



DRAFT

School Lettings Policy

Introduction

The Governing Body recognises the role of the school within the community and welcomes the use of the School's premises for a variety of community and leisure purposes.

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

A copy of the Booking Conditions will be sent with the application form for the Hirer when the initial enquiry is made.

Categories of Lettings

The use of the school premises is divided into the following two categories:

- ☺ After School Provision – Clubs (no charge)
- ☺ Private (£25 per hour)

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. The charge will vary according to the category of the letting as detailed above.

Application Procedures

Application forms, available from the school, should be submitted to the Business 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 as the Hirer. The Hirer will be required to return the completed booking form to the school before booking can be confirmed.

Letting fees are reviewed annually by the Finance and Personnel Committee of 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 beginning of each term.

Security of the Premises

Entrance to the school will be via the Main Entrance, which will be opened by the school at an 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, i.e. ensure that the Main Entrance is locked when all members of the group are inside.

Use of Facilities

- ☺ The Hirer will be responsible for the proper use of the school facilities (specialist equipment or 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. The

Date ratified: 28th September 2015

Date reviewed: 6th October 2016

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 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 clear and satisfactory condition.

- ✿ 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.
- ✿ 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 assessment.
- ✿ 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 procedures.
- ✿ Fire Exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring.
- ✿ The Hirer must only use the 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.
- ✿ A toilet is available in the Admin corridor.
- ✿ 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 kept in a clean and tidy condition.
- ✿ The Hirer will be responsible for ensuring that the group has adequate insurance appropriate to the activities organised.
- ✿ 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
- ✿ 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.
- ✿ Smoking is not permitted anywhere in the school building.
- ✿ Animals, other than Guide Dogs, are not permitted anywhere on the school premises. This is purely on the grounds of hygiene.
- ✿ No combustible materials are to be used within the school, except with the express approval of the school.

In the event of an incident, fire or near miss

The school must ensure that Shropshire 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 the findings that may be relevant. Schools are NOT responsible for undertaking risk assessments for Hirer's activity(ies).

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 Shropshire Council Incident Report.

Date ratified: 28th September 2015

Date reviewed: 6th October 2016

Licences

There are a variety of licences that may be required for different types of functions. 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.

- ✿ The Hirer shall indemnify the LA when signing the application form against any claim for bodily injury of loss or 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.
- ✿ The effect of the above 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 of the Hirer's permission.

Cancellations

By the Hirer

Cancellations should be made in writing at least 24 hours before the propose 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.

By the School

If the school finds it necessary to cancel a booking, as much notice as possible is 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.