



Lettings Policy

Date: Autumn 2018,
2021, 2024

Review: Autumn 2027

- The Governors wish to support the use of the school by the community and other groups wherever possible.
- Lettings will be made with charges set by the Governing Body (see below and Conditions Sheet).
- No regular use of outside playing areas will be permitted until our own timetable of Out-of Hours activities is complete.
- Costs subject to review by the Governing Body to be decided at the appropriate committee each year eg charges and remissions is annually updated.
- The Governors and Head teacher reserve the right to adjust the lettings rates based on longterm leasing arrangements.

CONDITIONS OF HIRE

- 1) The Named Hirer is responsible for ensuring compliance with all terms and conditions of the hire.
- 2) Application for the use of any part of the school premises, including pitch, track or fields, must be made to Ferndale Primary School at least 7 days before the desired date. One application can cover the duration of one half term. The Governors or Head teacher of the school, reserve the right to refuse any application for hiring school premises and, where the circumstances make such necessary, to cancel the arrangements without notice.
- 3) Under normal circumstances the pitch and track are available for hire between 15.20- 19:00 during the school term Monday to Friday evenings for after school clubs with external providers. Weekend or school holiday hire is subject to agreeing appropriate site management arrangements.
- 4) The site will be closed during Bank Holiday periods.
- 5) The fees payable are based on scales approved by the Governing Body, they are payable not less than 7 days prior to the date of the letting. No refund will be made unless at least 48 hours' notice of cancellation is given. Where there is a block booking in place, the 7 day condition applies before each date of use.
- 6) No apparatus, tools or equipment belonging to the school can be used unless prior permission has been granted.
- 7) School furniture and fittings may not be moved or floors treated by the hirers unless express permission has been obtained .
- 8) The hire of facilities is on condition that the hirer is liable for any damage incurred. Any damage arising from the hiring of school premises will be repaired by the School and charged against the party or persons hiring the facility.
- 9) Decorations and advertising matter are not permitted without special permission from the Head.
- 10) Hirers are not permitted to use and must not enter accommodation other than that which is stated on the permit.

- 11) Emergency exits must be kept clear at all times. Smoking and safety regulations must be observed. Any licences or copyright consents necessary (the conditions of which must be complied with), must be obtained by the hirer from the appropriate authorities and presented to the school prior to the date of hire.
- 12) There must be no consumption or sale of alcoholic beverages on the school premises.
- 13) No furniture may be bought on to the school premises without the approval of the Governors or the Head teacher. The school will not in any circumstances be responsible for any damage, injury or loss of goods brought to the school by the hirers or for damage or injury to the person of the hirer or any persons being in or about the premises while in the use of the hirers.
- 14) Parking of motor vehicles, is permitted only on condition that persons bringing such vehicles on to school premises do so at their own risk and that they accept responsibility for any damage or injury to the property or to any persons whether connected with the school or not caused by such vehicles or their presence on the school's premises.
- 15) Payment of hiring charges should be made direct to the School and an official receipt obtained.
- 16) The hirer must have school contact/key holder telephone numbers at hand throughout to ensure contact is available at all times.
- 17) The hirer will ensure appropriate behaviour of all parties throughout the hire with due regard to the neighbours and property.
- 18) The School grant facilities for the public use of the pitch and track on the express condition that those responsible for hiring the area will give an undertaking that the event will be conducted with propriety and will hold themselves liable for any damage incurred.
- 19) Any damage arising from the hiring of school premises will be repaired by the school and charged against the party or person hiring the school premises in question.
- 20) In addition, those responsible for hiring school premises must indemnify Ferndale Primary School from and against all actions, claims, demands, losses, costs, damage and expenses which may be brought or made by any person in respect of injury or damage sustained by them in consequence of or arising out of the use of school premises.
- 21) All equipment brought into the school for the purpose of the letting must be removed immediately afterwards. Electrical equipment should not be used on school premises unless it has been PAT (Portable Appliance Testing) tested. Any items left or stored on the premises are done so at the owner's risk. Ferndale Primary School cannot take responsibility.
- 22) The number of persons admitted to the premises must not be more than the pitch or part thereof can properly accommodate. The hirer is responsible for ensuring that any activity does not restrict the use of passages, steps, exits, etc.
- 23) Prior to any letting for the hire of school premises involving the participation in sports or similar activities being accepted; the following must be provided:

- a. Details of affiliation to the relevant Body;
- b. Legal liability cover for a minimum of £2 million; and
- c. Copies of Licences held by all coaches.

24) On entering the building/area the hirer must examine the Fire Regulations posted at the fire alarm point nearest to the accommodation to be used and ensure that these are understood.

Additional conditions of Hire for After School Clubs

- After school clubs where external providers are charging pupils will incur a charge. The charges are payable to Ferndale Primary School weekly in advance, as per any agreed costings.
- Providers must complete the letting application and return to the School Business Manager.
- Providers will be limited to the use of the facilities that they have specifically hired during the duration of the letting.
- Providers are responsible for contacting children and parents directly to inform them of changes to the club and will be responsible for the collection of money and for chasing late paying pupils.
- Providers are responsible for those pupils until they are collected at the end of the session by a parent or guardian.

Lettings Charges

- Pitch, Track and Playing Field £25, ph, M-Sat
- Hire is inclusive of lighting charges.
- Payment must be made in full 7 days before the letting either in cash or by cheque made payable to Ferndale Primary School.
- Concessions:
- The school may reduce any lettings fee for key partners or long term bookings.

APPLICATION FOR HIRE OF SCHOOL PREMISES

Lettings 1520-1900 Mon-Fri, 900-1600 Sat

Hirer's Name:	
Address:	
Post Code:	
Contact No:	
Event:	
Date of Hire:	
Time of Hire:	
Facility Required:	
Signed:	
Date:	
Additional info:	

I confirm that I have read and agree to adhere to all terms and conditions of the Lettings Policy, Site management plan and (if app) SLA: **Yes/No** *please delete as app

I have enclosed a copy of where appropriate public liability insurance, licences, DBS clearance



Lettings Charge Calculation

Description	Cost per unit	Number of Hours	Total cost
Sessional charge Mon-Sat	£25 ph		