

Riverside Letting & Hiring Policy

1. **Lettings – procedure (including details of fees)**
2. **Hiring equipment – (minibuses only):**

Application Form & Fees

***This policy was approved at a meeting of the Governing Board on:
28 April, 2021***

**(Policy to be reviewed biennially).
Next review date – Spring, 2023**

1. LETTINGS

Introduction

- *The school shares a campus with Woodside High School who can be approached for room hire.*
- *Those areas of the site and resources that are used exclusively by Riverside school are not available for let or hire, save the school's hydrotherapy pool and minibuses.*

1. Riverside's Hydrotherapy Pool

- The governors acknowledge that the hydrotherapy pool is a valuable resource for children and adults with particular disabilities who would benefit from its use.
- Governors are, therefore, keen to ensure that appropriate community groups are able to benefit from this facility.
- Governors have authorised the headteacher to give approval to suitable community groups that support adults and children with disabilities for the use of the hydrotherapy pool.
- Community groups must seek approval for the use of the pool from the deputy headteacher responsible (currently Kelly Whiting).
- Evidence of accredited safety training in the use of the hydrotherapy services have to be shown when booking the use of the pool, i.e. certificated evidence.
- Also evidence of insurance must be shown by the hirer.
- Such use will be arranged at times and dates when the pool is not in use by the school. Fees include the cost of site staff supervision.

Fees:

Weekdays £90 per hour

Weekends £110 per hour.

BACS payments to 'Riverside School' by arrangement with the Bursar

Riverside School
Wood Green Inclusive Campus
White Hart Lane
London N22 5QJ
Tel: 020 8889-7814 / Fax: 020 8829-8239
Email: admin@riverside.haringey.sch.uk

2. HIRING (SCHOOL MINIBUSES)

To be completed by the person who will be responsible for the payment of the charges for the use of the school minibus.

- a) As a condition of the insurance use is restricted to voluntary, charitable, educational or welfare organisations which are known to the Local Authority or school.

A photocopy of both sides of the driving licence, and National Insurance number must be provided for each driver the organisation intends to drive the minibus. The school will then check on the government's DVLA website 'Hiring a Vehicle' and print out the driver's Licence Summary, including Driving Status and Endorsements.

The headteacher will check details, including entitlement to drive minibuses ie:

(a) If the driver has passed a category B (car) driving test before 1997 as these licences automatically include category D1 (101).

(b) If the driver has passed a category B driving test on or after 1 January 1997 and is over 21 and has held a category B licence for at least 2 years

This application must be sent to the school as early as possible and not less than 7 calendar days before the date of the proposed use.

- b) Organisation + named representative applying:

.....

Address:

.....

Postcode:

.....

Daytime Tel: Mobile:

Person responsible for payment (if different from above):

.....

Address:

.....

Postcode:

.....

Daytime Tel: Mobile:

c) **Period of hire dates/details of minibus(es)**

Date(s)	Period of use (24hrs/ weekend/week)	Times of use		Minibus registration
		From	To	

d) Names of all proposed drivers:

.....

On behalf of the organisation/person described above, whose authority I have to bind them signing this application, I accept the Conditions of Hire (attached) and agree to pay the hire fee.

Signed: Name: Date:

Completed application to be sent to Deborah Shallow, Bursar - Riverside School

Hire of minibus(es) authorised by Martin Doyle (headteacher) at a fee of.....

(Signature)

BACS payments to 'Out and About' by arrangement with Jenni Patten, treasurer

FEES: 24 hours £90 Weekend £200 Per week £400

(Standard rates. Some organisations can pay a reduced or zero rate by negotiation with the headteacher eg schools with whom Riverside has a reciprocal minibus loan arrangement).

- Petrol gauge should be at the same level when returned as when borrowed.

An extension of the Council's Motor Policy has been arranged for the hire of minibuses by Community Groups. The extension of insurance cover is subject to the following conditions:

- 1) Use is restricted to voluntary, charitable, educational or welfare organisations which are known to the Local Authority or school.
- 2) The use of the vehicle should be clearly stated by any such organisation and should be for the benefit of the community.
- 3) All drivers should be free of any motoring convictions other than a maximum of one speeding offence in the last 3 years. (Parking offences can be ignored).