



LETTINGS POLICY 2018

The Policy is to be reviewed annually and the next review is due: **September 2019**

AIM

The governing body supports the development of all community groups use of the school through a flexible charging approach. This may include offering reduced rates for up to one month in order to assist a new group, and would be negotiated with the Head Teacher.

AIMS ETHOS AND PURPOSE OF LETTINGS

- All lettings to be carried out according to the Conditions for Hire as outlined in this policy.
- Letting is carried out for the benefit of the school.
- Letting charge should be sufficient to at least cover costs (e.g. cleaning and caretaker) and wear and tear.
- Governors will not set a charge so high as to discourage potential users.
- The current caretaker may not wish to work after normal finishing time except on an occasional basis and his/her wishes must be respected.
- If a regular late night booking is agreed there should be contingency plans in the event of illness or unavailability of the caretaker.
- Consideration will be given to potential lets with regards to their aims and purposes and they may be rejected if it is felt by the Governing Body that they conflict with the aims and ethos of Becket Primary School.
- All groups will have an annual review of their rent. Increases to take place from the start of each new school year in September.
- Each group will have a sheet to complete showing usage. An official invoicing system and active encouragement to pay within a set time limit, to be operated and maintained.
- Reduced rates of hire may be charged at the discretion of the Headteacher and reported to the Resource Committee.
- All Friends of Becket activities are free of charge

BECKET PRIMARY SCHOOL AND GROUNDS CONDITIONS FOR HIRE

- Applications to be made in advance (28 days)
- The person signing the application form shall be considered the hirer and must be over 18 years of age.

The hirer will be responsible for ensuring that all activities take place in a safe manner and that there is an appropriate number of responsible adults present at all times. The hirer shall be responsible for the behaviour of all persons included in the booking.

A qualified person must be present during all sessions that are considered to be of a hazardous nature, e.g. karate, trampolining, gymnastics, judo or where the Club/Organisation is a youth club. It is the responsibility of the Hirer to check the qualifications of those supervising such activities.

- The Hirer must ensure that there are sufficient stewards located in areas that will prevent unauthorized persons from entering the premises and to ensure that guests are restricted to the area hired for the function.
- The premises will be used only for the event described on the booking form.
- Where heating is required an additional charge will be made.
- The Headteacher or his/her representative may refuse admission to any person without giving any reason for doing so, and may similarly require any person to leave the premises.
- The hirer is responsible for the adequacy, suitability, and safety of all equipment brought onto the premises.
- The Governing Body shall not be responsible for any loss or damage to any property arising out of the hire.
- The Hirer shall be responsible for all damage or loss to any fixtures, fittings, sports or other equipment or property occurring during the period of hire.
- The Hirer must familiarize himself/herself with the emergency procedures for fire, first aid, accidents and defects, reporting and carrying them out to the best of his/her ability. Details attached.
- Smoking is not permitted in the school or its grounds. Alcohol is also not permitted, without previous application for the necessary license.
- Car parking is only permitted in the allocated parking spaces. All roadways must be kept clear. "No Parking" signs must be respected.
- The premises must be left in a clean and tidy state and all equipment must be put back after use. If premises are not cleaned to the satisfaction of the caretaker, the Hirer will be responsible for any payment necessary to have them cleaned.
- All lettings must be approved by the Governing Body, or their representative, who retain authority to make decisions regarding approval or cancellation of any letting.
- No letting shall be considered, approved or any change confirmed until done so in writing by the Governing Body or their representative.
- The Governing Body reserves the right to impose special conditions in respect of any letting, series of lettings or class of lettings in order to protect its employees or property.
- All charges must be paid as agreed and paid at the time and by the method required by the Governing Body.
- Charges will be made at rates determined from time to time by the Governing Body and shall be liable to change without prior notification to the hirer. Where an incorrect charge has been quoted the Governing Body reserve the right to charge the correct rate although the hirer may wish to cancel.
- The Governing Body does not undertake to refund any charge on cancellation of booking by hirer unless 21 days written notice of cancellation is given to Governing Body.
- No desk, fixed furniture or equipment that may be in the accommodation hired shall be used or interfered with without prior approval of the Governing Body. Standing on seats, furniture, window sills etc is not permitted. Fitting, fixtures or decorations of any kind shall not be permitted other than purely temporary arrangements which require no permanent fixings which could damage any part of the premises.
- Chalk resin or polishing materials may not be used on floors.
- Specialist equipment (pianos, sound systems etc) are not included in the letting agreement unless specifically requested on application form and approved by Governing body.
- Where facilities booked by the Hirer prove not to be available during the letting, the Governing Body will consider applications for refunds of a proportionate part of the letting charge. The decision of the Governing Body or their representative shall be final.

- The council requires hirers to have and maintain for the duration of the hire, insurance cover arranged with a reputable company, to provide a minimum third party indemnity of up to £5 million for each and every accident. It is the responsibility of the hirer to affect this cover and whatever other insurance he/she requires to cover his/her liabilities. The Hirer shall ensure that Becket Primary School has a copy of the insurance document.
- It is the responsibility of the hirer to obtain any license for the sale of drinks and the performance of plays and similar productions.
- The Caretaker may be present to unlock the premises at the beginning of the hiring, and lock up again at the end. He/she will not be available during the period of the hire, except in extreme emergencies. Any costs incurred in extra callouts may at the discretion of the Governing Body, or their representative, be passed on to the Hirer. In the absence of the caretaker, keys may be given at the discretion of the Governing Body. The hirer will be responsible for their safe keeping (unmarked to improve security) and the cost of providing replacements in the event of loss. If the Governing Body deem loss to be a security risk, the Hirer is responsible for costs incurred in replacement of locks or other measures made necessary by the loss of the keys.

EMERGENCY PROCEDURES

First Aid Arrangements for Hirers

The provision of adequate first aid facilities, including first aid kits and trained personnel, is the responsibility of the Hirer who shall ensure there is adequate equipment and facilities appropriate to the activities of the hiring.

EMERGENCY TELEPHONES

The Governing Body does not guarantee access to the public telephone system for calling for assistance. Hirers should make their own provision and note the details of the nearest available telephone.

ACCIDENTS/INCIDENTS

All accidents causing injury and incidents with potential for injury must be reported to The Governing Body as soon as possible.

GENERAL INFORMATION

School telephone number	01934 516 052
School fax number	01934 517 412
School Caretaker	Mr Ray Stevens

FIRE INSTRUCTIONS

Before Use

PRIOR TO USE OF THE PREMISES, THE HIRER SHALL:

- 1 Ensure relevant escape routes are unlocked and available for use.
- 2 Ensure all persons are familiar with the layout, the fire routine and the location
- 3 Of any designated assembly points.
- 4 Locate the nearest fire alarm call points, fire-fighting equipment and emergency
- 5 Telephone.
- 6 Be prepared to supervise the evacuation of the premises and the subsequent checking that all persons are present.

IF YOU DISCOVER A FIRE:

- 1 Immediately raise the warning by operating the nearest fire alarm.
- 2 Attack the fire with the nearest available fire appliance. **DO NOT REMAIN IN THE BUILDING IF THERE IS AN IMMEDIATE DANGER TO YOUR LIFE.**

Signed:

Head Teacher

Date:

.....

Chair of Governors

Date:

.....