will be shown on the letting agreement and occupiers are to ensure that no persons enter or remain on the premises outside these hours. The premises must be entirely vacated including removal of all property indicated on the agreement
- The school may close the accommodation for such periods as may be necessary from time to time for the carrying out of maintenance works.

- No occupation will be permitted, which, in the opinion of the school, is likely to create any disturbance, cause any inconvenience to the residents in the neighbourhood, interfere with any occupiers or other hirers.
- The hirer may not assign the benefit of the hiring nor permit the use of the accommodation to any other party.
- The use of the school accommodation for gambling and political purposes is strictly forbidden.
- Decorations, flags or emblems are not permitted without the prior consent of the UTC.
- Refreshments are not to be brought onto the premises unless prior consent of the school has been obtained.
- All hirers must complete the school Facilities Hire Agreement form.

### **Charges**

A charge will be made for the use of the accommodation in accordance with the school's current tariff. This charge includes the cost of heating, lighting and the use of furniture as agreed at the time of signing.

The hirer must give at least ten working days' notice to cancel, prior to the hire.

### **Loss and liability for damage**

The school accepts no responsibility whatsoever for the loss of or damage to the property of the hirer or any other person using the accommodation. To the extent permitted by the UNFAIR CONTRACT TERMS ACT 1977, the hirer shall save the Academy harmless and keep it indemnified from and against all actions, claims, demands, costs, losses and expenses which may be brought or made against it or sustained or incurred by it howsoever arising directly or indirectly out of or in connection with the permission to use the accommodation in the respect of any occurrence including: death or personal injury to any person; loss or damage to any property of the academy, the hirer or any other person; and shall not make any claim against the academy in respect of such matters.

### **Monitoring and Evaluation**

The Board of Governors and Principal will monitor the operation and effectiveness of the School's Community Use Policy at specified intervals.

Policy Written: May 2016

Policy Review Date: 31st August 2017