



THE RACKHAM

C OF E PRIMARY SCHOOL

Lettings Policy

Policy Number: SCH 035

Date: October 2022

General

All applications for the letting of school premises shall be made through the Business Manager

The Site officer will be responsible for locking/unlocking the premises in respect of all lettings.

Terms and conditions

The terms and conditions on which the premises are let shall be as follows and read in conjunction with the Schools Letting Agreement:

Bookings and fees

- All Applications for the hiring of school premises must be made through the Business manager using the appropriate Booking Form.
- Bookings can normally only be accepted for up to 6-months in advance.
- A Booking will only be accepted, subject to availability, upon completion of a Booking Form and signed indemnity. All bookings will be confirmed, in writing, by the Business Manager (Please do not make any arrangements until you have received written confirmation.)
- The fees charged will be those in force on the day(s) of the hiring; the scale of charges is normally revised with effect from 1st September each year following review by the Resources Committee in November.
- All charges are inclusive of caretaking, cleaning, lighting, heating and water (where applicable).
- All charges will be invoiced and are payable within 30 days of Invoice Date.
- The hirer shall not assign the benefit or burden of the hiring or sub-let the premises or any part thereof.

Safeguarding

- Any organisation/club or group who attendees are children below the age of 18 are subject to College's / School's safeguarding procedures.
- They must provide a copy of current DBS for the staff involved in the activity and a current child protection policy that is acceptable to the School.
- No booking will be approved without the above documents.
- The Rackham C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects organisations or clubs hiring the school / college to share this commitment

Deposit

- A non-refundable deposit of £10 is required at the time of booking. (Cheques to be made payable to "The Rackham C of E Primary School".

Cancellations

- Notice of cancellation must be given, in writing, to the Business Manager at least 14 days before the hiring date. If notice is not received in time then the Hirer will be liable for any costs incurred. Deposits are non-refundable.
- The Governing Body reserves the right, by notice to the hirer, to terminate the hiring at any time for reasons outside of their control and to return to the hirer any monies paid by way of deposit. The Governing Body shall not be under any liability to the hirer for any loss or damage they may sustain arising out of such termination.

Public Liability Insurance

- All Hirers must have adequate Public Liability Insurance cover as a condition of the Letting. Please enclose a copy of your own cover with the application.
- If Public Liability Insurance is not held by your organisation/group, you must ensure that adequate cover is obtained. Written confirmation from the insurance company or broker concerned will be required by the Business Manager prior to the Letting.

Hirers' responsibilities

The Hirer shall:

- vacate the premises by the time stated on the Booking Form.
- obtain the necessary licence if alcohol is to be sold.
- Agree and confirm the responsible Designated Premises Supervisor
- be responsible for obtaining the licence of the owner of the copyright of any dramatic or musical work intended to be performed or sung and must indemnify the school against any infringement of copyright.
- ensure that any equipment brought onto the premises and used is safe and meets the standards of any statutory requirements regarding its serviceability, control and use
- fireproof all scenery and props etc. to be used in any performances, in accordance with instructions issued by the County Fire Officer.
- observe the School's 'NO SMOKING POLICY'. All those who use the premises are kindly asked to refrain from smoking on the premises at all times.
- observe the School's Health & Safety Policy.
- comply with all applicable notices and signs.
- immediately evacuate the premises by the nearest Fire Exit on the sounding of the Fire Alarm. (The Fire Alarm is a continuous ringing of the school bell).
- inform the caretaker immediately of any accidents/incidents.
- leave the premises and equipment as found.
- If any additional expense is incurred, arising from the letting, or any extra cleaning becomes necessary as a consequence of the use of the premises, the person/organisation hiring the school / college will be responsible for any such expense and charged accordingly.
- Persons hiring premises or grounds will be held responsible for any damage to buildings, furniture, equipment or other property and a claim for the reinstatement, replacement or repair of such will be made whether as a result of the negligence of the Hirer or his/her invitees, employees or agents during the period of hire. The Hirer shall be deemed to have undertaken to pay the cost of such reparation by signing this hire agreement. Please note that no nail or fastening of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture.
- Hirers are also responsible for notifying the Caretaker of any defects with equipment or the property that they identify whilst using the facilities. Notification should be given to the Caretaker immediately.
- In respect of Item 2.5(m), the Hirer will be expected to insure this risk and hold legal liability insurance to cover claims directly arising from their group or organisation's activities.
- The Hirer is responsible for the supervision of all persons attending the premises for the purpose of the hiring whilst they are on the premises or on any part of Rackham school site, and for preserving good order.
- The school cannot accept responsibility for any loss, damage, accident or injury arising during the Hirer's use of the premises, or to any member of the Hirer's party and the hirer shall indemnify the Governing Body against all claims, demands, actions or proceedings.

- Car parks are restricted to the designated parking areas. If your function involves many cars you are advised to contact the Police so that they may put 'No Parking' cones on the road adjacent to the School. All vehicles are parked at the owner's risk. The School / College takes no responsibility for theft or damage to vehicles while parked on the premises.

Form of agreement and indemnity

A Booking Form must be completed for each letting, giving full details of use of premises/equipment.

The following indemnity will be included on the Booking Form and must be signed by the Hirer before the booking can be accepted:-

"I certify that I am not less than 18 years of age. I have read and agree to be bound by the Terms & Conditions of Hire, for the time being in force, and I accept responsibility for the observance of the conditions and agree to pay on demand the letting charge hereby incurred.

I hereby indemnify the Governing Body of The Rackham C of E Primary school against all claims in respect of injury, loss or damage (including damage to the premises and equipment) arising from this letting.

(In requiring this undertaking the Governing Body does not seek to absolve itself or any employees from liability as owners/occupiers of the premises.)"

The Governors reserve the right to refuse any booking which is deemed unsuitable.

Category of user

Affiliated Groups
Non Affiliated Groups

Scale of charges

The scale of charges will be revised annually at the first meeting of an academic year by the Resources Committee.

All lettings of the school premises shall cover the costs of heating, lighting, water, caretaking and cleaning costs.

Additional charges

Setting up/Clearing up time: This must be allowed for when completing the Booking Form otherwise charges for any additional time will be added to the final invoice.

Insurance: The hirer shall arrange insurance as set out above

Premises Charges and Equipment Hire (Subject to availability)

We have differing charges depending upon whether the premises hire is for a group aimed at children e.g. Brownies or a junior sports club and a different hire price for adult use.

Junior Price

Hall

Monday to Thursday - £15.00 per session (Up to 2 hours)

Weekend ½ day - £30

Weekend full day - £50

Football pitch

Monday to Thursday - £15 per session (Up to 2 hours)

Netball court

Monday to Thursday - £15 per session (Up to 2 hours)

Senior Price

Hall

Monday to Thursday - £25 per session (Up to 2 hours)

Weekend ½ day - £40

Weekend full day - £70

Football pitch

Monday to Thursday - £20 per session (Up to 2 hours)

Netball court

Monday to Thursday - £20 per session (Up to 2 hours)

Equipment

Piano: £2.50 per hour

Stage Lights/lighting desk: £5.00 per hour

Projector: £5.00 per hour

Please note that the use of ladders and tower scaffold is strictly forbidden unless prior consent is given and on production of a current recognised certificate at time of booking.

Use of premises during school holiday periods

By negotiation and subject to availability.

For a booking form please see Appendix A

APPENDIX A

HIRING OF SCHOOL PREMISES

Date:

Time: From To

Organisation:

Function:

Room(s):

The hirer is responsible and liable for any damage caused to the above room(s) and other parts of the school used during the period of hire.

Signed Please print.....

On behalf of.....

Date:

(Please return at least a week prior to hire)

NB. Pointed heels are not allowed on the hall flooring (cushioned vinyl).

This is a no smoking site.

This policy will be reviewed and agreed in line with Government guidelines by the Governing Body.

Approved and signed by:

Headteacher



Signed:

Date: 7th September 2023

Chair of Governing body



Signed:

Date: 7th September 2023