

## **STAPLEFORD COMMUNITY PRIMARY SCHOOL LETTING CHARGES 2020**

For many years, the school has worked to develop the use that members of the community make of its buildings and grounds. The Governing Body wishes to continue to make the school's facilities available to local groups and individuals. The school's first responsibility is to the education of all its children but it can arrange for parts of the school to be used in the evening, at the weekend and during some of the school holidays. In addition, the Community Room is available during the school day and can be let at favourable rates.

In order to secure long-term, community use, the Governing Body must set a realistic charging policy that recovers the cost of community activities and must ensure that appropriate standards of safety, security and cleaning are maintained. The Governors should not allow nor would members of the community wish the school's budget, provided for the education of its children to underwrite any of the costs of community activities.

The cost of caretaking, cleaning, security, heating, lighting and wear and tear are all acknowledged in the scale of charges set out below. The charges apply to all lettings, which take place in the School from 1st September 2020 and will be reviewed in May 2021.

### **1. PREMISES**

**Individuals and organisations** are charged at standard hourly rates, which are:

Hall £43.00

Community Room £13.00

The capacity of the Hall is 240 (seated e.g. concert or play) and 200 (standing e.g. dance or disco).

**Local Community Groups/Regular Weekly Group Meetings** are charged at special, hourly rates:

Hall £12.25

Community Room £7.15

Playground £4.30

School Field £31.75

**Clubs arranged and booked by School for the benefit of pupils of Stapleford Community Primary School** are charged at the lower hourly rate

Hall £5.00

Classroom/Community Room £2.25

School Field £31.50

Football Pitch - Large £13.25 per match

Football Pitch - Small £7.00 per match

**Previous Stapleford Umbrella Association member** hourly rate

Hall £5.00

Community Room £4.00

Please contact the School Office on 01223 508720 to enquire regarding use of the school that is not covered by the above charges

### **2. KITCHEN**

The school's main kitchen is not part of the premises managed by the School Governors and its use has to be agreed with the Caterlink on each occasion when it is required.

### **3. EQUIPMENT**

Items of equipment may be made available and a small additional charge may have to be made. It is the responsibility of the hirer to prepare the rooms for the purpose for which they have hired them and to return any equipment/furniture to its original place before leaving the premises.

### **4. CARETAKING AND CLEANING**

Additional charges for caretaking and cleaning for all lettings are charged at cost. The current cost to the School for each hour of caretaking is:-

Monday to Friday after 6 .00 p.m. and before 10.00 p.m.	£ 20.00
Saturday to 10.00 p.m.	£ 20.00
Monday to Saturday 10.00 p.m. to midnight	£ 25.00
Sunday to 10.00 p.m.	£ 28.00
Sunday and Bank Holidays after 10.00 p.m.	£ 32.00
Bank Holidays until 10.00 p.m.	£ 27.50

### **5. HIRER'S LIABILITY INSURANCE SCHEME**

The Hirer will be held responsible for any damage to the premises or equipment and for any risk that may arise from their activities. Where the hirer has no current legal liability insurance cover the school can offer a Hirer's Liability Insurance Scheme for Lettings that are Non-Commercial and Non-Profit making (i.e. Weddings, Birthday parties). The cost is 12.5% of the hire charge with a minimum of £1.50 and an excess of £100 for each claim. All premiums are subject to Insurance Premium Tax of 6%. Please ask for details.

### **6. ADMINISTRATIVE CHARGE**

The school incurs administrative costs each time a letting is accepted. An administrative charge of £5.50 is included on each invoice.

### **7. V.A.T.**

The above charges do not include V.A.T.

### **8. CONDITIONS**

Bookings are accepted subject to Local Education Authority guidelines. In particular, community groups whether affiliated to Stapleford Umbrella Association or not, have preference over other lettings in booking premises for their regular use. Bookings can be accepted up to a year in advance.

### **9. PLANNING**

Individuals, organisations and community groups are asked to discuss the letting(s) that has been booked well in advance, with the School Caretaker Secretary or Headteacher. Hiring costs can be reduced to a minimum if caretaking, cleaning, heating and any special arrangements can be planned.

**The school's Governing Body reserves the right to refuse bookings, impose special conditions and may change these conditions and charges.**

**HIRERS ARE ASKED TO DISCUSS THEIR ARRANGEMENTS FOR THE HIRE OF THE SCHOOL'S PREMISES WITH THE CARETAKER, HEADTEACHER OR SECRETARY AT LEAST TWO WEEKS BEFORE THE HIRING DATE. CAREFUL PLANNING CAN REDUCE HIRING COSTS TO A MINIMUM AND HELP THE SCHOOL TO COORDINATE THE BOOKING WITHIN ITS NORMAL SCHEDULE.**

**Please read the conditions enclosed, before signing and returning this Application Form to the School Office.**

**Conditions for the hire of the School premises**

- The named individual who is responsible for the hire of the School premises and signs the application overleaf must be not less than 18 years of age.
- The named individual agrees to accept responsibility for observing these conditions and agrees to pay on demand the letting charge.
- The named individual indemnifies Anglian Learning MAT and the Governing Body of Stapleford Community Primary School against all claims in respect of injury, loss or damage (including damage to the School premises).
- Anglian Learning MAT does not seek to absolve itself or any employees from liability as owners/occupiers of the premises.
- The named individual agrees to identify a minimum of four Stewards to supervise the activity for which the premises have been hired and will inform the school of the names of those Stewards in advance of the Letting. The Stewards will wear a badge identifying their role.
  - The Stewards agree to take responsibility for the security of the premises and safety of the occupants for the period of the letting. They will direct all people present to the emergency exits and undertake to call the emergency services in the event of an emergency.
  - The Stewards will be identified to all people attending the function.
  - The Stewards will ensure that the 'No Smoking on Site' rule is upheld.
  - The Stewards will ensure that drinks are not carried by any person whilst dancing.
  - The Stewards will ensure that attendees are respectful when parking in and around the school, and attendees are asked NOT to park in the bays at Cox's Close bungalows, nor to block driveways of residents in Bar lane or other nearby roads.
- The named individual ensures that no electrical equipment is brought onto the premises unless the arrangement has been approved in advance with the hirer and the equipment has been checked and has a current certificate to confirm that it complies with the Electricity at Work regulations.
- The named individual ensures that an Occasional License (for the serving of alcohol) is obtained when appropriate
- The named individual, in agreement with the Caretaker, ensures that the premises are left in a satisfactory condition at the end of the letting period.
  - All tables and chairs must be cleaned, returned to the store and stacked as per the notice displayed.
  - The serving surfaces in the bar area must be wiped and the floor to the bar area mopped.

- The hirer will provide tea towels for their own use.
  - All rubbish must be removed from the premises at the end of the letting period.
  - Any extra cleaning costs will be recoverable from the hirer if the premises are left in a dirty and untidy state.
- The named individual ensures that no area of the school is used other than that stated on the Application Form. This includes outdoor areas and in particular the children’s play areas.

**The School operates ‘No Nuts Policy’, if you are using nuts / nut products you must ensure that they are removed from the premises at the end of the letting period. No dogs allowed on school premises.**

**Checklist for Hire of Premises**

Caretaker to check with Hirer

	<b>IN</b>	<b>OUT</b>
Emergency exits and signs		-
Location of rooms hired		-
Location of store and stacking of tables and chairs		
Electrical equipment check		-
Condition of rooms hired		
Condition of Kitchen area		
Condition and storage of tables and chairs		
Removal of rubbish	-	
Stewards have a copy of the conditions for hire		-
Mop and Bucket with cleaning materials provided		
Location of cleaning cupboard in Boys’ Lavatory explained		
Location of disabled toilet		

Stewards to inform public/guests

Identify Stewards (named below) to public/guests	
1.	
2.	
3.	
4.	
5.	
6.	
No Smoking	
No drink to be carried whilst dancing	
Emergency evacuation procedure	
Location of rooms hired and that no other area is used	

We agree that the premises are in a satisfactory condition at the end of the hiring period

..... Hirer

.....Caretaker

**STAPLEFORD COMMUNITY PRIMARY SCHOOL  
APPLICATION FOR HIRE OF THE SCHOOL PREMISES**

<b>Name of Individual, Organisation, Community Group:</b>
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<b>Date(s) of proposed hiring:</b>
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<b>Type of event for which premises are required:</b>
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<b>Will you be applying for an occasional Alcohol Licence</b>	<b>YES</b>	<b>NO</b> (please delete as appropriate)
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<b>Time(s) required:</b>	<b>From:</b>	<b>To:</b>
before event (for preparation if any)		
for function		
after event (for clearing away if any)		

<p><b>Please give details of your special requirements/instructions (e.g. special equipment, bar, heating, catering etc.)</b></p> <p>.....</p> <p>.....</p> <p>...</p> <p>.....</p> <p>.....</p> <p>.....</p>
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<b>Areas of School required:</b>	<b>please tick/cross</b>
<b>Hall</b>	
<b>Stage (*with/without extension)</b>	
<b>Community Room</b>	
<b>Field</b>	

<b>Details of hirer: (contact person)</b>	<b>Name</b> .....
	<b>Address</b> .....
	.....
	..... <b>Post code</b> .....
	<b>Telephone No.</b> ..... <b>Email address</b> .....
Please enter all details	

<b>I enclose evidence of my Public Liability Insurance cover.</b>	
<b>I wish to apply for Liability Insurance cover through the Hirer's Liability Insurance Scheme</b>	

**Date**..... **Signature** .....