

# BROAD CHALKE CE VA PRIMARY SCHOOL

## LETTINGS POLICY

With the love of God we learn, care, grow and share

### Rationale

The governors have agreed to supplement the budget, and where appropriate support the local community, by encouraging the letting of the school premises where possible, provided that any letting must not be detrimental to the school or its pupils. The School budget can not subsidise any letting.

### The application process

- The hirer submits two copies of the application form, which sets out the time and date of the proposed hiring and the precise definition of the premises and facilities to be hired. Please be aware of maximum permitted numbers (see below).
- The application is considered by the Headteacher and/or the Chair of the Finance Committee on behalf of the Governors, and a decision is made whether to permit the hire.
- Either the caretaker will service the hiring or a key holder will be identified.
- One copy of the application form is returned to the applicant with a letter of confirmation setting out the terms of the hire, including insurance requirements.
- For a one off hiring, an invoice is issued prior to the letting and must be paid in advance. For block bookings, invoices will be sent termly (minimum of 10 weeks otherwise VAT becomes chargeable).
- A receipt is issued.

### Capacity

The number of people permitted to attend an event will depend on the nature of the activity. This guidance reflects that given by Fire Prevention Officers for halls used for assembly functions and the numbers in brackets refer to the capacity of the school hall.

- If the event has dancing and there are no chairs or tables set out, one person per 6 square feet (0.55 square meters) (260)
- For a seated audience, one person per 6 square feet (0.55 square meters) (260)
- If the event has dancing and chairs or tables are set out, one person per 8 square feet (0.55 square meters) (195)
- Where people are seated at tables (restaurant-style), one person per 10 square feet (0.92 square meters) (156)

### Costings

£8 per hour for youth groups

£10 per hour for community groups

£12 per hour for all other groups

TBA - Use of school equipment

### Charges

- All charges will be subject to periodic review by the governing body. The minimum increase will be in line with inflation.
- The calculation of charges will include consideration of the real costs of heat, light sewerage and water, and the cost of caretaking for the event, where appropriate.
- Charges are agreed by the governing body and may include an element for profit.
- Governors reserve the right to adjust the hourly rate at their own discretion.
- All costs will be reviewed annually.

Ratified by FGB: November 2007

Reviewed: November 2014, March 2016, November 2017

Review due: November 2020

## Appendix

### Terms and Conditions of Letting

#### A. General

1. Educational and other statutory requirements take precedence over any other use.
2. Premises are let as they normally stand, and no alterations or additions shall be made to lighting, heating or any furniture and fittings without the consent of the Governors or the person to whom the control of lettings has been delegated.
3. Stage lighting shall not normally be used unless special consent is given and a competent operator is provided. Governors may wish to make a separate charge for this use.
4. All passageways, stairs and exits to which the public has access shall at all times be kept free from obstruction.
5. Posters and placards will not normally be permitted on the premises except by prior consent of the Governors or the person to whom the control of lettings has been delegated.
6. No bolts, screws, nails or tacks or any adhesive fastenings shall be used to fix anything to the wall or for any other purpose.
7. No article of any inflammable or explosive character or any article producing an offensive smell or any oil, electric, gas or other engine shall be brought into the accommodation.
8. Smoking is not permitted.
9. The hirer shall be responsible for the maintenance of good order and behaviour during the letting. No intoxicating liquor shall be sold supplied or consumed on the premises without the previous consent of the Governors or the person to whom the control of lettings has been delegated, and, if appropriate, the Licensing Authority.
10. School Kitchens may only be used with the consent of the contractor and, if required by the contractor, the attendance of a representative of the contractor during the letting. Any charges for the use of the Kitchen will be as charged by the contractor and added to the basic lettings charge agreed by the Governors.
  - Kitchen use is only for making hot drinks, serving food and washing up.
  - The use of the dishwasher and combi oven is not allowed.
  - Any damage or loss to equipment – crockery, cutlery, glass etc. will incur a charge to the Hirer
  - Any use of consumables e.g. coffee, sugar etc. kept in the kitchen is not allowed.
11. Attention is directed to the Children's and Young Persons Act 1933 Section 12 (1), which provides that when the number of children attending an entertainment exceeds one hundred, it should be the duty of the person providing the entertainment to provide an effective corps of properly instructed stewards to see that the number of the children attending does not exceed the proper capacity of the building, and to take all other reasonable precautions for the safety of the children.

12. Hirers are still liable for the cost of the letting if a booking is cancelled after 9.30 a.m. on the day of the letting or, for a weekend letting, after 2.00 p.m. on the Friday preceding the weekend of the letting.
13. Consent to the use of the grounds may be withheld if the Governors consider the condition of the grounds are such that additional use may result in the inability of the school to provide sufficient playing space to provide for curricular use in accordance with the Standards for School Premises Regulations.
14. Floors of Assembly Halls, Sports Halls, Drama Halls and Gyms are used for pupils' physical education and no substance is to be applied to the floors to prepare them for dancing.
15. No footwear liable to damage floors and floor coverings should be worn in the school buildings.
16. If a piano is hired, the only one to be used is that indicated by the Governors or the person to whom the control of lettings is delegated.
17. Dogs, other than guide dogs for the blind, shall not be allowed on school premises.

## **B. Safeguarding and Child Protection**

The Hirer should have clear safeguarding and child protection policies and procedures in place which comply with current Government guidance (e.g. adoption of the Sport England Safeguarding Standards)

The Hirer will liaise with the school in the event of any concerns arising about safeguarding children or child protection.

## **C. Fire and Safety Precautions**

1. The hirer must have a working mobile phone available during the hire and should be aware of the position of accessible telephones, escape routes, fire alarms, firefighting equipment, and the arrangements for emergency assembly areas. Organisers of any activity must also ensure that, as far as possible, an accurate list of those present is available as a roll call in case of fire.
2. Before using the premises hirers are responsible for checking, and Head and Governors for ensuring, that:
  - Escape routes are unlocked and unobstructed internally and externally and that all doors are easily and immediately operable from the inside
  - Safety lighting is working satisfactorily
  - Seating and gangways are arranged in accordance with safety rules
  - Firefighting equipment is available for immediate use
  - The maximum permitted number to be admitted is not exceeded
  - The hirer is familiar with the layout of the building
3. In the event of a fire the person in charge of the hired premises is responsible for the calling of the Fire Brigade when the alarm sounds.

4. If there is a fire, or the fire alarm sounds, everyone should leave the building by the nearest exit ensuring that all doors are closed after they have been passed through. As part of their evacuation strategy the hirer should make a reasonable sweep of the area within their jurisdiction as long as this does not expose them to any additional hazards or unduly delay the evacuation. All persons should go to the designated assembly area where a check on those present should be carried out – either by using the list of attendees or by individual enquiry. No-one should be allowed to re-enter the building until authorised by the Senior Fire Officer present.
5. Use of fire extinguishers by hirers is only permitted by those with adequate training in the use of extinguishers. Care should be taken to ensure that the type of fire extinguisher is appropriate for the fire involved. However, firefighting is always secondary to safety of life.
6. After the letting the responsible person, whether the caretaker or another authorised person, will check there are no apparent fire risks. At the end of the letting hirers should therefore ensure that all electrical appliances, gas and water taps are turned off, and that isolating switches, where installed, are off. Doors and windows should be closed and any special fire instructions adhered to. Should it be necessary to leave a kiln on for firing, the responsible person must be told and appropriate arrangements made for emptying the kiln in due course.

#### **D. Damage to Property**

1. The Hirer shall repay to the Governors any additional costs, whether for staff or premises, resulting from the misuse and/or damage of the premises and/or grounds resulting from their use by the hirer before, during or after the period of hire if in relation to or because of the hiring.
2. The costs of reinstating grounds or reinstating or replacing any part of the premises or any property in or on the premises and grounds which shall be damaged, destroyed, stolen or removed will be certified by a member of the Royal Institute of Chartered Surveyors whose certificate shall be conclusive.
3. Breakages, damages or loss will incur a charge to the hirer to recover costs.
4. There is an expectation that the hirer will leave the hired facility in a clean and tidy condition. If this is not so, the cost of cleaning will be incurred by the Hirer.

#### **E. Indemnity**

1. Hirers shall indemnify the Governors against all claims, demands, actions or proceedings in respect of goods or clothing or of the death or injury of any person which shall occur during, before or after the period of hire if in relation to or by reason of the hiring. Provided always that this indemnity shall not apply in the event of any negligence on the part of the Governors or Local Authority, their agents or employees, or any defects in the premises or of an act of God or the Queen's enemies.
2. The hirer shall obtain insurance against its legal liabilities to third parties, with a limit of indemnity of at least £1 million.
3. Premises shall not be used for any unlawful purpose and there shall be deemed to be implied on the part of the hirer an undertaking with the Governors strictly to observe all statutory provisions and regulations imposed by the Justices of the Peace applicable to any letting, and to indemnify the Governors and the Local Authority, their agents and employees from all penalties, damages and costs which they may incur in consequence of an breach or default in complying with such provisions.
4. The hirer shall indemnify the Governors against all claims, demands actions or proceedings arising out of the infringement of copyright, etc. during the period of hire.

5. The hirer shall be responsible for ensuring that appropriate licensing requirements are met in respect of a letting at which charges are made for admission and musical works are to be performed vocally, instrumentally or mechanically (see below).

#### **F. Right of Entry**

1. The Head, Governors, Director of Children's Services and persons authorised by them, shall have free access to the hired premises in the pursuance of their duties and instructions must be given by the hirer for their admission.

#### **G. Failure to Observe Conditions**

1. If the hirer shall fail to observe or ensure the observance by others of the provisions of these Terms and Conditions and any Notes attached to them, the Governors may without notice end the hirer's rights under the agreement, and effect the immediate vacation of the premises and/or grounds.
2. Such a termination shall not release the hirer from any of the obligations under the agreement or affect any right which the Governors may have under the agreement or otherwise and the Governors shall be entitled to retain any money paid as a deposit and to sue for any balance outstanding.

#### **H. Responsibility for Property**

1. The Governors shall not be responsible for goods, materials, clothing, etc., brought into or left in the building by the hirer or persons acting on his behalf.
2. Cars are parked on the school premises at the owners' risk.

#### **I. Statutory Requirements**

1. Public music, singing and dancing can only take place in premises that have a Premises Licence, available from the Licensing Officer at the Council. Music, Singing and Dancing Licence. Public performances are defined as those to which members of the general public have free access; normally on payment of an entrance fee. Hirers must ensure they obtain such a licence if necessary and that they observe the conditions therein. Amongst other things there will be conditions limiting the hours during which such performances can take place and on the maximum number of persons who can be present in the licensed accommodation.
2. Public performances of stage plays, etc., can only take place in premises that have a Premises Licence. Hirers should ascertain whether the premises concerned have such a licence and what its conditions are, particularly in respect of maximum size of audience and seating arrangements.
3. Intoxicating liquor cannot be sold on the premises unless the hirer or person providing the bar facilities has obtained a Temporary Events Notice (TENS). Such a notice must be shown to the Governors representative – normally the caretaker or other responsible person- before the letting starts. The bar must be placed where young persons under the age of 18 cannot normally gain access. Should such access occur, all liability for any consequences of whatever sort shall be with the hirers.

**BROAD CHALKE CE VA PRIMARY SCHOOL**

**APPLICATION FORM FOR LETTINGS**

Name of Organisation/Club .....

Name and Address of Hirer .....

.....

Phone Number .....

Email Address .....

Facilities required .....

(E.g. Hall, Kitchen, Central Area, Number of Classrooms, Playground) Toilets are included in the letting.

Purpose of use .....

Day(s)..... Date(s) .....

Time(s) of use from..... to .....

Heating required (16<sup>th</sup> March to 30<sup>th</sup> Sept) Yes/No .....

Equipment required .....

.....

Any other requirements .....

.....

I agree to the terms and conditions of hiring as set out in the Broad Chalke School Lettings Policy and will pay the sum due at the appointed time.

Signed..... Please print name..... Date .....

I confirm that we have obtained the required insurance cover for this letting (a copy of your insurance will be required)

Signed..... Please print name..... Date .....

I confirm that I have read and agree to comply with the School's Health and Safety Policy.

Signed..... Please print name..... Date .....

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**CONSENT**

The application for the hiring of facilities at Broad Chalke School has been **approved / rejected** by the Governors.

If it has been rejected, a letter of explanation will be sent.

If approved, an invoice for the single letting or block booking will follow.

Signed: ..... (on behalf of Governors) Date: .....