

Hatfield Peverel St Andrew's Junior School



Lettings Policy
June 2019

Created 17/06/2019

Introduction

The Governing Body recognises the position of the school in the local community and that encouragement should be given to the use of the school premises by outside organisations.

Use of the school premises by the school, or on behalf of the school (eg. PTA) are not subject to the charging elements of this policy

The Governing Body wishes to take every possible care to ensure that all children / young people and others using the school premises out of school hours are safe from abuse and that they are treated with dignity and respect.

The letting of the school is the responsibility of the Governors and the administration of the letting is the responsibility of the School Office.

Availability of Premises

Designated areas within the school are available for hire unless required by the school.

Charges

The Governing Body reserves the right to make a charge for the use of the school premises as laid out below:

The current charge for letting premises is:-

School Hall or Base 9 Monday to Friday Term Time before 5.30pm	per hour £12.00
School Hall or Base 9 Monday to Friday Term Time after 5.30pm	per hour £15.00
School Hall or Base 9 Weekends, Bank Holidays	per hour £20.00

Application Procedures

a) Application forms, available from the school, should be submitted to the Office Manager at least two weeks before the first day of the proposed letting. In the case of block bookings, four weeks notice should be given. The person signing the application form will be considered to be the Hirer. The Hirer will be required to return the completed booking form to the school before a booking can be accepted. The booking acceptance will be confirmed by the return of the booking form to the Hirer.

b) All applications will be considered on their merits, taking into consideration the suitability of the activity. The Governing Body reserves the right to:

- refuse applications without giving a reason
- have a representative present at any function
- terminate any activity not properly conducted

c) Letting fees are reviewed annually by the Governing Body. When the letting has been confirmed, payment must be made to the school, prior to the use of the premises. In the case of a regular booking, payment will be required at the end of each term

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CONDITIONS OF USE

Security of the Premises

Entrance to the school will be via the Hall Entrance, which will be opened by the school at the agreed time. For security reasons, the school keys will not be available to the Hirer. It will be the responsibility of the Hirer to ensure that the school premises are secure during the time they are in use.

Use of Facilities

1. The Hirer will be responsible for the proper use of the school facilities (specialist equipment is not generally available e.g. projectors, TV and video equipment, cookers etc., unless special arrangements have been made) and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings; furniture and fittings, or school equipment.
2. The Hirer will be responsible for making good any damage to the premises and property. Any precautions required to ensure the users' safety when using equipment are the responsibility of the Hirer. This includes, for example, the provision of information and training in the use of the equipment. In all cases, the Hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition
3. All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.
4. The Hirer must be advised that they cannot rely on the school's risk assessments for any activities carried out during the letting and must complete their own risk assessments, a copy of which must be held by the school
5. Users should acquaint themselves with the Fire and Safety regulations and procedures relating to the area of the premises in use. These will be clearly displayed in each of the designated areas. It is the responsibility of the Hirer to provide first aid equipment and trained personnel. They must also carry out their own fire drills and organise their own fire procedure.
6. Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring.
7. The Hirer must use only that area of the building hired and must observe any instructions given by the school concerning the area available. Any furniture or equipment moved by the Hirer should be returned to its original position at the end of each session.
8. A toilet is available outside the hall
9. The Hirer is responsible for ensuring that good order is kept on the premises and within the immediate environs of the school, and that the premises are left in a clean and tidy condition.
10. The Hirer will be responsible for ensuring that the group has adequate insurance appropriate to the activities organised.

11. The school reserves the right to levy an additional charge to cover:
 - any additional cleaning that may be required after an event
 - the cost of repair of damage to the school fabric or equipment
 - the cost of replacement of any items of school equipment if uneconomical to repair
12. For security reasons, the Hirer will not have access to the school telephone. Hirers are urged to consider acquiring a mobile telephone for use in an emergency.
13. Express approval by the Governing Body is required if alcoholic drinks are to be sold or consumed on the premises. The selling of alcohol requires a licence. Unconsumed liquor, bottles, cases, glasses and similar articles must be removed from the premises immediately after the function has ended.
- 14 Smoking is not permitted anywhere in the school grounds.
15. Animals, other than Guide Dogs, are not permitted anywhere on the school grounds. This is purely on grounds of hygiene.
16. No combustible materials are to be used within the school, except with the express approval of the Governing Body.

In the event of an incident, fire or near miss

The school must ensure that County Council Incident Report forms are made available to the Hirer, who in turn, must ensure one is completed correctly and that an investigation is undertaken. A review of the risk assessment for the activity will be required. If the Hirer has produced a risk assessment then the hirer is responsible for undertaking the review and informing the school of any findings that may be relevant. Schools are NOT responsible for undertaking risk assessments for Hirers' activity.

In the event of fire

The Hirer will call the Fire Service (if school staff are not present and supporting the activity)

All users will evacuate the building via the nearest fire exit and muster at the designated point.

Users must not re-enter the building until the 'all clear' has been given. The Fire Service will give this.

Fires must be reported using the County Council Incident Report form.

Licences

There are a variety of licences that may be required for different types of function. The onus is on the Hirer to ensure which are necessary, and must produce documentary evidence before the letting takes place.

The Hirer will indemnify the school and LA against any action brought about by failure to obtain the necessary licence(s). The following categories of letting may require a licence:

- Theatre licence
- Copyright/Royalty licence
- Cinematography licence

- Alcohol
- Music, Singing and Dancing

Insurance

The Hirer will be entirely responsible for the proper use of facilities and must take all reasonable precautions to ensure that there is no damage to the fabric of the building, furniture and fittings or any school equipment.

i) The Hirer shall indemnify the Local Education Authority when signing the application form against any claim for bodily injury or loss of damage to property (real or personal) whether belonging to the LA or to any other person if the said loss, damage or injury is either caused by the negligence of the user or by the negligence of any other person using the premises hired with the permission of the Hirer.

ii) The effect of i) is that the Hirer will be liable to indemnify the LA for any damage which is caused when the premises are being used for a function for which they are let. However, it is only operative if the damage etc. is caused by the negligence of the user or any other person using the premises with the Hirer's permission.

Cancellations

a) By the Hirer

Cancellations should be made in writing at least 24 hours before the proposed letting, otherwise the Hirer will still be liable for the standard charges. In the event of a cancellation being made at the appropriate time, the school will credit the Hirer for a free booking the following term, if applicable, or refund the fee if no further bookings are required.

b) By the School

If the school finds it necessary to cancel a booking, as much notice as possible will be given, generally not less than 24 hours and, where possible, alternative accommodation will be offered. If this is not possible, a refund will be made. The LA and the school will accept no liability in respect of commitments incurred by the Hirer due to such cancellations.

The School reserves the right to adjust the charges depending on the circumstances of a particular hire.

Review

This policy will usually be reviewed during the Spring Term each year, and at any other time as may be necessary.

APPLICATION TO HIRE SCHOOL PREMISES

Please return the completed form to the Office Manager.

This form must be completed by the person responsible for the function and the payment of all charges in respect of the hiring (see Conditions 1 to 3).

**Hatfield Peverel
St Andrew's Junior School
Church Road
Hatfield Peverel
CM3 2JX
01245 380131**

APPLICANT

Full name (*block letters please*) _____

Society or organisation _____

PURPOSE OF HIRING (see Conditions 27 to 32)

REQUIREMENTS

Day	Date	Time	
		From	To

FACILITIES

Please tick

School Piano

Heating (see Note 1)

Stage Lighting/Spotlights

Chairs
(insert no. required)

ACCOMMODATION		
Hall, Sports Hall, Gymnasia		
CLASSROOMS		
KITCHEN (see Conditions 16 & 19)		
TIME	From	To
PURPOSE	Hot water/light refreshments only	Use of ovens etc (see Note 2)
PLAYING FIELD (describe requirements)		
OTHER ACCOMMODATION		

Name of competent person (see Condition 1) _____

Details of Function

Nature

Is the function to be

*Public?

tick

*Private?

*legal advice should be sought where doubt exists (see also Condition No 27 to 32 of Appendix H on Conditions of Hire)

Will there be:

An Admission charge

Singing/Music?

Dancing (by performers or public)?

A Cinematograph exhibition?

Wrestling or Boxing?

A Theatrical Performance?

Sale and/or consumption of alcohol

Give details of any proposed action or performance involving scenery, decorations, real-flame, smoke or smoking, pyrotechnics or fireworks, pulsing light (stroboscopes), lasers, firearms or any potentially hazardous action on apparatus, animals, vehicles or aircraft.

If hiring will involve sporting or gymnastic activities, please give the name and qualifications of the person in charge.

PROCEEDS

State purpose to which proceeds will be applied

Will a personal profit be made?

YOUTH ORGANISATIONS

In the case of Scouts, Girl Guides and approved voluntary youth organisations, please state:

Total number on roll

No under 16 years

DECLARATION

I, on behalf of hereby apply for the use of the accommodation and facilities stated, and, if my application is approved, I will ensure payment in advance of the charges due and comply with the conditions which I have read. I confirm that I have been given a copy of the school's own Child Protection Policies and Guidelines and will make myself and all other users within my jurisdiction aware of the procedures to be followed in the event of a fire or other emergency evacuation.

I confirm that I have the appropriate insurance cover.

I have attained the age of 18 years.

Signature of applicant

Address

Telephone

Day

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Evening

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Date

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Authorised by Office Manager

DATA PROTECTION ACT
Any personal data entered on this form may be held on computer files