

THE HIGHLAND COUNCIL: BOOKING FORM - SCHOOL FACILITIES

Notes for Applicants

- Please refer to the information in the Conditions of Let and Table of Charges
- Please complete Sections 1 – 4 of this form fully to ensure that the let can be processed
- Please return the completed form to the school a minimum of **10 working days during term time** before the Let is required
- Please note, longer notice may be needed if the request relates to school holidays
- It will also not normally be possible to accept any bookings for the use of school premises/resources over the Christmas and New Year periods.

SECTION 1: DETAILS OF REQUIREMENTS

1.1 Date of Application:			
1.2 Is this a School Event only Y/N:			
1.3 Name of School			
1.4 Purpose of the Let:			
Fitness Class (Yoga/Zumba etc)	<input type="checkbox"/>	Charity/Community Events (Blood Donation, Fundraising etc)	<input type="checkbox"/>
Creative Arts (Music, Crafts, Art)	<input type="checkbox"/>	Concerts/Dramatizations	<input type="checkbox"/>
Workshop/Instruction	<input type="checkbox"/>	Uniformed Groups (Brownies, Guides, Scouts etc)	<input type="checkbox"/>
Team Sports (Football, Rugby, Hockey, Badminton etc)	<input type="checkbox"/>	Commercial Activities	<input type="checkbox"/>
Meetings Conferences	<input type="checkbox"/>	Youth Activities	<input type="checkbox"/>
Celebrations (Discos/Weddings/Ceilidhs)	<input type="checkbox"/>	Highland Instrumental Activity	<input type="checkbox"/>

SECTION 2: DETAILS OF ORGANISATION/INDIVIDUAL REQUIRING LET

2.1 Main Contact: The person to whom confirmation of the booking and the invoice should be sent. Please provide an e mail address where possible as confirmations will generally be sent by e mail	
2.2 Name of Organisation	
2.3 Contact Address	
	Post Code:
2.4 E mail Address	
2.5 Main Contact Tel:	
2.6 Name of person(s) in charge of /supervising let (if different from 2.1 above)	
2.7 Is this an instructed activity?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.8 Mobile No(s) of person(s) in charge of/supervising let (if different from 2.5 above and who can be contacted in event of accident/emergencies)	

SECTION 3: ACCOMMODATION REQUIREMENTS

3.1 Facilities/Resources Required
 (Please see Table of Charges for definitions of accommodation then tick all relevant boxes and provide details of any additional requirements you have)

Classroom/Meeting room	<input type="checkbox"/>	All Weather Pitch	<input type="checkbox"/>
Small Hall/Gym /dance studio	<input type="checkbox"/>	Grass Playing Field/Track	<input type="checkbox"/>
Large Hall/ Games Hall (3/4 badminton court)	<input type="checkbox"/>	MUGA (Multi use games area)	<input type="checkbox"/>
Theatre	<input type="checkbox"/>	Lighting	<input type="checkbox"/>
Whole School	<input type="checkbox"/>	Changing Facilities	<input type="checkbox"/>

***Please note this form does not cover the use of dining halls, kitchens or equipment belonging to Highland Catering Service. For use of these and details of charges please contact Catering Officer for your area: (North: Hayley Owen , ☎01463 668643 or email hayley.owen2@highland.gov.uk) (South: Bob Gray ☎01463 668642 or email bob.gray@highland.gov.uk) or (West: Kevin Fraser ☎01397 707385 or email kevin.fraser@highland.gov.uk)**

Other requirements

(Please let us have details of any accommodation other than those listed above that you need together with other requirements you may have e.g. for equipment, layout of room etc)

3.2 Days, Dates & Times Let RequiredPlease tick relevant box : Once-only event Recurring event Out-with Term time **Please note**

- For a once-only event, please complete **the first 5 columns** of the table below
- For a recurring event, please complete **all columns** of the table
- Please note it is preferable that recurring bookings are accepted for a single school term at any one time. Details of school terms can be found on this link http://www.highland.gov.uk/info/878/schools/32/school_term_dates

Day(s) of Week	From (dd/mm/yy)	To (dd/mm/yy)	From (Time)	To (Time)	No of occasions/weeks

3.3 Estimated Numbers attending	Adults		Under 18s		Full Time Students	
3.4 Charges made to participants	Adults	£	Under 18s	£	Full Time Students	£

3.5 Important Note Regarding Child & Adult Protection

All organisations/individuals providing services for children, “protected adults” or adults who may be at risk are required to have read and can confirm that they comply with “Child & Adult Protection Guidance for Community Groups”. Please refer to the Conditions of Let and tick the relevant box below. All applicants must tick one of the boxes:

- Our/my activities involve working with these groups and we/I have read and comply with the relevant guidance
- Our/my activities do not involve working with these groups

SECTION 4: DECLARATION

4.1 Please tick this box to confirm that you have read and agree to abide by the Conditions of Let should this booking be accepted (otherwise Lets can not be processed)

4.2 Please sign below:

Signature:

Date:

Position in Organisation (e.g. Chair/Secretary)

PLEASE RETURN COMPLETED FORM TO YOUR SCHOOL

Note for Applicant – You will receive a confirmation e mail when the booking has been accepted. Please note that bookings are subject to the Table of Charges which will change from 1st April each year

SECTION 5: FOR SCHOOL USE ONLY**BOOKING APPROVAL SECTION – TO BE COMPLETED IN FULL BY HEAD TEACHER**

5.1 Who will service the Let? Please tick relevant box and complete contact details	<input type="checkbox"/> FM/Janitor <input type="checkbox"/> Cleaner <input type="checkbox"/> Other school staff <input type="checkbox"/> HLH Staff	Name of Person Servicing Let Telephone Number(s)
5.2 Servicing Required Please tick relevant box	<input type="checkbox"/> Open Only <input type="checkbox"/> Open & Close Only	<input type="checkbox"/> Close Only <input type="checkbox"/> Open & Close & remain in attendance
5.3 Are the facilities/resources requested and the date and times available?		
<input type="checkbox"/> Yes – proceed to 5.4 <input type="checkbox"/> No – Notify applicant and advise of alternative times/dates		

5.4 APPROVAL OF LET:

Signed:

(School Designation)

Date:

ACTION BY SCHOOL FOLLOWING APPROVAL

When the form has been fully completed and approved please scan a copy and send it to all of the following:-

- To the Shared Business Support Team generic mailbox for your area
- To FM/Janitor/School Staff servicing the Let

School = Once form completed in full and approved, please forward to Shared Business Support for confirmation of Let to Organisation. Please note 10 day’s required for issuing of Permits.

SECTION 6: SHARED BUSINESS SUPPORT USE ONLY

Let Reg No _____

Cancellation(s) Received Yes No

Invoice No(s) _____

Cancellation (date(s)) _____

Highland Council Lets Price List Apr 2018 – Mar 2019

Ref	Facility	Duration	VAT	Band A	Band B	Band C
1	Classroom/ small meeting room/ staff room or space of equivalent size	Per hour		£10.00	£22.00	£79.80
2	Large meeting room/ community room or space (1-2 badminton court size)	Per hour		£17.70	£26.40	£91.50
3	Small Hall/ dance studio/ gym equivalent to 1-2 badminton court size (non-sporting or recreational activity)	Per hour		£17.70	£26.40	£91.50
4	Small Hall/ dance studio/ gym equivalent to 1-2 badminton court size (sporting or recreational activity)	Per hour	inc VAT	£21.30	£31.70	£109.80
5	Games Hall/ social space or space equivalent to 3-4 badminton court size (non sporting or recreational activity)	Per hour		£39.20	£51.35	£162.60
6	Games Hall/ social space or space equivalent to 3-4 badminton court size (sporting or recreational activity)	Per hour	inc VAT	£47.10	£61.70	£195.20
7	Theatre (subject to availability)	Per hour	inc VAT	£45.20	£58.50	POA
8	Grass Playing Field/ Track	Per hour	inc VAT	£26.40	£34.60	£92.00
9	Full All Weather Pitch	Per hour	inc VAT	£30.60	£42.25	£126.35
10	Full All Weather Pitch with lights	Per hour	inc VAT	£38.20	£57.70	£149.60
11	MUGA (Multi Use Games Area)	Per hour	inc VAT	£10.20	£14.10	£42.20
12	MUGA with lights	Per hour	inc VAT	£12.80	£19.30	£49.90
13	Changing (for outdoor sports facilities)	Per hour	inc VAT	£15.80	£15.80	£23.60

Notes:

- (a) The above facilities may not be available to hire in every school
- (b) Lets for part (e.g. one third) of All Weather Pitches are charged pro rata
- (c) Lets of a non-standard length are charged on a minimum of half hourly basis and rounded up e.g. 1 hour and 15 minutes is charged 1½ hours.
- (d) Charges are reviewed 1st April each year; lets after that date will be subject to the new charges

CHARGING BANDS

Special and Large Scale Events	Price on application
Band C: Commercial	Commercial organisations for profit making activities including instruction, dance, events, sales and spectator events
Band B: Semi-Commercial	Instructed sporting or educational activities where the instructor retains the income , elections, unlicensed ceilidhs and dances where an individual retains the income , weddings
Band A: Community/ Voluntary	Sporting, social, political and religious activities, free instruction (i.e. no charges for participants), musical competitions.
No charge	Community Council meetings, Uniformed groups (Guides, Scouts etc.), Feisean (school holiday programmes only); Blood Transfusion Service.
DISCOUNTS	50% reduction where 100% of participants are under 18, full time students or over 60. Discounts only apply to Bands A and B
SURCHARGES	Surcharges will be charged on a full cost recovery basis for lets finishing outwith normal operating hours (Mon-Fri: up to 10pm, weekends: varies from venue to venue) and for any additional cleaning required
VAT ON SPORTING AND RECREATIONAL LETS	VAT is chargeable at the current rate on sporting/ physical recreation lets as per the conditions set out in section 5 of HMRC Notice 742 Land and Property. See https://www.gov.uk/government/publications/vat-notice-742-land-and-property/vat-notice-742-land-and-property for further information, including the circumstances where exemptions from VAT apply.

1. A booking form must be completed for all Lets and received by the school **at least 10 working days** before a let is required. A longer period of time will be required if the request is submitted during school holiday periods. It will not normally be possible to accept any bookings for use of school premises/facilities over Easter, May Day, Christmas and New Year.
2. Please note submitting a form does not constitute acceptance of the Let as the applicant will be advised (by e mail as standard) if the booking can be accommodated.
3. Lets are subject to the charges approved by The Highland Council (the Council) and a copy of the current Table of Charges can be found on our website.
4. Approved Lets are not transferable and are only valid for the named hirer/organisation, accommodation, dates and purposes stated on the booking form. Sub-lets are not permitted.
5. All Lets will terminate by 10pm except where a specific extension has been given. Where appropriate, a surcharge will be levied.
6. The hirer must provide prior notice of **cancellation at least 2 full working days** (i.e. Mon – Fri) before the time that a Let is due to take place, otherwise the Let will be **charged in full**. Please send notice of cancellation in writing to: letsbookings@highland.gov.uk
7. Where children, “protected adults” or adults who may be “at risk” are involved in activities during the period of a Let - whether as committee members, staff, volunteers or participants – the hirer must have read and ensured that they comply with the document “Child & Adult Protection Guidance for Community Groups in Highland”. Please note this guidance also applies to self-employed individuals providing activities for these groups. http://www.forhighlandschildren.org/2-childprotection/publications_56_2123070761.doc
8. All applicants shall be over the age of 18 years and proof of identity/age may be required.
9. The hirer is responsible for ensuring that a person/people with appropriate experience and qualifications for the safe delivery of the activities they are providing supervises and is in attendance during the duration of let.
10. Any damage to the premises, furniture or equipment found prior to the start or during the course of the let must be reported to Facilities Management staff/Janitor/Head Teacher immediately.
11. All preparation and tidying up must take place within the booked times and only the areas of the facility noted on the booking form can be used. Hirers who exceed the booked times or use un-booked areas will be subject to an additional charge.
12. Any additional costs incurred in cleaning or restoring premises to original condition will be subsequently charged to the hirer.
13. The hirer is responsible for the good conduct of all present during the Let and for the preservation of good order in and around the school.
14. Noise must be kept within reasonable limits, and users must comply with the instructions of Highland Council staff in this respect.
15. The hirer is responsible for ensuring compliance with any emergency regulation or special or any other regulations in force. Hirers must familiarise themselves with the Emergency Evacuation Procedures for the premises bring these the attention of their members/participants. All exits from the premises must be kept clear of obstruction at all times.
Emergency exits should only be used in case of emergency and not for routine access / egress.
16. The hirer is responsible for ensuring that they have appropriate insurance cover and that this in place before the Let. The Council will not be liable for any damage to or loss of property brought to or left in the premises, for any injury to members of the public or for damage to Council premises arising out of the Let.
17. The hirer is responsible for ensuring that all appropriate licences and permits are in place prior to the start of a Let.
18. The Council operates a strict **‘No Smoking’** policy including use of e-cigarettes in all Council grounds and premises including schools.
19. The consumption of **alcoholic drinks** in school premises is strictly forbidden except for approved cheese and wine (or similar) organised by Parent Councils, Parent Teacher or Teaching Staff Associations. No tickets may be sold for these events, or other consideration given, otherwise the event must be licensed under the Licensing (Scotland) Act 2005. The hirer will be responsible for the removal of bottles and related articles at the end of the Let. If a hirer wishes to hold a function at which licensed facilities are to be offered, special application must be made to the Director of Care & Learning or his/her designate. Where such lets are subsequently agreed they will be subject to the requirement of the Licensing Board. (Policies and applications can be found on Highland Council website) <http://www.highland.gov.uk/businessinformation/licensing/>) In addition, and if the requirements of the Licensing Board do not include them, the following conditions will also apply:-
 - a) No other users are permitted in the building at the same time, unless they can be kept completely separate.
 - b) The hirer is responsible for the supervision of the main entrance door(s) and any doors which give access to the event. This supervision must be actively maintained throughout the duration of the Let.
 - c) The siting of the bar facility must be arranged with school Facilities Management/Janitorial staff in consultation with the Head Teacher.
 - d) No bar stock is to remain on the premises overnight.
20. Hirers must not display or affix materials such as posters, flyers, signboards either within or outwith the school unless with the prior written agreement of the Head Teacher. The Council reserves the right to levy an additional charge to make good any damage to Council property resulting from unauthorised use of such materials.
21. The storage of any items in the school either before or after a booking is not permitted unless with the prior agreement of the Head Teacher. The Council reserves the right to make charges for storage.
22. If required by the Council, the hirer shall ensure that all individuals wear suitable or appropriate footwear.

23. If the hirer wishes to use equipment which is the property of the Council this must be requested on the application form. An additional charge may be made for the use of equipment. Organisations will only be allowed access to specialist equipment if there is a qualified person present to operate it.
24. Highland Council applies the VAT rules determined by HM Revenue and Customs. VAT is chargeable at the current rate on Sporting Lets as per the conditions set out in VAT Notice 742 Land and Property – copies of which can be obtained from <https://www.gov.uk/government/publications/vat-notice-742-land-and-property>.
VAT will be charged for a Let where appropriate.
25. The Council reserves the right to allow or refuse a booking or terminate or cancel a let at any time without a reason being given. The Council will refund any charges paid and not due by reason of such cancellation or termination.
26. Authorised officials of the Council shall be entitled, in the course of their duty, to free access to the premises during the period of the Let. People using the premises must comply with all reasonable directions or instructions given to them by Council staff in the course of their duties.
27. Although every care is taken in the preparation of pitches to ensure that the surface is free from glass and other debris, hirers are **strongly recommended** to inspect pitches before play. Broken glass and other debris often appears on pitches for reasons that are beyond the control of the Care & Learning Service who will not be held responsible for any injury however caused.
28. No application for lets will be accepted while any accounts for payment by the hirer to Highland Council remain outstanding.
29. For music and drama groups, the let does not provide for the admission of an audience unless this is specified in the application.
30. Fires and/or barbecues are not permitted except where permission is specifically granted and only in the area specified.