



PRIMARY & A.S.N SCHOOL LETS
HANDBOOK
2019/20

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Frequently Asked Questions

Q. How do I hire a primary or special school facility?

If you already know the school and space you want to book, please go to:

http://www.edinburgh.gov.uk/info/20195/venues/490/primary_and_special_school_lets

If you do not know what school you want or have any questions you can;

E-mail the School Lets Team on: school.lets@edinburgh.gov.uk

Phone the School Lets Team on: 0131 469 3108

All applications must be made at **least 14 days** before the date of the let commencing.

Please note: the majority of primary and special school access is out-with normal school opening hours. Access relies on specially opening the school to support the let request. This is done through the offer of extra hours to the Facility Technician. If no-one chooses to take on these extra hours the School Lets Team will work with you to find an alternative venue where possible.

While we endeavour to support all customers, there is no guarantee of access for a new request nor a continuing, historic booking.

For Information:

Secondary schools have Facility Technician staff on site in the evenings and on Saturdays and are therefore available for bookings without the need to specially open the building.

To book **sports spaces** in secondary schools please contact the Edinburgh Leisure central booking line on 0131 458 2100 / 2212 or via email .

To book non-sports spaces in secondary school please contact the school directly. More information can be found at http://www.edinburgh.gov.uk/info/20195/venues/1546/secondary_school_lets and <https://www.edinburghleisure.co.uk/venues/schools>

Q. When can I apply to use a school facility?

You can apply to use a Primary School or Special school at any time but the majority of applications follow the timeline in [Appendix 4](#).

The let year runs with the academic year i.e. August to July. Permits will only be issued for a maximum of a year at a time.

Q. How much does it cost to hire a school facility?

The majority of the Primary and Special Schools are closed in the evenings and weekends and only open if a Facility Technician can be found to cover the extra shift.

The price list in [Appendix 3](#) is voted through by Elected Officials each year. Please contact the School Lets Team on 0131 469 3108 if you have any questions.

Q. What category is my let classed as?

[Appendix 3](#) explains the categories. If you have any questions please contact the School Lets Team on: school.lets@edinburgh.gov.uk and 0131 469 3108

Q. How are school facilities assessed for suitability for use by others?

Generally speaking, if a facility is deemed suitable for school pupils it is suitable for members of the Community.

Exceptions to this include high risk / specialised rooms and equipment. These include, but are not limited to science labs, woodwork rooms, gymnastic equipment and home economics classrooms.

These rooms or equipment may be available to rent under certain conditions. It will be the duty of the applicant to meet the conditions placed on the hire of a facility. Failure to comply will result in the termination of a let. The School Lets Team will make you aware of any special conditions.

Other facilities such as swimming pools and synthetic sports pitches are available to rent however let conditions will also apply for example; ensuring appropriately qualified lifeguards are present at all times at swimming pools and wearing correct footwear on pitches. All conditions are detailed in the Terms and Conditions document.

Q. Are any additional charges applied to lets?

Additional charges are applied to facility hire costs in the following circumstances;

Cleaning	<p>Let holders are required to ensure all facilities are returned to their pre-let condition.</p> <p>In some cases, this may not be achievable and will result in the need for additional cleaning, e.g. birthday parties, concerts and all-day events. Ideally, cleaning will be discussed before the booking goes ahead. If a let holder leaves the facility requiring cleaning, a charge of an additional £20.23 p/h will be applied as a condition of use before further access can go ahead.</p>
Equipment Hire / Storage	<p>Let charges only cover the cost of the room or facility.</p> <p>Consumable equipment is generally not available and should be supplied by the applicant e.g. paper, pens, rackets, balls, nets.</p> <p>Set up equipment varies from school to school and access to this should not be assumed. If equipment such as tables and chairs are required, applicants must raise this at the point of application and this may attract a charge.</p> <p>Storage is generally not available in schools but where negotiated, may attract a charge.</p>
VAT	VAT may apply to some lets
Use of School kitchens	See details on page 7

**Please note; historic bookings are those running with the same arrangements for a minimum of 10 consecutive weeks (or a full school term if less than 10 weeks) in the same term/time period as the previous year.*

The City of Edinburgh Council reserves the right to charge for any damage arising from any let. Further details can be found in the section '*What other responsibilities do I have during my let*' on page 14.

Q. Is VAT applied to let charges?

The letting of rooms for non-sporting activities is exempt of VAT and sports lets are subject to VAT. The exceptions to this are shown on the table below.

Example	VAT
Irregular hire of facility for sporting activity	Standard
Hire of equipment (pianos, furniture, staging, lighting etc)	Standard
Provision of catering	Standard
Hire of facility for non-sporting activity e.g. children's party, dance	Exempt
Hire of facility for sporting activity that takes place for 24 hours of continuous use	Exempt
Regular hire of facility for a sporting activity for more than 10 sessions within a 14-day period and paid for in advance	Exempt

The price list in Appendix 1 shows VAT exempt prices. Any 'irregular' sporting let will attract an additional VAT charge (currently 20%).

N.B. If you terminate your let prior to completion of 10 consecutive sessions VAT will be added to your invoice.

Q. When are schools open to the Community in Term Time?

Primary and Special Schools are available from 3.30pm to 6pm but this time is generally ring-fenced for After School Care, After School Clubs and Active Schools. Access before 6pm is subject to Head Teacher approval and may be subject to extra Facility Technician costs (the Facility Technician shift finishes at 4.30pm, earlier on Fridays).

The majority of Primary and Special School are closed from 6pm and on weekends and only open if Facility Technician staff are available to take on the extra hours to support a let request.

Once the School Lets Team receive an application form, they will contact Facilities Management to arrange a Facility Technician before issuing a permit. If there is no Facility Technician available, an alternative venue can be sought from our estate.

Q. When are schools open to the Community during holidays?

The majority of schools are only staffed until 12noon during the holidays, thereafter requiring the normal term time arrangements to be followed to open the schools for longer periods.

Schools are closed on the following national public holidays;

Christmas Day, Boxing Day, New Year's Day, 2nd January, Good Friday, Easter Monday.

Some schools may be open on other public holidays; Autumn Holiday, Spring Holiday, May Day, Victoria Day and may be open during the main school holidays. Please ask the School Lets Team for individual school availability.

All school holiday dates can be found on the Council's website
<http://www.edinburgh.gov.uk/schools>

Q. Can we let the school kitchens?

Kitchens in any Council run or PPP managed school can only be used with permission. Where kitchen facilities are required, this should be clearly intimated in the let application form and, if permission is granted, the department will make arrangements for kitchen access with the relevant Council service or PPP management company. Any additional charges for the use of these facilities will be charged to the let holder.

If permission to use school kitchens is granted you are required to ensure compliance with the Food Safety Act 1990 and any subsequent related regulations.

If you are heating, preparing or supplying food within any facility you must provide proof of staff or volunteers who hold a Basic Food Hygiene Certificate with your application.

For any organised event it is recommended that you use an experienced professional caterer with appropriate qualifications.

Q. What kinds of activities and users are allowed?

The school curriculum, school activities and Council run programmes are the main priority in the use of school facilities. Active Schools clubs and other school clubs use the school facilities from 4pm-6pm. Community use begins from 6pm during the week. Weekends are available subject to availability of facility and Facility Technician.

Schools are intended to be used by local people for activities that can include, but are not limited to, the following:

- Community sports
- Cultural and other sporting activities
- Adult and lifelong learning
- Community group meetings
- Language schools
- Faith groups
- Other services for children, young people and their families

Activities that fit the design of the space are acceptable. Let holders are responsible for ensuring that appropriate risk assessments are in place for any activities which happen during the let. Any activities that deviate away from the intended purpose of the facility may need additional risk assessment before a let permit can be issued.

Please note; it is a material condition of all lets that the Lessee shall not allow participation in, or promotion of; hate crime, prejudice, discriminatory or illegal activities in the premises or grounds of the leased subjects or any other property owned or controlled by the City of Edinburgh Council.

The City of Edinburgh Council is required by legislation to ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views.

We will not hire or let any Council building to any party, individual or group that would be in conflict with our duty under the Counter Terrorism and Security Act (2015).

Q. What is required to safeguard and protect children and vulnerable adults?

All lets where under 18's attend and/or vulnerable adults must complete the PVG/Declarations section on the school let application form.

Applicants must comply with The Protection of Children (Scotland) Act 2003 and also the 2011 Protecting Vulnerable Groups (PVG) Scheme.

<http://www.gov.scot/resource/doc/30859/0023655.pdf> and <https://www.mygov.scot/pvg-scheme/>

The application form also asks for further information that must be completed to ensure all steps are being taken to support safeguarding of children.

The Council reserves the right to ask for documentation supporting the application form at any time.

Q. Are let activities covered by the Council's insurance?

The Council's Public Liability insurance policy caters for *its* (the Council's) legal liability for accidental death or bodily injury or disease to any third party and damage to third party property arising out of *its* activities (which are not *ultra vires*). The policy is subject to normal terms and conditions.

All commercial organisations, groups or individuals employing staff or volunteers who use school facilities must have their own employers' liability insurance.

It is also strongly recommended that all other organisations, groups or individuals applying to use school premises in any capacity also have their own public liability insurance that covers their members/participants and also any damage to Council facilities, members of staff, equipment or external properties and other items. All users of Council facilities are personally liable for any damage as detailed above.

Further information about insurance for voluntary organisations and community groups can be found at;

http://www.edinburgh.gov.uk/download/downloads/id/4254/understanding_insurance_and_risk_management

Please note;

All let holders are expected to use school facilities and equipment solely for the purpose detailed in their let application. If this is not adhered to the let may be cancelled and any Council Public Liability insurance cover may be negated should an incident arise from misuse of school facilities or equipment

