

ST ANDREW'S CE PRIMARY SCHOOL, HOVE
LETTING POLICY FOR COMMUNITY USE OF SCHOOL

1. INTRODUCTION

St Andrew's School and the Governing Body wish to offer our facilities (namely the small and large halls), outside normal working hours, to approved public and private bodies and organisations.

This Policy accords with the dictum of the Local Education Authority set out in the Scheme of Local Management and the Financial Procedure Manual. The Lettings policy will not discriminate against anyone wishing to hire our premises on e.g. grounds of race, gender, disability or sexual orientation and will promote positive links with the local community.

2. ORDER OF PRIORITY FOR USE OUT OF NORMAL SCHOOL HOURS

In the event of there being a need for preference in the allocation of the use of any of the School's facilities the following order of priority is to be adhered to:

1. Adult Education
2. School use
3. Youth Service
4. Registered Youth Group
5. Other uses approved by Governors.

3. BOOKINGS

Long term commitments may not be arranged for more than one year ahead. The Administrator is responsible for all bookings in consultation with the Headteacher. All Health and Safety guidelines should be followed. Applications for the hire of the school should be completed and returned to school prior to the date required. Conditions governing the letting of School Premises should be made available to the hirer.

4. HOURS AVAILABLE

Lettings will be Monday to Thursday, 5pm to 10pm and on Fridays and weekends by arrangement. The School reserves the right to make changes to the availability of the hall to accommodate School events. The Administrator will provide reasonable notice of such changes.

5. CHARGES

The charges for Adult Education and Youth Service are laid down by the LEA.

Where lettings are for the provision of activities for St Andrew's pupils only; a charge will not be made. However, a compensatory reduction in fees paid by pupils shall be agreed.

For Governors Lettings to use of the facilities will be charged on an hourly basis, with a minimum charge and rounded up to the next half hour.

Large hall: £20 per hour; minimum charge per letting £60.

Small hall: £15 per hour; minimum charge per letting £45.

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CONDITIONS GOVERNING THE LETTING OF SCHOOL PREMISES

1. General Conditions

- 1.1. Applications for the use of school premises must be made to the Bursar/Headteacher, and responsibility for their approval rests with the School Governors. The person signing the application will be deemed to be the Hirer, and must accept responsibility for ensuring compliance with these conditions.

THE HIRER MUST COMPLY WITH THE LAW OF THE LAND

- 1.2. Hirers will be informed, at the time the application is approved, of the charge for the use of the facilities required.
- 1.3. Payment will be made in advance, at the time when letting is confirmed. If there is damage, or the need for caretakers/cleaners to work longer than expected after the letting, the Hirer will pay any subsequent account sent to them.
- 1.4. The school reserve the right to cancel any letting if the accommodation is required for urgent official or academic business. In these circumstances, the Hirer will be reimbursed their hiring fee.
- 1.5. Any intention on the part of the Hirer to cancel a letting must be notified to the Head teacher at least 24 hours before the letting is due to take place. In the event of the Hirer failing to give at least 24 hours' notice, no reimbursement of hiring fee will be made and if preparatory works have already been undertaken the Hirer will bear the actual costs incurred.
- 1.6. No structural alterations to school premises, fixtures or fittings will be permitted and notices must be fixed only with the approval of the School to the boards provided outside the main school entrance.
- 1.7. (a) The Hirer is responsible for providing supervision during the course of the letting and must satisfy the Headteacher that the supervision arrangements are adequate.
(b) The Hirer or accredited representative must be in attendance at all times and must accept responsibility for any damage caused to the school grounds, buildings, fixtures, fittings, furniture and equipment resulting from the letting. Every precaution must be taken to avoid such damage, and the Hirer will be required to meet the cost of making good any damage, however caused.
- 1.8. Hirers are responsible for arranging their own insurance for
 - (a) personal accidents;
 - (b) third party claims;
 - (c) any loss or damage to the school grounds, playgrounds, buildings, fixtures, fittings, furniture and equipment resulting from the letting.
- 1.9. If it is intended to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public will be admitted, hirers must consult the Headteacher in advance to ensure that the school premises are adequately licensed for the purpose before submitting a firm application.
- 1.10. Footwear which is likely to cause damage to school floors must not be worn.

- 1.11. French chalk or its equivalent must not be put down in the hall.
- 1.12. Members of the public must not be admitted to the school premises after 10.00pm.
- 1.13. Alcoholic liquor must not be sold or consumed on the school premises unless specific approval has been given by the School Governors. If approval is given to the sale or consumption of alcoholic liquor, the responsibility for obtaining the necessary licence rests with the Hirer.
- 1.14. School premises must be left clean and tidy after use. No smoking is permitted on School premises.
- 1.15. Hirers are responsible for ensuring they conduct activity in accordance with the school's Health and Safety policy, which includes adherence to the strict policy on safeguarding children with specific allergies. St Andrew's is a 'nut and sesame free school' and anything containing nuts and sesame is banned. This includes peanut butter, Nutella, tahini, hummus and sesame bread.

2 Fire Precautions

- 2.1 The Hirer, or a responsible person nominated in writing, shall be in charge of and be upon the hired part of the premises during the whole time the premises are open to the public and there shall be during that time sufficient staff or competent attendants on duty on the premises.
- 2.2 The person in charge shall not be engaged in any duties which will prevent the exercising of general supervision of the premises. THE HIRER SHALL ASCERTAIN AND COMPLY WITH ANY SPECIAL FIRE PRECAUTIONS REQUIREMENTS CONTAINED IN MUSIC, SINGING AND DANCE, THEATRES, OR ANY OTHER LICENCE APPROPRIATE TO THE INTENDED USE OF THE PREMISES.
- 2.3 The seating accommodation, gangways, passages and stairways in the hired section of the premises shall be provided as approved by the Fire Risk Assessor.
- 2.4 All fire exit doors shall be available for exit during the whole time that the public are on the premises, and shall be opened at the end of the function for the use of the persons present at function. Doors and openings, other than exits, in sight of the audience, which lead to portions of the premises accessible to the public, shall have notices placed over them indicating the uses of such portions. Doors and openings leading to portions of the premises not accessible by the public will be kept locked or shall have notice placed over them indicating 'No thoroughfare'.
- 2.5 Mats or other floor coverings shall be secured to prevent rucking, and any drapes over exit doors or exits shall be hung to prevent them trailing on the floor.
- 2.6 Inflammable materials shall not be used for the decoration of the premises unless such materials have been rendered flame retardant and are maintained in that condition.
- 2.7 Temporary electrical installations which are necessary for any particular function must comply with the following conditions:
 - (a) All temporary electrical installations shall comply fully with the applicable recommendations and requirements of the current edition (with amendments) of the following:
 - (i) The Institution of Electrical Engineers Regulations for the electrical equipment of buildings
 - (ii) The British Standard Specification and Code of Practice
 - (iii) The Electricity Supply Regulations and shall only be installed by a qualified electrician.

No temporary wiring shall be connected to circuits or fuseboards feeding the main auditorium lighting.

(b) All temporary equipment shall be bonded to the main system of earthing in accordance with Part 4 of the IEE Regulations.

(c) All temporary installations which have been installed shall be disconnected from the permanent installation immediately after the occasion for which they have been used.

(d) Any special requirements or installations that are to be approved, or any item that requires clarification, shall be brought to the notice of the Director of Property Services seven days prior to the proposed date of the required installation.

2.8 The Hirer shall ascertain the position of telephones, escape routes, fire alarm systems and fire fighting equipment which shall be in the charge of some suitable person specially nominated for the purpose, who shall ensure that the appliances and equipment are always available for use.

2.9 Thorough checks should be made by the Hirer at the end of the letting to ensure that no smouldering fires or candles etc are left burning and that all doors and windows are properly secured.

2.10 If there is any doubt about the application of any of the above conditions, the advice of the Headteacher should be sought.

St Andrew's CE Primary School

St Andrew's has a no smoking policy and is a 'nut free school'.

HIRING ORGANISATION including name and address of person responsible:

PURPOSE OF HIRING:

DATES AND DAYS REQUIRED:

ACTUAL TIMES REQUIRED (To include preparation time and time for vacating premises afterwards):

ROOM/S REQUIRED

Large Hall or Small Hall

DECLARATION BY HIRER

- I acknowledge that I have received a copy of the conditions governing this letting and understand them
- I agree to abide by them and to pay the sum due before the letting takes place
- I agree to pay for the reinstatement following any damage to property caused as a result of the letting
- I have public liability and/or other relevant insurances (please attach copy)
- I understand the school is a nut and sesame free zone

Please pay by bank transfer to:

St Andrew's School, Sort code: xx xxxx ; Account no: xxxxxxxx; or

By cheque, payable to St Andrew's CE Primary School.

Date Signature.....

TO BE COMPLETED BY THE SCHOOL

This Hiring has been approved for, and on behalf of, the School.

Date Signature of Headteacher.....

The charge for this Hiring will be: £ (payable in advance)

PAYMENT RECEIVED DATE