

# St. Matthew's C.E. Primary School



# Lettings Policy

The information contained in this pack is designed to inform you of all you need to know when hiring the facilities at the school. Please ensure you read and understand the conditions of hire set out herein before signing the application form. These conditions are binding on any use of the St. Matthew's C.E. Primary School facilities. Our staff are always pleased to help you if there are any further queries regarding booking the facilities.

The Governing Body welcomes the opportunity to work with partner organisations in extending the range of opportunities to help children and young people achieve their full potential by engaging with services meeting the wider needs of children, young people, families and the local community. The Governing Body acknowledges that extended services, including community services, support and compliment the main teaching and learning activity within the school and contribute towards raising standards. However, we would ask that partners note that schools, by their very nature, may be more constrained than many other organisations in responding to lettings requests.

A charge will normally be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises must be reimbursed to the school's budget where those activities are not directly aimed at raising pupil attainment and achievement.

### **The School Site**

A member of staff will be present to unlock the premises at the beginning of the hiring and lock up again at the end but will not always be available during the entire period of the hire unless requested and paid for.

### **Conditions of Hire**

#### ***Terminology in this agreement:***

- a)** "The establishment" means St. Matthew's CE Primary School.
- b)** "The hirer" means the person signing the application form who must be over 18 years of age and be authorised to sign on behalf of the hirer.
- c)** "The facilities" means the premises and/or equipment forming part of or belonging to the establishment which the hirer has identified on his/her application form.
- d)** "The responsible body" means the establishment's Governing Body.

### **Charging Rates**

	<b>Per hour</b>	<b>Half day (4hrs)</b>	<b>Full day (8hrs)</b>
Hire of community room	£20.00	£64.00	£138.00
Hire of ICT suite	£30.00	£96.00	£192.00
Hire of Class Room	£20.00	£64.00	£138.00
Hire of Conference Room	£20.00	£64.00	£138.00
Hire of PE/Assembly Hall <i>(reduction of 20% for hire of both halls)</i>	£25.00	£80.00	£150.00

In addition to the above there will also be payable the Building Services Manager's Fee for opening/closing of the building at the current hourly rate, which will be advised on approval of hire. A non-refundable deposit of £25.00 is required at the time of booking, with any balance to be received no later than two weeks prior to the date of the event for which an invoice will be provided. Any cancellations received up to one week of event will be subject to a 50% charge being made.

## Conditions

1. All applications for the hire of facilities must be made in writing on the appropriate printed form and should be submitted to the Bursar/Headteacher. Please note we will not let the building for Weddings, birthdays or celebrations of this nature. **The establishment reserves the right to refuse any application without having to give reasons.**
2. The establishment cannot guarantee acceptance of a booking until the application form has been processed and confirmed.
3. Where the hirer indicates that he/she is signing the application on behalf of a club/organisation/institution, that club/organisation/institution shall also be deemed to be the hirer and shall be jointly and severally liable with the applicant for any breach or non-observance of these conditions. Should there be any default of payment by that club; the person signing the form shall be deemed personally liable.
4. Any organisation submitting a lettings request involved working with children and/or young people must submit to the school a signed copy of their current Child Protection Policy.
5. The facilities will be used solely for the event described on the application form. If the booking is related to a regular and continuing booking, this one undertaking shall be binding for all occasions when the facilities are used.
6. The Head Teacher or representative may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises/facility.
7. The hirer will be responsible for the provision of all such information, instructions and supervision as is necessary to ensure the safety of any activity for which the facility is used. No notices are to be fixed to walls or glazed areas.
8. Maximum numbers allowed in the various areas of the facility must not be exceeded; numbers will be dependent upon the activity being undertaken and will be confirmed prior to booking.
9. The behaviour of all persons attending at the establishment for this booking is the responsibility of the hirer.
10. The hirer will provide evidence of Portable Appliance Testing for any electrical equipment brought onto the premises for use.
11. The hirer will provide Public Liability Insurance evidence, together with a Risk Assessment. Liability relating to the Risk Assessment is however the hirer's full responsibility.

12. The hirer shall be liable for any loss or damage to any property arising out of the hire, and any loss, damage or injury which may be incurred by or be done or happen to any person or persons using the facilities during the hiring, arising from the negligence of the hirer, its invitees, servant or agent. The hirer shall indemnify the responsible body against all such liabilities as are mentioned in this clause.
13. School equipment can only be used if requested on the initial application form, and if its use is approved by the Headteacher (or other person with delegated responsibility). Responsible adults must supervise the use of any equipment that is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment they are using, and for the equipment's safe and appropriate use. Use of the schools resources, including telephones and photocopiers, are not included in a letting arrangement unless expressly agreed at the time of the letting. It should not be assumed that the school office may be available during the time of the letting and it is recommended that the hirer has access to a mobile phone to cover the event of an emergency.
14. A charge will be made for any additional costs incurred relevant to the school, e.g. Site Manager payroll costs for any additional works required or for any call out made.
15. The hirer will take all reasonable steps to insure that no nuisance is caused to anyone, either on the premise or to neighbouring properties.
16. In the event of proceedings being instituted against the responsible body due to the act or neglect of the hirer in connection with a letting under these conditions the hirer shall indemnify the responsible body as regards all costs and fines imposed on the responsible body.
17. It may be necessary for the establishment to cancel/postpone this hiring. In that event the responsible body shall not be liable for any consequential loss that the hirer may sustain. Any deposits paid will be duly returned if cancelled by the establishment.
18. The facilities must be clean and tidy and all equipment replaced in good condition after use. If the facilities are not cleaned to the reasonable satisfaction of the Building Services Manager, the hirer will be responsible for any payment necessary to have them cleaned and this sum will be added to the invoice.
19. The hirer will be responsible for setting up and clearing away equipment for the purposes of the hire - the establishment does not provide this service.
20. The hirer must ensure that there are sufficient stewards to prevent unauthorised persons from entering the facilities or those areas that are not included in the hire and to the necessary means of access thereto.
21. A qualified supervisor must be present during all activities of a hazardous nature, e.g. gym sessions, karate, gymnastics, climbing, judo and athletics field events, or where the hiring organisation is a youth club.
22. The hirer is solely responsible for the adequacy, suitability and safety of all equipment brought on to the facility. It should be noted that there are no emergency communications facilities available such as telephone use and it is the hirer's responsibility to provide these.

23. First aid arrangements are the responsibility of the hirer who must provide first aid kits and trained personnel as necessary. The hirer must also familiarise him/herself with the emergency procedures for fire, first aid and accident reporting and carry them out to the best of his/her ability.
24. All accidents causing injury and incidents with potential for injury must be reported to the Building Services Manager when closing the site after the letting who in turn will ensure that this is notified to the School Office as soon as possible, and at least within 3 working days of the incident occurring.
25. Food and drink must not be consumed without prior consent and under no circumstances will food or drink be allowed in ICT Suite or classrooms due to potential damage to equipment/electrical items.
26. It is the sole responsibility of the hirer to obtain any necessary licence for the sale of drinks (no alcoholic beverages are permitted on site), for the performance of plays and similar productions and for the playing of pre-recorded music.
27. The responsible body reserves the right to vary these conditions at any time without notice or to make special arrangements in any particular case.

### **Car Parking Facilities**

Subject to availability, the Hirer and other adults/visitors involved/attending the letting may use the school car parking facilities. Neither the school or the Local Authority will accept any responsibility in terms of damage, theft or loss of any car left in the car park during the hire period.

### **Promotional Literature/Newsletters**

A draft copy of any information proposed for distribution which contains any reference to the school must be sanctioned by the Headteacher (or delegated officer) at least one week prior to proposed distribution by the hirer.

<i>Policy Author:</i>	<i>Paulette Osborne</i>
<i>Approved by/when:</i>	<i>Governing Body Annually</i>
<i>Date of last approval:</i>	<i>February 2017</i>
<i>Due for review:</i>	<i>February 2020</i>

**LETTINGS REQUEST FORM**  
**ST. MATTHEW'S CE PRIMARY SCHOOL**

Name of Organisation: .....

Name of Applicant: .....

Address: .....

.....

Telephone Number: .....

Activity of Organisation: .....

I/we request rental of the following (please indicate those that apply):-

	<b>Per hour</b>	<b>Half day (4hrs)</b>	<b>Full day (8hrs)</b>
Hire of Community Room	£20.00	£64.00	£138.00
Hire of ICT suite	£30.00	£96.00	£192.00
Hire of Class Room	£20.00	£64.00	£138.00
Hire of Conference Room	£20.00	£64.00	£138.00
Hire of PE/Assembly Hall <i>(reduction of 20% for hire of both halls)</i>	£25.00	£80.00	£150.00

The rental is for a total of \_\_\_\_\_ hours/half day/full day *[please complete/delete as necessary]*

The rental is required on \_\_\_\_\_ *[insert dates]*

From \_\_\_\_\_ *[insert time]* To \_\_\_\_\_ *[insert time]*

This is for a single event/regular ongoing booking *[please delete]*

The rental is required for *[please advise below details of event being organised; e.g. youth club]*

.....

Use of School equipment (please specify your request):

.....

Maximum Number of Participants: .....

Age Range of Participants: .....

Number of Supervising Adults: .....

Relevant Qualifications of Supervising Adults: .....

Special requests: .....

.....

I/we confirm that the terms and conditions held within St. Matthew's CE Primary School's Lettings Policy have been read and understood. By signing below I/we confirm our acceptance to these terms and conditions. I also confirm that I am authorised to sign on behalf of the hirer.

.....  
Signature

.....  
Full name in block capitals

.....  
Date

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School use **the following items have been received and verified by HT, Bursar or Building Services Manager and will remain held on file**

- |  |  |
|--|--|
| <input type="checkbox"/> Public Liability Certificate      | <input type="checkbox"/> Risk Assessment       |
| <input type="checkbox"/> DBS certificates (where relevant) | <input type="checkbox"/> Full Payment Received |

Yes/No Car Park Use Requested and Agreed (delete as appropriate)

..... Signed on behalf of St. Matthew's CE Primary School (Headteacher)