

AMBITIOUS-CARING-EXCELLENCE

# Stapleford Community Primary School

## Lettings Policy



STAPLEFORD COMMUNITY PRIMARY SCHOOL Lettings POLICY			
Review frequency	annually	Date of next review	Summer 2023
Policy distributed to	LGB	Required by Law	No
Policy approved (date)	Sum 22	Website (public area)	Yes
Staff / governor responsible for review	HT		

Required by law\*

Version	Amendments	Date	Author
2	Revised charges approved at LGB2 Nov 22	November 2022	HT

A review of charges will take place each June for September implementation.

## **1.0 GENERAL**

- 1.1 All applications for the letting of school premises shall be made through our Clerical Assistant, Mrs Ede.
- 1.2 The Site Manager will be responsible for locking/unlocking the premises in respect of all lettings, any exception will be with the agreement of the Head Teacher.

## **2.0 TERMS & CONDITIONS**

The terms and conditions on which the premises are let shall be as follows:-

### **2.1 BOOKINGS & FEES**

- (a) All Applications for the hiring of Stapleford Community Primary School premises must be made through the Clerical Assistant using the appropriate Lettings *Booking Form*.
- (b) Bookings can normally only be accepted for up to 6-months in advance.
- (c) 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 Clerical Assistant (*Please do not make any arrangements until you have received written confirmation.*)
- (d) 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.
- (e) Charges are inclusive of cleaning, lighting, heating and water (where applicable), however rubbish must be cleared from the site. In specific instances additional charges may be applied- which will be agreed ahead of the letting.
- (f) All charges will be invoiced and are payable within **30 days** of Invoice Date.
- (g) The hirer shall not assign the benefit or burden of the hiring or sub-let the premises or any part thereof.
- (h) **ADMINISTRATIVE CHARGE**  
The school incurs administrative costs each time a letting is accepted. An administrative charge of £5.50 is included on each invoice.

### **2.1a SAFEGUARDING**

- a) Any organisation/club or group whose attendees are children below the age of 18 is subject to the School's safeguarding procedures.
- b) They must provide a copy of current DBS for the responsible adults involved in the activity and a current child protection policy that is acceptable to the School.
- c) No booking will be approved without the above documents.
- d) Stapleford Community 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.

## 2.2 PUBLIC LIABILITY INSURANCE

- (a) All Hirers must have adequate Public Liability Insurance cover as a condition of the Letting. Please enclose a copy of your own cover with this application.
- (b) 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 Clerical Assistant prior to the Letting.

## 2.3 HIRERS' RESPONSIBILITIES

The Hirer shall:

- (a) vacate the premises by the time stated on the Booking Form.
- (b) obtain the necessary licence if alcohol is to be sold.
- (c) Agree and confirm a named contact to correspond with the school
- (d) 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.
- (e) 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
- (g) 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.
- (h) observe the School's Health & Safety Policy.
- (i) comply with all applicable notices and signs.
- (j) 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 sounder*).
- (k) inform the *Site Manager & Clerical Assistant* immediately of any **accidents/incidents**.
- (l) leave the premises and equipment as found.
- (m) 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 will be responsible for any such expense and charged accordingly.

- (n) 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, ceiling, pillar or other fittings or furniture.
- (o) Hirers are also responsible for notifying the Clerical Assistant/ Site Manager of any defects with equipment or the property that they identify whilst using the facilities. Notification should be given to the Clerical Assistant/ Site Manager immediately.
- (p) In respect of Item 2.3, 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.
- (q) 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 Stapleford Community Primary School and for preserving good order.
- (r) 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.
- (s) Car parking is situated on site. 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 takes no responsibility for theft or damage to vehicles while parked on the premises. Those parking should be considerate of the neighbours and not block drives or use resident allocated parking spaces.

### 3.0 FORM OF AGREEMENT & INDEMNITY

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

3.2 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 Name of Stapleford Community 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.)”

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

#### 4.0 CATEGORY OF USER AND CHARGES

##### ***HIRING OF SCHOOL PREMISES – 1 January 2023- 31 August 2023***

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

Hall £46.20

Community Room £14.00

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

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

Hall £13.15

Community Room £7.70

Playground £4.40

School Field £32.50

**C)**

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

Hall £5.35

Classroom/Community Room £2.55

School Field £32.50

Football Pitch £10.00

**D) Other: On application if not meeting the above criteria**

\*Weekends will be subject to a minimum 3 hour charge at the discretion of the School

## 5.0 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:-

Removal of the school PE equipment in advance of the letting	
£10.00	
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

<b>Setting up/Clearing up time:</b>	This must be allowed for when completing the Booking Form otherwise charges for any additional time will be added to the final invoice.
<b>Insurance:</b>	Charged at 12.5% of Lettings charge or £1.30 (whichever is the greater) + 6% Insurance Premium Tax

### 5.1) Keys and Fobs- £25.00 deposit

Multiple use lettings:-Any group given a key / fob will have to pay £25.00 deposit for a key/fob to cover the cost of replacements if not returned within 1 week of the letting ending. This is to be paid ahead of the letting.

For single occasion lettings the key/fob is to be collected the day before and returned the day after an event at the latest.

**Please note that the use of ladders and tower scaffold is strictly forbidden unless a current recognised certificate is produced at time of booking.**

### 5.2) USE OF PREMISES DURING SCHOOL HOLIDAY PERIODS

By negotiation and subject to availability.