

## **Community Involvement Plan**

Parliament Hill School  
Highgate Road  
London  
NW5 1RL

### **Introduction**

Parliament Hill School is a diverse school with a wide range of spaces available to hire by the community.

The school is available for lettings on Monday to Friday from 3.15pm until 10pm as required, and on Saturdays and Sundays from 8am to 11pm as required.

These classrooms may also be used for lettings all year round with the exception of the period between Christmas and New Year, on Monday to Friday from 3.15pm to 10.00pm and on Saturday's and Sundays from 8.00am to 11.00pm for teaching, media studies, computer based lessons, reading and writing lessons and book clubs and any other classroom based teaching and learning.

The sports hall may also be used for after school clubs (term time only) or for lettings (all year round, with the exception of the period between Christmas and New Year) on Monday to Friday from 3.15pm to 11.00pm and on Saturday's and Sundays from 8.00am to 11.00pm for sports use. This may include trampolining, running, tennis, netball, football, badminton, basketball, fitness, gym and any other indoor based sports.

### **Lettings Facilities**

Rooms available for lettings during the above hours are as follows:

- Classrooms in the Morant Building, Kite Building and LaSWAP Sixth Form Centre
- Morant hall
- Main / dining hall
- Four court sports hall
- Two outdoor multi-use games areas (MUGA's)
- Dance studio
- Music room and instrument practice rooms
- Media rooms
- Computer suites
- Library and reading room

### **Activities**

The spaces available for lettings can be used for but is not limited to the following activities:

- Saturday and Sunday schools
- Small teaching groups
- Yoga

- Meetings
- Play groups
- Trampolining
- Fitness
- Gym
- Weddings, birthdays and other parties
- Outdoor sports such as tennis, netball, football
- Indoor sports such as badminton, basketball
- Dance lessons of all types e.g. street dance, ballet, tap etc.
- Music lessons
- Singing lessons
- Choir practice
- Media studies
- Computer based lessons
- Book clubs
- Reading and writing lessons
- Go-karting
- After school clubs
- Slimming groups

The main hall has a kitchenette attached with a shutter, for use by hirers. The kitchenette contains a fridge, dishwasher, microwave and both low and high level cupboard space.

The sports hall has a storage room specifically for hirers to store their equipment. This is lockable and hirers with long term lettings can leave their equipment within this secure storage room.

The foyer in the Kite building has a seating area that can be used before / after and during lettings.

Water fountains are situated around the school on the ground floor. Other refreshments will not be provided unless they are specifically requested.

A member of the school's site services team will be on-site throughout all lettings times and will be contactable by mobile phone. This number will be supplied to all hirers.

Areas not for hire are staff offices, the staff room and the art classrooms.

## Marketing and Promotion

Banners have been placed around the fence surrounding the school advertising the new four-court sports hall, with contact details.



**Parliament Hill School**  
HIGH ACHIEVING AND HAPPY

# New 4-Court Sports Hall

Opening September 2019

A perfect space to hire for:

- 5-a-side Football
- Basketball
- Tennis
- Badminton
- Volley Ball
- Gymnastics
- Netball
- Martial Arts
- Trampolining

For all enquiries, phone:  
**020 7485 7077**

@ParliHill  
Email: [venuehire@parliamenthill.camden.sch.uk](mailto:venuehire@parliamenthill.camden.sch.uk)

The school website has a section for lettings. This includes the school address, transport links, an application form, dedicated venue hire email address, telephone number, and contact details of the officer co-ordinating lettings.

The website will be updated with photographs of areas for hire once the building project is complete.

Lettings charges are currently being reviewed by Governors and will be added to the school website once they have been agreed. Discounts will be offered to community groups and these will be negotiated with the hirer on an individual basis.

Advertisements will be placed in a local free newspaper that is delivered to all residents and businesses within the London Borough of Camden, detailing the spaces available and suggestions for use.

Leaflets will be sent to all parents/carers of students, and the school has signed up to offer spaces for hire to London Borough of Camden.

### How to hire a space

Availability and booking can be done by contacting the school in one of the following ways:

- Email [venuehire@parliamenthill.camden.sch.uk](mailto:venuehire@parliamenthill.camden.sch.uk) or [enquiries@parliamenthill.camden.sch.uk](mailto:enquiries@parliamenthill.camden.sch.uk)
- Contact the Finance Assistant – Ellie Thompson or Business Director – Vicky Gooders-Graham by phone on 020 7458 7077
- Click on the 'Lettings' link on the school website <https://www.parliamenthill.camden.sch.uk/>

Enquiries will be dealt with quickly and professionally and interested parties will be sent a lettings pack that includes our brochure, terms and conditions, prices and an application form. A contract will be drawn up and must be agreed by both parties or all long-term ongoing lettings.

### **Who can apply?**

Anyone in the community can enquire whether they are an individual or a group, from any background or culture.

### **Existing Lettings**

Existing lettings will be honoured and hirers will continue to use the space hired in line with their existing contract and terms and conditions. They will be of all new access arrangements ahead of the start of term in September 2019.

### **Lettings Contracts**

All long-term lettings will be subject to contract that must be agreed by both parties prior to the start of the letting.

All contracts state that 'The Hirer is responsible for the behaviour of all persons organising or attending the function and in particular for leaving the site in a quiet and orderly fashion by the time stated in the letting agreement. The Hirer shall be liable for any costs incurred by Parliament Hill School, or any third party, resulting from any actions of any person organising or attending the function'.

Should any complaints regarding noise/disturbance be received by the school, we will inform them that we will investigate, inform the hirer of the complaint and carry out a full investigation. The complainant will be informed of the outcome and the hirer will be informed that failure to adhere to the terms of the contract may result in the school ending the contract. We will always try to rectify a situation so that it does not result ending the letting. Noise is monitored by the school site team who will be on site at all times.

An example of a lettings contract can be viewed at the end of this report.

### **Parking and Access**

Parking restrictions apply in the roads outside and surrounding the school between 7am and midday Monday to Friday. During this time there are limited paid parking spaces on Highgate Road. At all other times, parking is free on Highgate Road and all surrounding roads.

The school's car park will be open from March 2020 and will contain a total of 42 spaces. The car park will be available for use by hirers on a first-come-first-served basis but will only be available for staff to use during normal school hours.

Hirers will use the student gate and the student reception in the Kite building. A member of the schools site services team will be on hand to co-ordinate access for vehicles and pedestrians.

**CONTRACT OF LETTING made on 1st April 2019**

**BETWEEN:**

**PARLIAMENT HILL SCHOOL and XXXX (the hirer)**

**The parties agree as follows:**

The Governors and Headteacher of Parliament Hill School agrees to allow the use of Room M in the Morant Building every Monday during term time between 16.00 and 20.00 (including set-up and clear-up), at a fixed cost of £15 per hour or £60 per week, and Room M in the Morant Building every Wednesday during term time between 16.00 and 19.00 (including set-up and clear-up), at a fixed cost of £15 per hour or £45 per week. Fees are subject to annual review.

Invoices must be paid by the hirer within 30 days of the invoice date.

Evidence of adequate current liability insurance must be provided (see terms and conditions of hire and use). A copy of the insurance certificate / policy will be kept by Parliament Hill School.

This contract sets out the entire agreement between Parliament Hill School and the hirer and any additional conditions or amendments will need to be agreed in writing by both parties.

This contract along with fees and charges will be reviewed annually. A new contract will be provided in the event of any change, otherwise a contract continuation letter will be sent to the hirer on 1<sup>st</sup> April of each year.

The Premises Manager will ensure that he or a member of his staff is available to be contacted in case of any problems which may arise during the period of hire.

Parliament Hill School accepts no responsibility for accident, injury, loss or death arising as a result of negligence by the hirer.

Both parties are required to provide three months' notice in writing of termination of this contract and the hirer is required to pay all fees in full for the notice period within 30 days of termination. Parliament Hill School may immediately end this contract in the event of the hirer not adhering to the terms and conditions of hire and use and / or performing any illegal activity on school grounds.

The hirer agrees to abide by the following terms and conditions at all times.

## **TERMS AND CONDITIONS OF HIRE AND USE**

By completing and signing the application form, the Hirer:

- Accepts and agrees to adhere to all aspects of these terms and conditions;
- Accepts the responsibilities of the Hirer in ensuring that these terms and conditions are fully met;
- Accepts responsibility for ensuring that all attendees comply with all the terms contained herewith.

### **Hirers' Responsibilities**

- 1) The premises must be left in good order and vacated not later than the end of the time booked. Bookings must include tidying up time. For late evening bookings, music must cease by 11pm and the premises vacated by 11.30 pm.
- 2) No rooms, offices or facilities are to be used other than those agreed on the letting form.
- 3) Hirers must provide their own rubbish bags and remove all rubbish.
- 4) All property brought onto the premises for the purpose of the hire must be removed before the expiration of the letting.
- 5) Where school resources are to be used this must be agreed in advance and the responsibility for damage to any school property remains with the Hirer.
- 6) School equipment, including climbing equipment, is not included under this hire agreement and must not be used without prior written approval.
- 7) Any movement of furniture must be undertaken by the Hirer under the direction of the Premises Manager or other site services staff member. No furniture or apparatus is to be used without prior permission.
- 8) The hirer must not sub-let to another party.
- 9) The Hirer will comply with all Health & Safety requirements mandated by the school.
- 10) School computers, printers, interactive whiteboards or any other ICT resource must not be used unless agreement to the use of a specific item has been received in writing from the Business Manager.
- 11) The Hirer shall indemnify and keep indemnified the School and Governing Body from and against all losses and damages arising as a result of the letting of the premises. The Hirer will pay the full cost of repair, or replacement of the fixtures or fittings that become unserviceable or unsuitable through damage caused by any person attending the function whether deliberate or otherwise.
- 12) Please note that hirers must, as a condition of the proposed hiring, provide evidence of current liability insurance. The Hirers insurance must cover the Hirers liability for those sums which the Hirer may become legally liable to pay as damages (including claimants costs and expenses). Any such claims must have arisen out of the activities of the Hirer and are subject to the following:
  - a) Legal liability subject to an indemnity limit of £5,000,000

- b) Accidental damage to the premises or the contents of the premises - limited to £1,000,000.
- 14) The Hirer must take all reasonable precautions to prevent or minimise accident, injury or damage. It is a condition of the letting that immediate notice must be given to the Business Manager of any claim, accident, damage or proceedings that may give rise to a claim.
  - 15) All property brought onto the premises is done so at the sole risk of the owner. Neither the school nor the Governors will accept responsibility for any loss or damage to any property owned by any person or organisation using the premises. Security arrangements are the responsibility of the Hirer.
  - 14) Where vehicular access and/or use of the school car park is approved by the Premise Manager, the Hirer must undertake proper stewarding and control of the area. The hirer must maintain safe entry and exit from the premises and provide and maintain clear access for emergency and service vehicles.
  - 15) The school does not accept responsibility for damage to vehicles regardless of cause whilst within the school grounds.
  - 16) The owner of any vehicle brought onto the school grounds is responsible for any damage or injury to the School Property or to any other persons, whether connected with the school or not, caused by such vehicles or their presence on the premises.
  - 17) The Hirer must ensure that intoxicants are not brought onto school premises.
  - 18) Hirers are required to ensure that there is no infringement of any legal requirements, including but not limited to copyright performance rights etc. in relation to music, dramatic productions and the like.
  - 19) The Hirer will ensure that all activities carried out on the school premises conforms with requirements of the Health and Safety at Work Act 1974 and all relevant safety legislation.
  - 24) The Hirer is responsible for the prevention of overcrowding such as to endanger public safety and for keeping clear all gangways passages and exits. Maximum capacity for events within the Morant Hall is 120 persons and in the main hall 200 persons.
  - 25) The Hirer will ensure that no person involved in the activity for which the hiring is made will have access to vulnerable adults or to children unless the relevant DBS clearance has been obtained. Evidence of DBS must be provided to the School Business Manager where required.
  - 26) Young persons under the age of 18 years must never be left unattended. All participants must be adequately supervised during the session.
  - 27) In respect of young persons under the age of 18, the Hirer must hold details of emergency contacts and medical needs for each participant.
  - 28) In any situation where a Hirer becomes aware of an issue which concerns a child's safety or well-being in relation to child protection issues, the hirer is required to inform the Headteacher or Social Services.
  - 29) The Hirer/Staff must be aware that they cannot offer guaranteed or unconditional confidentiality to a young person who may make a disclosure. If a child discloses any information relating to their own safety or that of any other young person, the Headteacher must be informed promptly.
  - 30) The Hirer is responsible for the behaviour of all persons organising or attending the function and in particular for leaving the site in a quiet and orderly fashion by the time stated in the letting agreement. The Hirer shall be liable for any costs incurred by Parliament Hill School, or any third party, resulting from any actions of any person organising or attending the function.

- 31) Smoking is not permitted in the school buildings and grounds, in accordance with the Statutory Instrument 2006 No. 3368 - The Smoke-free (Premises and Enforcement) Regulations 2006, which came into force in England from the 1<sup>st</sup> July 2007.
- 32) Use of the School Kitchen
- a) The kitchen must not be used without prior written agreement from the school's catering contractor. This information can be obtained from the Business Manager.
  - b) The Kitchen and stove/oven must be left in same condition as found.
  - c) Health & Safety regulations state that Refrigerator/Freezer must not be used, in order to prevent cross contamination.
  - d) Preparation equipment such as food mixers, slicers and peelers, must not be used. Similarly plates, cutlery and cooking utensils must not be used.
  - e) Items which may cause allergy contamination with school meals must not be brought into the kitchen, e.g. nuts, eggs etc.
  - f) Parliament Hill School reserve the right to charge for any additional cleaning required following a letting. This will be deducted from any deposit held by the School.
  - g) Only adults preparing food are permitted access to the kitchen where kitchen facilities are included in the let.



Contact Information:

The primary contacts at Parliament Hill School are:

Bernard Charles – Premises Manager

Tel: 07436 107698

Email: [bcharles@parliamenthill.camden.sch.uk](mailto:bcharles@parliamenthill.camden.sch.uk)

Vicky Gooders-Graham – Business Manager

Tel: 020 7485 7077

Email: [vggraham@parliamenthill.camden.sch.uk](mailto:vggraham@parliamenthill.camden.sch.uk)

Contract agreed and signed by:

Vicky Gooders-Graham – Business Manager (signed on behalf of Parliament Hill School)

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Hirer

Print Name .....

Hirer Signature .....

(signed on behalf of XXXX)