



Facility Hire Policy

Document Number	SERV 28/16
Responsible Officer	Head of Service with operational responsibility
Contact Officer	Facility Manager
Approval	BC226/15 C334/15
Effective Date	24/12/15
Modifications	None
Superseded Documents	New Policy for Derry City and Strabane District Council
Review Date	To be reviewed in April 2017. However, the policy will be reviewed sooner in the event of any one or more of the following: <ul style="list-style-type: none">• Failure or weakness in the Strategy is highlighted• Changes in legislative requirements• Changes in Government/ Council or other directives and requirements.
File Number	All documents relating to the development, communication, implementation and review of a policy must be held on a registered file.
Associated Documents	Corporate Plan 2015-2019 Equality Scheme 2015-2019 Disability Action Plan 2015-2019 Pricing Policies Flags and Emblems Policy Child Protection Policy

1. Preamble

1.1 Purpose

Derry City and Strabane District Council provides the opportunity for external groups and individuals to hire facilities under Council control. This document outlines the corporate policy on this service provision and the associated terms and conditions.

2. Scope

- 2.1 This policy refers to person or persons or corporate body making an application for the hire of a Council facility.

3. Definitions

'Council' means Derry City and Strabane District Council.

'Facility' means those buildings, outside grounds or parts thereof under the control of the Council together with equipment, fixtures and fittings belonging to such premises that may be allocated to the Hirer.

'Facility Manager' means the Officer who has responsibility for the day to day management of the Council facility.

'Hire' means any act of obtaining the use of facilities as allocated to the Hirer by the Council.

'Hirer' means the person or organisation to which the Council will hire facilities to.

4. Policy Statement

a. Roles and Responsibilities

Directors/ Head of Service will assume executive authority for the compliance with this policy by their staff.

Facility Managers (Council and Libraries NI) will ensure that this policy and the terms and conditions of use are adhered to within their respective facilities. They will also ensure that any complaint or appeal is processed in accordance with Council policy.

All Council staff involved in applications must ensure that this policy and the associated terms and conditions of hire are applied consistently to all Hirers.

The Hirer must abide by the terms and conditions of hire, a copy of which will be provided on confirmation of a booking.

b. General Principles

All Hirers must abide by the Facility Hire terms and conditions of hire as attached.

All Hirers of outdoor sports pitches must also abide by the regulations contained in Schedule 1.

Hirers whose booking involves the use of Fireworks must also abide by the regulations contained in Schedule 2.

5 Legal & Policy Framework

5.1 Legal Framework

The Hirer shall be required to comply with all relevant legislation including:-

- Health and Safety at Work (Northern Ireland) Order 1978 and all related amendments
 - Management of Health and Safety at Work Regulations (Northern Ireland) 2000
 - Provision and use of work equipment regulations NI (1993)
- Employer's Liability (Defective Equipment and Compulsory Insurance) (Northern Ireland) Order 1972
- Part III of the Fire and Rescue Services (Northern Ireland) Order 2006
- Fire Safety Regulations (Northern Ireland) 2010.
- The Smoking (Northern Ireland) Order 2006
- Section 75 of the Northern Ireland Act 1998
- Disability Discrimination Act 1995 and all relevant amendments

5.2 Linkage to Corporate Plan

The facility hire policy supports Council's commitment to "Deliver improved social, economic and environmental outcomes for everyone". Council will contribute to doing this by providing an opportunity for the public to hire safe accessible spaces within facilities under its control.

It is the people of the community and their activities that continue to give Council facilities a purpose for local community development, social networking and building and supporting the strengthening of local community infrastructure.

6. Impact Assessment

6.1 Screening and Equality Impact Assessment

This draft policy has been 'screened out' for equality impact assessment. A copy of the equality screening questionnaire and equality impact assessment report can be obtained from the Director of Health and Community.

6.2 Impact on staff and financial resources

All staff will be obliged to follow this policy and will receive training and support as necessary.

It is not deemed that there would be any impact on financial resources in implementing this policy.

6.3 Sustainable development

Council is committed to meeting its legislative duty regarding sustainable development. This policy contributes to this duty by ensuring that:

- Hirers book the facility for the least amount of space/ number of rooms and the least amount of time needed whilst meeting their needs;
- Minimising unnecessary lighting, heating and air conditioning and avoiding waste;
- Where possible Council will provide rooms for meeting/ catering/ exhibition areas which are naturally lit and have natural ventilation;
- Council offers in-house technical equipment and support, for example staging and AV which reduces the need for transportation of such equipment.

7. Implementation

7.1 Support and Advice

Training on the content of this policy will be given by the facility manager to all staff members who work in areas where they will be responsible for the hiring of Council facilities.

7.2 Procedures

Applications for Bookings: Shall be made by completing a booking form and returning it to the relevant Council officer Council reserves the right to refuse any application. The receipt of a booking form does not constitute an acceptance of the booking by Council. The facilities shall not be deemed to be hired until the Hirer has received confirmation of the booking in writing.

7.3 Guidelines and Forms

Specific requirements relating to the hire of Council Facilities are detailed in the attached Facility Hire Terms and Conditions.

7.4 Communication Strategy

This policy and the accompanying Facility Hire Terms and Conditions will be communicated to the Hirer at the time of booking.

7.5 Risk Management

Correctly identifying risks and taking steps to minimise them by developing Conditions of Hire has been essential to the development of a safe environment for service users. Continuous monitoring of incidents will be used to highlight any shortcomings in the Facility Hire Policy and the accompanying terms and conditions.

7.6 Appeal Process

The Council reserves the right to refuse the use of any of its facilities to any Hirer, based on non-compliance with the Terms and Conditions of Hire. Where an application for hire is refused, the Hirer may appeal the decision in writing within 10 working days of the decision being made. The appeal will be considered by a panel of Senior Management within Council.

Applicants who appeal a decision may expect a response within 15 working days of receipt of the appeal request. Applicants are advised to take cognisance of this timescale when making an application to hire Council facilities to ensure that sufficient time is allowed for an appeal process to be completed, where necessary.