



# VENUE HIRE POLICY

Harrow Hong Kong welcomes the external use of its facilities at times when such use does not interfere the operation of the School. The times when the School's facilities may be available for external use are to a large extent determined by the boarding nature of the School, which has students and teachers (whose security, therefore, is important) living onsite and utilising facilities well outside normal day school hours through the School's comprehensive extra-curricular and boarding programme. In addition, over the next few years, building improvement and construction works undertaken may have occasional short-term impacts on the availability of some facilities.

The School's educational philosophy means that building local community links are important and shared activities between Harrow Hong Kong students and local schools and organisations have been actively developed since the School opened in September 2012. While such links will continue to be developed, this policy outlines the ways in which external organisations may apply to host appropriate sporting, educational, charity and community events at the School.

## **Purpose**

The policy outlines the procedures to be undertaken when any venue at the School is made available or leased to external parties for holding events. It not only deals with the leasing of premises, but the means by which Harrow Hong Kong ensures that its association with other organisations is credible and that all its stakeholders are free from any risk.

## **Scope**

This policy applies to all instances of the School's premises or facilities being used out of normal boarding school hours. The facilities will generally be leased for educational, sports, charity and other appropriate community events.

## **Responsibilities**

To safeguard Harrow students and other stakeholders as well as the assets and reputation of the School, the Director of Operations, under the Head Master, is responsible for carefully assessing the risks involved in allowing external parties to use the School's premises or facilities.

The Director of Operations is responsible for compliance with the School's Health & Safety policy, maintaining a current list of lettings and ensuring appropriate insurance coverage for any events on the School's premises. All enquiries related to the use of the School's premises by external parties must be directed in the first instance to the Director of Operations to manage the involvement safely and appropriately.

## **Timing**

Given the boarding nature of the School, the primary times when facilities may be available for external use will be in the Summer, Christmas and Easter holidays, the dates for which are published on the School website. At weekends, external use of facilities will be largely restricted to mutual events involving Harrow Hong Kong students and other schools or organisations.

## Facilities Available

The following facilities are available for use:

- Lecture Theatre
- Sports Hall/Assembly Hall
- Multipurpose Room (Large/Small)
- Dance Studio
- Classrooms
- Swimming Pool
- Astro turf
- Tennis Courts
- Dining Hall

It must be understood that entry to the School's premises for any approved event will be strictly for the agreed facilities only: the School is quite a dispersed site and security arrangements will be required to ensure that external users only visit the agreed location(s) for their event(s).

## Application Procedures

- The cost of hiring the School's facilities listed above depends on the purpose and nature of the intended event. For any event, there are costs associated with security, cleaning, maintenance, and, where appropriate, 'wear and tear'. The *Scale of Charges* can be downloaded from the School website.
- However, priority will be given wherever possible to local organisations in order to benefit the local community of which the School is a part of.
- The Head Master may reduce or waive the hiring charges if he considers it appropriate, especially for charitable organisations.
- An *Application Form for Venue Hire* can be downloaded from the School website and should be submitted to the Director of Operations through [venuehire@harrowschool.hk](mailto:venuehire@harrowschool.hk)
- If the Director of Operations approves an application, it will be subject in the first instance to appropriate screening for the security of all stakeholders in the School community, the School's assets and its reputation.
- Depending on the nature of approved events, such screening may include, but is not limited to, checking of registration documents, employment visas, professional references and certificates to confirm those representatives using the School's facilities are qualified to perform intended functions or services as part of the event.
- Organisations utilising the School's facilities for any events that involve working with children will be asked to confirm that there is no reason why their employees or volunteers involved in running the event should not be working with children.
- It is responsibility of the organisations utilising the School's facility to take out public liability insurance for accidental death or bodily harm or injury suffered by any person and accidental loss of or damages of any property of an appropriate amount in respect of each and every event. The School does not maintain any insurance in relation to any events organised by the external users. The insurance should be in joint names with the School. It can be purchased from the School's insurance company (QBE)). The School may accept a disclaimer for some events at the discretion of the Head Master.
- As part of the School security policy, all hirers should inform the School of numbers and names of the people entering the school premises 5 working days before the event. This includes the staff of the organisation concerned, guests, helpers, agents, contractors hired by the organisation. Organisations should provide event badges for their staff, guests, contractors and visitors to wear at all times during the event. A pre-approval must be obtained from the School if the press or media are invited to the event. A separate name list of journalists or representatives from the media should be provided and they will have access to the booked venue in use only. No filming or photography is allowed in areas other than the booked venue(s).