



## Lettings Policy

The letting of the premises of Central Street School by the local community is welcomed and supported by the Governing Body provided the purpose for which premises are hired and used supports the ethos of the school.

To protect both the School and hirers of the school we are required to issue 'General Conditions of Use' and the 'Specific Conditions of Use', to which the hirer must agree to abide. If you have any queries or concerns as to the points raised within the lettings documentation and how this applies to your request for use, please do not hesitate to telephone the school. School Telephone number is: 01422 842784.

School use of the building is prioritised, and then Local authority directed use, then other lettings.

Directed use refers to use by Adult Education Service and other educational, youth or community organisations e.g. Music Service, PE School, WEA. We will not seek to make a profit, but to cover energy and other essential costs. For non-directed community use by non profit making organisations we will cover our costs as above. The Executive Headteacher will authorise lettings of the building for events such as Arts Festival activities and other uses in keeping with the ethos of the school. Any requests that the head or chair feels may be controversial, or any requests by political organisations, will be referred to the governors for a decision.

### General Conditions of Hire for the use of the School Premises

#### Application and Cancellation

1. All applications for hire of the school's facilities must be made on the 'Application for Hire of School Premises and Agreement of Use Form', ideally at least 28 days before the proposed period of hire. Applications must be submitted to the Administrator. The School reserves the right to refuse any application
2. Acceptance of the hire is conditional upon the hirer agreeing to accept all Conditions of Hire. A copy of the 'Application for Hire of School Premises and Agreement of Use Form' signed by the School representative as agreement to the hire will be sent to the hirer
3. For a block booking the fees must be paid at least 7 days in advance of use, on a termly basis. Invoices will be submitted at the end of each term for charges relating to the following term. If the period of hire commences during term time the initial invoice will be for a minimum of 6 weeks of hire
4. For the booking of a single session the fees must be paid at least 7 days in advance of use
5. Any booked use which exceeds the booking time will be charged for to cover caretaking costs.
6. In the event of fees not being paid in accordance with the conditions above all future bookings may be cancelled by the Governors without prior notice to the hirer
7. The scale of fees for lettings shall be determined by the Governors of the School. The charges include the use of furniture only within the room hired (unless specifically detailed otherwise).
8. The hirer shall not sub-let the hired premises or any part thereof. Should the hirer do so the hiring agreement will be cancelled immediately and no refund will be issued for any balance of fees previously paid. The hirer and sub-hirer will be excluded from the hired premises
9. In the event of loss or damage occurring as a result of negligence or carelessness on the part of the hirer, or where the School has good grounds for presuming that the damage occurred at this time and was not reported, the School reserves the right to make a charge to the Hirer to cover the costs of repairing the damage and making good the loss
10. In the event of the hirer cancelling a booking 14 days or more before the booking, the School may, at its discretion, return a percentage of the hire charge to the hirer. Cancellations must be received in writing by the School. The school retains the right to issue keys at its discretion.

Any breach of security caused by the hirer that results in the need to replace locks or change security equipment will be charged to the hirer. All keys must be returned immediately, and in person, to the school upon the cessation of the hire agreement. A deposit of £20 per key will be required

11. Liability insurance is the responsibility of the hirer
12. Any damage caused to the hired premises or any part thereof (including fixtures/fittings etc), which occurs during or as a result of the hiring and not arising as a result of any act or neglect on the part of the School will be made good at the expense of the hirer. Any such damage must be reported immediately to the School. Failure to report such damage could result in future hiring's being cancelled without notice. The hirer shall further be responsible for any loss of revenue caused directly or indirectly by such damage
13. It is the responsibility of the Hirer to ensure that appropriate CRB/vulnerable adult checks have been carried out on any assisting staff
14. It is the responsibility of the hirer to inform the users as to the locality of the emergency exits and procedures in case of fire or other emergency. The hirer is also responsible for the effective control of the users and their safe and orderly departure to and from the hired premises in the case of an emergency
15. It is the responsibility of the hirer to carry out their own risk assessment
16. It is the responsibility of the hirer to ensure that adequate first aid provision is available
17. It is the responsibility of the hirer to notify the school of any accidents occurring on the school premises for monitoring purposes (although there is no legal obligation to do so)
18. Certain uses of the School may require a Public Entertainment Licence. The hirer is responsible for the application of any such licences and shall inform the School of the intention to apply for a licence before it is submitted
19. The Hirer shall **not** allow:
  - Any article of a dangerous or offensive character, any flammable materials or any naked flame to be brought onto the hired premises
  - Any animal (except properly trained guide dogs) to enter or remain on the hired premises and grounds, except by prior agreement
  - Any alterations to lighting arrangements or the introduction of any electrical equipment, without the prior written consent of the school
  - The use of chalk, polish or any other materials on the floors
  - The wearing of unsuitable footwear that may cause damage to the floors and/or cause a health and safety risk
  - Any fixtures or decorations to be attached to the walls
  - The rooms to be re-arranged, except by prior agreement
  - Any food or drink of any kind to be brought onto the premises, except by prior agreement
  - Any smoking anywhere on the School premises/grounds
17. Fire Regulations limit the maximum occupancy of the community room is 30 and 120 for the hall.

### **Right of Entry**

1. The School reserves a right of entry to the hired premises by any representative of the School at any time during the hiring
2. The School may expel or cause to be expelled from the hired premises any person creating a disturbance or behaving in an indecent, inappropriate or unlawful manner

### **Code of Conduct**

School is located in a residential area. In recognition of the needs of the surrounding community and the rights of all visitors to Central Street School the Governors request that all users of the School facilities conduct themselves in a manner that is conducive to a pleasant and safe environment for all

School has adopted a 'Code of Conduct' which all visitors to the School must follow. These include:

1. The use of foul language is forbidden
2. Litter must be placed in the bins provided
3. Speed limits must be adhered to when accessing the school and the one-way traffic system must be observed

4. Whilst it is accepted that participating in sport generates noise, it is requested that all efforts are made to keep noise to a minimum
5. Violent or threatening behaviour will not be tolerated
6. No chewing gum is allowed
7. No smoking is allowed
8. Consideration at all times for the multi-users of the school
9. No dogs (except assistance dogs)

When visitors fail to abide by the 'Code of Conduct' or behave in an unreasonable manner, the School may restrict their future use of the facilities, which may lead to the hire agreement being cancelled

**NB. Please note – parking is very limited.**

### **Hire Charges**

Profit making organisations	£35 for a session (up to 2 hours) then £10 per additional hour.
Not for profit making organisations	£20 - 30 for a session (up to 2 hours) negotiated with the Headteacher, then £10 per additional hour.

### **Charges will be reviewed annually**

The Governors reserve the right to reduce the charges for members of staff (requests from staff must be put in writing to the Governing Body). The charge includes the cost of fuel, administration and cleaning

Partner Organisations are defined as:

- A non-profit organisation working with the School in a current or recent capacity
- Organisations/individuals supporting the local community
- Calderdale MBC including Calderdale schools
- Other schools

**Written/ amended: July 2016**

**Next review date: July 2017**



## Application for Hire of School Premises and Agreement of Use Form

### Details of the organisation/person using the premises:

Name:	
Address:	
Daytime telephone:	Evening telephone:
Mobile:	E-mail:
Main contact person:	Position:
Invoice address (if different from above)	

### Details of Dates and Times required:

Dates/frequency:	
Start time:	Finish time:

### Reference:

The School may wish to contact a person/organisation who can provide an appropriate reference for the organisation/person applying for hire of the School premises

Name & Address of Referee:
Contact telephone:

### Insurance:

Do you/your organisation hold Public Liability Insurance? If 'Yes' please provide details & attach a copy of the current policy certificate	YES/NO
Renewal date & policy number:	
What is the limit of indemnity (minimum requirement is £5,000,000)	

**All hirers are required to indemnify Central Street School against claims arising from their activities and to have insurance cover to back up that indemnity.  
By signing this application you are accepting this clause.**

### Details of the premises to be hired:

Please indicate with a tick which facilities are required

Hall	Community Room
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### Description of the main use of the facilities by the hirer:

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### Approximate number of people attending:

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Name:	Signature:
Position:	Date:



## **Specific Conditions of Hire of Hall**

### **Use of the Premises:**

1. The hire agreement is for the use of the Hall only
2. Within the hire agreement two classrooms can be provided as changing rooms at no extra cost to the hirer
3. The use of the gym equipment located in the hall is **not** permitted, except by prior arrangement with the school and following appropriate induction and training by the PE Co-ordinator
4. Any equipment brought onto the premises by the hirer must be advised to the School in advance and must be appropriate for indoor use

### **Access to the Premises:**

1. Access to the Hall is only available at the end of the school day (until 6pm) when there are school personnel on site to allow access and egress. Any hire requirement after 6 pm or at weekends will be at the discretion of the school
2. Access to the Hall is via the Main School Entrance

### **Health and Safety:**

1. It remains the responsibility of the hirer to ensure adequate First Aid provision
2. The hirer is required to have an induction by the Site Manager, which will provide
  - a. Details of the procedures to follow in the event of an emergency
  - b. Accident reporting procedures
  - c. Damage / health and safety reporting procedures
  - d. In the event of an emergency, contact details of School Staff. The order of contact being the Executive Headteacher then Deputy Headteacher

**It is the responsibility of the hirer to adequately assess the risk arising from their activity.**



## **Specific Conditions of Hire of the Community Room**

### **Use of the Premises:**

1. The hire agreement is for the use of the Community Room only
2. The use of equipment located in the room is **not** permitted, except by prior arrangement with the school.
3. Any equipment brought onto the premises by the hirer must be advised to the School in advance and must be appropriate for indoor use

### **Access to the Premises:**

1. Access to the Community Room is only available at the end of the school day (until 6pm) when there are school personnel on site to allow access and egress. Any hire requirement after 6 pm or at weekends will be at the discretion of the school.
2. Access to the Community Room is via the Main School Entrance unless otherwise agreed.

### **Health and Safety:**

1. It remains the responsibility of the hirer to ensure adequate First Aid provision
2. The hirer is required to have an induction by the Site Manager, which will provide
  - a. Details of the procedures to follow in the event of an emergency
  - b. Accident reporting procedures
  - c. Damage / health and safety reporting procedures
  - d. In the event of an emergency, contact details of School Staff. The order of contact being the Executive Headteacher then Deputy Headteacher

**It is the responsibility of the hirer to adequately assess the risk arising from their activity.**