

**BELFAST BOYS' MODEL SCHOOL**  
**THIRD PARTY USERS POLICY**  
**DOCUMENT**



**2023-2024**

## **BBMS POLICY FOR PUBLIC USE OF SCHOOL FACILITIES**

Belfast Boys' Model school was founded in 1857 as a 'model' of good practice in educational provision and for over 150 years. We have had a tradition of academic and sporting success and have been at the forefront of educational developments.

Recently, our superb new school received a prestigious award for excellence in a new build, but a school is more than bricks and mortar. We pride ourselves on the excellent relationships between staff, pupils, parents and the community we serve.

While the school and its grounds are maintained primarily for educational purposes, the Board of Governors recognises the value these facilities can provide for the wider community.

The Board of Governors is responsible for the management of the school. Paragraphs (1) and (2) of Article 72 of the Education (NI) order 1998 enable them to make available the equipment, premises or other property of a school to any other school, institution, body or person and make charges. The decision to open up school facilities for wider community use must be undertaken with the agreement of the Board of Governors. <sup>(1)</sup>

This policy will outline the uses that such community groups may avail of regarding the facilities.

### **Permitted Uses**

Third Party Users must apply to the school, via the FSES Co-Ordinator, to enquire about a potential booking. Upon which, the "Application for Private Hire of Premises" form will be issued via email along with the "Terms and Conditions of Hire". Once completed, the booking will be made by the FSES Co-Ordinator and a letter of confirmation emailed out, giving details of facilities booked and associated dates.

This will then form a contract between the school and the Third Party User.

### **Prohibited Uses**

- A. Prohibited use of facilities is outlined within the Terms and Conditions of Hire. Additional restrictions include:-
- 1- Meetings sponsored or with that of a political nature.
  - 2- Entertainment, meetings or occasions where the proceeds are to be applied for the benefit of a social occasion, organisation or denomination, secret or exclusive society.

1. *Community Use of School Premises- A Guidance Toolkit for Schools, Pg 12.*

B. The Board of Governors reserves the right to deny use of school facilities or to terminate contracts:-

1. By an applicant or organisation who have previously misused or abused the school facilities or property or who has violated this policy;
2. For any use which could be reasonably expected to or actually does give rise to public disturbance;
3. For any use which the Board of Governors deems inconsistent with this policy;
4. For any instance where tobacco, alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
5. For any use prohibited by law.

C. The use by Third-Party Users during the school day is limited due to extreme caution needed in exercising safeguarding for minors. The Board of Governors may request the attendance of a member of the school staff and this will form part of the overall cost for the hire of the facilities during this time.

D. Attendance at indoor events must not exceed the seating capacity of the facility hired. The Board of Governors reserves the right to reject any application for facilities that have been overused or deteriorating due to overuse.

E. School facilities may not be used for profit-making purposes that are not for the benefit of charitable or educational organisations. The organisations or individuals must state, when applying, the educational or charitable organisations recipient.

F. In the event of a natural or man-made disaster, the school's facilities, resources and/or equipment may be used by the authority of the Board of Governors to facilitate such needs.

### **Applicant Procedure for Use of Facilities**

All applications for the use of school facilities shall be made in writing to the FSES Co-Ordinator in line with the application form. Applications for the use of facilities must be made a minimum of 21 days prior to date of requested use.

All sections of the application form must be clearly completed, giving precise details of requirements for use and facilities needed.

Details of facility hire costs are included on the booking form. Applicants must ensure they familiarise themselves with these before submission of the booking form. Weekly costs for the hire of all facilities will be given to the applicant upon return of required signatures and copies of insurances. Confirmation of booking will not be given until all required paper work has been forwarded and approved.

Applicants must ensure they have read and reviewed this policy prior to submission of their application. The signature on the application will attest to the Third-Party User's intent to comply with all the policies and regulations.

Applicants must agree to the assumed responsibility for all damages resulting from its use of school facilities. Proof of adequate insurances must be provided by the applicant before confirmation of booking has been given.

No applicant under the age of 21 may contract for use of the school facilities. It is essential that the form is signed by a competent adult over the age of 21 who shall act as a supervisor and be considered as the person liable for replacement or repair of damages caused during Third Party User.

The applicant assumes responsibility for the preservation of order, prior inspection of the facilities, conduct of those in attendance and safe use of facilities. The applicant shall be personally responsible for the strict observance of fire, police and safety ordinances and assignment of adult supervision.

The applicant must also report injury or property damage to the management supervisor, ensure the facilities have been left in a neat and orderly manner with all borrowed items, returned correctly.

All participants must ensure:-

1. Conduct of participants is carried out in an orderly manner.
2. No indecent, immoral, illegal, sectarian or political actions are carried out;
3. There is no use of alcohol, drugs or other illegal substances permitted;
4. Only those facilities hired are used by participants;
5. Dates and times of usage are adhered to. Failure to turn up after 30mins of commencement of booking will result in facilities being shut by management.
6. Respect of property and safety and security of participants and employees is paramount.
7. There is no smoking anywhere on the premises. This includes car parks. BBMS is a non smoking site.

Where school functions or bookings are required for facilities, these shall be given preference over Third Party User bookings. Belfast Boys' Model School will aim to give as much notification regarding this as possible with the aim to reschedule or reimburse session.

Where a Third-Party User needs to cancel or amend a booking, this must be carried out in writing to the FSES Co-Ordinator with a minimum of 2 weeks' notice.

Failure to cancel or attend a booking within this required time frame will result in the Third-Party User being charged for the use of the facility.

