

MOAT HALL PRIMARY SCHOOL

LETTINGS POLICY (including grounds)

- a. All lettings are at the discretion of the Head Teacher and Governors of Moat Hall School. They may refuse to accept a letting without any specified reason.
- b. All applications must be made on the official form and submitted to the Head Teacher at least 14 days in advance of the proposed letting, irrespective of a charge being made. Only the parts of the school entered on the official form may be used by the hirer.

In the event of more than one area of the school being used then these will be charged for separately.

Both the hirer and the school must give 4 weeks notice if the contract is to be terminated.

Minimum lettings period shall be two hours for single lettings. (One hour for outside use).

- c. No apparatus, furniture or equipment belonging to the school shall be used without prior consent of the Head teacher.
- d. Intoxicating liquor shall not normally be brought into nor consumed at Moat Hall without prior consent of the Governors. Where such consent is given it is on the understanding that the hirer complies with the licensing laws. The PTFA may use the school without charge on as many occasions as the Governors deem reasonable but will be subject to all the conditions set out in this policy document.

Smoking is not allowed on the premises or within school grounds.

No dogs other than assistance dogs are allowed on the premises or within school grounds.

- e. The promoters of entertainment and functions to which the public are admitted on payment shall be responsible for completing, to the satisfaction of the Governors, all formalities in connection with the use of the premises for that purpose. Where the Chief Fire Officer or Licensing Authority requires additional facilities for the purpose of letting (such as "EXIT" signs and emergency lighting) which are not already installed, it shall be the responsibility of the hirer to provide such facilities of an approved type and method of installation.
- f. No entertainment or function to which the public are admitted shall be allowed unless the premises are licensed for the purpose under the bye-laws of the Local Authority in whose area the premises are situated and all necessary regulations against fire are complied with.
- g. The hiring body shall be responsible during the function or entertainment for which the premises are hired for ensuring:-
 1. all safety requirements and recommendations of any licensing authority or the Governors are complied with.
 2. any limitation on the number of persons admitted imposed by any licensing authority or the Governors are complied with.
 3. suitably qualified persons are employed to be responsible for the supervision of the premises and the conduct of those attending, so as to avoid personal danger and damage to the premises. The hirer should ensure that all those employed are police checked and the hirer should implement a safe recruitment policy.

- h. Permission shall not be granted for the use of Moat Hall for the production of plays or music unless the promoters have given proof either that all royalties or fees for performing rights have been paid or that the publishers have been notified as the case may be.
- i. The hirer shall
 - 1. be responsible for reimbursing the full cost of any damage occasioned by users to the premises, furniture, apparatus and equipment
 - 2. be required to indemnify the school against liability at law in respect of any accident involving death or bodily injury to any person
 - 3. be responsible for damage to, or loss of, any property and happening consequent upon or in connection with the use of the premises
 - 4. be responsible for any additional cleaning costs caused by misuse of rooms or furnishings.
- j. The parking of vehicles on the school's property shall be permitted in approved areas only on condition that persons bringing such vehicles on the premises do so at their own risk and that they accept responsibility for any damage to the school's property or injury to any person whether connected with the establishment or not, caused by such vehicles or their presence on the school's premises.
- k. **Any hiring of a playing field may be cancelled without notice if the weather conditions or the state of the ground make it likely that unreasonable damage may result from use. Suitable footwear must be worn.**
- l. The hiring body shall comply with such additional conditions as the County Council, Head Teacher or the Governors may require in writing, to be observed for a particular letting.
- m. It is the responsibility of hirers to inform their members of any emergency cancellation, particularly in the case of regular lettings. School dates are posted on the notice board in the playground and on the school website and should be consulted about school closures and special events.
- n. Hirers may only use the school's kitchen for the purpose of preparing drinks and washing crockery but none of the equipment must be used.

Any person wishing to use the school kitchens, as part of a letting, must seek permission from the school.

The fees will be reviewed on an annual basis.

Governors of Moat Hall

Charges from April 2016

Lettings are charged at an hourly rate and will be reviewed annually.

Charges for Hall £15.00 per hour.

Charges for hire of a classroom £20 per hour.

Charges for hire of a football pitch £12.00 per hour.

Locking up fee charge £9.00 after 7.30pm. (This is not applicable to outside lettings).

Occasional Hire £20 deposit.

Plus any additional cleaning costs or maintenance charges.

All lettings are at the discretion of the Headteacher and Governing Body.

Letting fees shall be payable in advance for single lettings. Regular bookings will be invoiced termly in arrears.

Refunds for cancelled bookings shall be at the discretion of the Governors.

The school reserves the right to cancel or refuse bookings should the school need to use the agreed areas due to unforeseen circumstances.

The PTFA may use the school without charge on as many occasions as the Governors deem reasonable but will be subject to all the conditions set out in this policy document.

All hirers shall be expected to leave the premises in the same condition as found on entering.

A deposit of £20.00 will be payable in advance of all single lettings. This will be refunded if the premises are left in a satisfactory condition.

Additional Guidelines

- To safeguard property and club pupils and staff, club leaders are asked to lock the front door. It would be the responsibility of club staff to open the door when the bell system is in operation.
- After 7.30 pm., club leaders must not leave the school premises until the janitor has arrived to lock up.
- If club leaders need emergency assistance please call the site supervisor, Ian Johnson on 07403 387311.
- It is the responsibility of club leaders to ensure their pupils remain in the designated areas of hire (with the exception of toileting facilities)

MOAT HALL SCHOOL LETTINGS APPLICATION

Name of Group: _____ Organiser: _____

Contact Number : _____ Type of group: _____

Address to which invoices should be sent: _____

Purpose for which lettings required: _____

Accommodation required: _____

Days/dates required/frequency of bookings: _____

All applicants should read the school's letting conditions, particularly those parts relating to permissible activities and liability for damage to the buildings.

Governors have the right to refuse any lettings.

Where lessees are organising activities which may involve access to groups of children, the Governors must ensure themselves of the bona fides of the lessees. In these cases please complete the additional details:

Organiser's qualifications for activity: _____

Have you ever been convicted of a criminal offence, been bound over or received a caution, judgement or investigation pending against you, including spent convictions YES/NO

If you have please give details: _____

Has police check confirmed above details? YES/NO Date of check: _____

The organiser or other approved, qualified person must be in attendance at all meetings.

Please provide a copy of your DBS clearance.

Lettings charge £_____ per session/hour/week. VAT will be added to the charges for all non-voluntary groups or individuals.

Where lettings are undertaken outside normal school hours, then organisers are responsible for cleaning of rooms in use.

Lettings approved: _____ Head Teacher - on behalf of Governing Body.

(Read and delete as appropriate):

Public liability insurance is being provided by the County Council's Third Party Hirer's Insurance Policy. I can confirm that I have read the Summary of Cover and fully understand the insurance being provided including the policy conditions and exclusions which apply.

Public liability insurance is not being provided by the County Council's Third Party Hirer's Insurance Policy and I can confirm that I have arranged Public Liability Insurance in the name of the individual/organisation hiring the school premises for a limit of indemnity of at least £2,000,000. (Copy of liability policy enclosed).

This is a true and accurate statement and I agree to the conditions of, and charges for, lettings.

Signed: _____

Date: _____