

Lettings Policy

Terms & Conditions of Hiring School Accommodation

Application

The Hirer must be an individual or group, and **over 18 years of age**.

All applications for hire must be addressed to the School Office.

The School will hold provisional bookings for a period of **5 working days**.

The Hirer must complete the Lettings Application Form, **at least 7 days** before the proposed hire.

The Hirer must state the purpose for the hire.

The Hirer must pay the full fee for the booking **no later than 6 weeks** prior to the date of use.

If the hire is **less than 6 weeks away** from the date of application, the full fee will be payable at the time of the application.

For block bookings, full payment will be required in advance of the start date of the series of hires, in accordance with the above notice periods.

A refundable deposit may be required to cover damages and other losses that occur during the period of hire.

The School reserves the right to refuse any application

Conditions

The School has a no smoking policy and as such all events must conform to this policy. Smoking is not permitted within the boundary of the School.

Times and duration of hire vary with the accommodation hired. However, all lettings must cease by 11.30pm and all activities must cease by 11.00pm to allow sufficient time for clearing up.

The Hirer or a nominated responsible person must be in attendance throughout the duration of the hire.

The Hirer is responsible for maintaining order throughout the period of hire and shall ensure that events are properly supervised, with sufficient stewards if so required.

The Hirer will ensure that the event or its guests do not cause a nuisance to the local community.

The Hirer will not sub-let or assign any part of the accommodation and shall not use it for any other purpose than that for which it has been hired.

The Hirer will at all times allow access to the premises and services to school or council staff to perform any duties other than participate in the activity taking place.

No items likely to cause damage to floors, walls and equipment must be brought into the school without the Hirer having taken adequate protective measures. In case of doubt, the school must be informed at the point of hire, and the items should only be brought into the school once permission is granted. The Hirer will be responsible for any damage caused to floors, walls, or equipment even if protective action had been taken.

The Hirer shall upon request provide a copy of the programme of any entertainment given by the Hirer. Once approved, the entertainment provided must conform to the programme.

The school premises are not licensed for public entertainment. For certain types of events an occasional licence must be obtained from the Council's Environmental Health and Consumer Services Division. Hirers are responsible for ensuring the conditions adhering to the licence are fully observed.

No copyright dramatic or musical work shall be performed without licence from the owner of the copyright and all such licences shall be produced on demand to the School or any duly authorised officer of the council. The Hirer shall indemnify the school against any infringement of copyright that may occur during the hire. As a rule, all Performing Rights Society conditions must be adhered to when musical works are being performed.

No Alcohol is to be consumed on school premises without prior express permission from the Governing Board. Such requests must be made at the time of application.

The school does not allow the sale of alcohol within its boundaries.

The Hirer must ensure that the number of people attending a function /activity does not exceed the maximum permitted for the hired accommodation.

The hirer shall provide, at his own expense, all items of furniture or equipment which are not available within the school.

Where school furniture or equipment is used, the hirer will ensure that all items are returned back to the storage areas.

The Hirer is not permitted to use any form of fixings, such as nails, tacks, bolts, that damages the fabric of the building.

The Hirer is not permitted to make any alterations or additions to the fabric of the building.

The wearing of stiletto or metallic heels is not allowed in any area without carpeted floors.

The hirer must leave the accommodation in the condition in which it was hired. Additional cleaning and damages may result in the loss of deposit.

The Hirer must be in possession of a suitable Public Liability insurance with an indemnity of not less than £5,000,000, ideally £10,000,000

The school is not responsible for any loss or damage to personal possessions whilst on the premises.

The hirer must have their own safeguarding policy. This must be approved by the designated safeguarding lead.

Where schools are used for non-school activities, those providers are expected to meet the guidance in [Keeping Children Safe in Out of School Settings](#) (see paragraph 167)

If schools receive allegations related to an incident that 'happened when an individual or organisation was using their school premises for the purposes of running activities for children, the school should follow their own safeguarding policies and procedures, including informing the LADO'. (see paragraph 377)

Termination & Cancellation

The school may at any time, without notice, cancel any booking, in which case the hirer will be reimbursed the full amount paid for the booking. The school will not be held responsible for the loss of any estimated income or actual expenses arising from the cancellation.

Cancellations by the hirer will be accepted but will incur charges based on the length of notice given. Refunds of fees will be as follows:

• More than 6 weeks notice - Full refund of fees paid to the date of cancellation.

• 6 to 4 weeks notice - One third of the fees paid.

• Less than 4 weeks - No refund

The school can at anytime during the hire, or in the period prior to the hire, terminate the hire without notice if the hirer is in breach of the conditions of hire.

Scale of Charges

Facility	Charge Rate During Normal School Opening Hours	Outside of school hours	Capacity
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KS1 Hall	<u>£20 per hour</u>	<u>£50 per hour</u>	<u>150</u>
KS2 Hall	<u>£20 per hour</u>	<u>£50 per hour</u>	<u>150</u>
Football Pitch/ Field	<u>£20 per hour</u>	<u>£20 per hour</u> <u>unattended*</u> <u>£50 per hour</u> <u>attended</u>	<u>30</u>
Classroom	<u>£20 per hour</u>	<u>£50 per hour</u>	<u>30</u>
Swimming Pool	<u>£85 per hour</u>	<u>£100 per hour</u>	<u>15</u>
Music Facility	<u>£20 per hour</u>	<u>£50 per hour</u>	<u>20</u>
Garden Room 1	<u>£40 per hour</u>	<u>£60 per hour</u>	<u>35</u>
Garden Room 2	<u>£40 per hour</u>	<u>£60 per hour</u>	<u>50</u>
Garden Room 3	<u>£45 per hour</u>	<u>£70 per hour</u>	<u>85</u>

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Some reputable and long-standing field Hirers may be allowed the use of a gate key to allow unattended entry to the field. Please note no access to buildings will be available.

Appendix 8 – Lettings Policy

The School lets out part of its premises and related equipment for public use outside normal school hours. These lets are short term and generally charged on an hourly basis.

The premises available for hire are:

KS1 & KS2 Halls

Classrooms

Football Pitch

Swimming Pool

Music Pavilion

Garden Rooms (1,2 & 3)

Forest School

Each let is made on the hirer's acceptance of the terms and conditions of hire as noted below. A Hire of accommodation form must be completed before letting takes place.

All externally run clubs providing services to our pupils must have a satisfactory safeguarding policy in place which has been pre-approved by the Head teacher.

A copy of this policy is held alongside the clubs insurance details.

Revised by D. Rickett
June 2023

Hire of School Accommodation Form
Please return this form with your payment

Name of Hirer:	Date:
Address:	
Telephone no:	

Accommodation Requested

KS1 Hall	KS2 Hall	Classroom.....	Football Pitch

Purpose of Hire:

Dates of hire From..... To..... Days per week.....Sessions per term.....

Payment

Hire Fees:	
Full / Part fees	

Declaration

I/We agree to hire the above accommodation and confirm that it is to be used for the purpose described above. I have read the Terms & Conditions of Hire and agree to abide by these conditions	
Name:	Signed:
Date:	

Authorised by:Head Teacher Date:
