



Churchtown Primary School School Lettings Policy

Introduction

The Governing Board 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.

Categories of Lettings

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

1. Community and Leisure Learning
2. Private
3. Commercial

Availability of Premises

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

Charges

The Governing Board 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.

VAT

VAT is normally chargeable only on lettings of sports facilities

Application Procedures

Application forms, available from the school, should be submitted to the Head Teachers 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 the Hirer. The Hirer will be required to complete and return the booking form before a booking can be accepted. A booking acceptance form will be completed and returned to the Hirer for signature and return.

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

- Refuse applications without giving a reason
- Have a representative present at any function
- Terminate any activity not properly conducted.

Letting fees are reviewed annually by the Governing Board. 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.

CONDITIONS OF USE

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.

General Conditions

- Lone working procedures need to be in place to cover the person unlocking/locking up and other support activities. Separate guidance on lone working is available if required.
- The hirer is responsible for the health and safety issues, not the school. All statutory requirements must be observed and school specific requirements complied with.
- Details of vehicle and pedestrian entrances and exits, parking facilities, toilets etc. are made known to the users.
- The school and local authority will accept no responsibility for damage howsoever caused to vehicles and other property while the user is on the school site. Parking is made available only on the basis that it is at the vehicle owner's risk. The hirer is asked to arrange for users to park in designated areas only.
- The hirer must ensure that only that part of the building actually hired is used and must observe any instructions given by the site supervisor/ member of school staff concerning the area available.
- Hirers are responsible for signing in and for monitoring persons on site, so that in the event of an emergency, all persons can be accounted for.
- Hirers will be acquainted with the emergency and evacuation procedures (which are on display), including the location of the fire alarms, extinguishers and emergency exits and muster points during a premises familiarisation session in advance of the actual hiring. Once completed the hirer takes responsibility for briefing other users associated with the hiring. They must also carry out their own fire drills. Fire appliances must not be removed or tampered with other than for firefighting purposes.
- Any precautions required to ensure the users' safety when using equipment are the responsibility of the hirer. Equipment will be provided by the hirer and not by the school. 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 not 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 cost of any maintenance or repair work which is necessary because of the hirer's/user's activities will be borne by the hirer.

- It is the responsibility of the hirer to provide first aid equipment and trained personnel.
- Smoking is not allowed in any part of the school premises.
- Alcoholic Drinks – An occasional license must be obtained where appropriate. The licensee is responsible for conduct of bar sales etc.
- No alcohol is to be stored or retained on the premises when pupils are in school
- The hirer shall provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting.
- The Headteacher reserves the right to have a member of school staff present throughout the letting and to put a stop to any event that is not properly conducted.
- The hirer is responsible for providing access to a mobile telephone for emergency purposes.
- It is the responsibility of the school to ensure that the Hirer has ensured adequate supervision, ratios and up to date and adequate DBS checks. The Hirer will maintain and provide copies to the school, in relation to DBS evidence, contact details, (including all emergency contacts), changes in staffing, responsibilities and absence.
- These checks must be made by prior arrangement with the Headteacher, with at least half a term's notice in advance to ensure that the checks can be carried out prior to the commencement of any letting. Any adults working with the school's pupils (for example, at an after school sports club) must be appropriately qualified. Sports coaches must follow the LA's guidelines for working in schools. The school will ensure that any Hirer shall not sub-let the premises to another person.
- 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 including replacing any furniture that has been moved. Any specialist cleaning or disinfection required as a result of the hirer's/user's activity in the premises will be the sole responsibility of the hirer.

In the event of an incident, fire or near miss

The school will ensure that **Local Authority Incident Report** forms are made available to the hirer who, in turn, must ensure one is completed whenever necessary. The school will follow up the report to ensure that it is completed correctly and that an investigation is undertaken. A review of the risk assessment for the activity will be required from the hirer.

Insurance

It is the responsibility of the **hirer** to effect suitable public liability and other relevant insurance cover. As a general rule cover up to £5 million is required.

License

The hirer is responsible for ensuring that any necessary licenses, required for a particular event, have been obtained, such as theatre, performing rights or cinematograph licenses.

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.

Review

This policy will usually be reviewed during the spring term each year, and at any other time as may be necessary



SCHOOL LETTING – INITIAL LETTING APPLICATION FORM

Name of Applicant:
Address (individual or organisation):
Telephone Number:
Name of Organisation:
Registered Charity/Company registration numbers:
Details of Premises Requested (Hall, Playground, Field, Classroom etc):

Day of Week Requested:
First Choice:
Second Choice:
Third Choice:
Start Time:
Finish Time:
(Please allow time for your preparation and clearing up)

Dates Required:
Use of School Equipment (please specify your request):
Details of any electrical equipment to be brought:
Car parking Arrangements requested:

Maximum Number of Participants:
Age Range of Participants:
Number of supervising adults:
Relevant Qualifications of Supervising Adults
Where applicable have DBS checks been carried out? When? By Whom? (Please enclose copies)

Dates during the year when the hall will be unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances. The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out (see Terms and Conditions for further details). The Hirer confirms that arrangements are in place with reference to First Aid (see Terms and Conditions for further details). The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment (see Terms and Conditions for further details)

I have read and understood the policy and conditions required of me as Hirer.

Any other relevant information

I confirm that I am over 18 years of age, and that the information provided on this form is correct.

Signed: _____ Date: _____



SCHOOL LETTING – INITIAL LETTING AGREEMENT

The Governing Board of Churchtown Primary School, St Cuthbert's Road, Southport, PR9 7NN
The Hirer:
Address:
Areas of the school to be used:
Specific Nature of Use:
Maximum Attendance:
Details of any school equipment to be used:
Date(s) of Hire:
Period(s) of Hire:
Fee (specify per hour or per session): £

- The Governing Board agrees to let the premises to the Hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified
- The Hirer accepts all the conditions of hire as set out in the attached Terms and Conditions document
- The Hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to obtain suitable insurance cover for any loss, damage or injury.

I have read and understood the conditions required of me as Hirer.

Signatures: _____ (The Hirer)

Signature: _____ (on behalf of the Governing Board)

Date: _____