

# **Policy for Lettings**

## **Earl Soham Community Primary School**



**Written by: Peter Lambillion Jameson**

**Date: September 2018 (original March 2009)**

**This policy has been adopted by the governing body and is signed by the chairperson on its behalf.**

**Approved by: .....**

**Date of approval:**

***To be reviewed September 2019***

## 1. HIRE AGREEMENT/NOTES FOR USERS

- 1) All hall users should note that the Hall does not hold a licence for the sale of alcohol the provision of which when necessary is the sole responsibility of the user/hirer.
- 2) Regular user will be billed at the agreed intervals throughout the year. Casual/infrequent users must settle their accounts before use. Casual users may collect a key from the school office or from Mrs Celia Peacher (school caretaker) and should arrange a time for the return of the key.
- 3) The hirer is responsible for the cost of any damages/breakages to the property and its fixtures and fittings.
- 4) Hirers should note the Hall is **NO SMOKING AREA**.
- 5) The hirer is responsible for the safety and welfare of all persons using the Hall during the hire period. Hirers should particularly note the need to comply with the Regulatory Reform (Fire Safety) Order 2005 as detailed under item 11.
- 6) After use all tables, chairs etc must be returned to their storage positions and the Hall left in a clean and tidy condition. Where necessary the floor should be swept and any litter/dirt placed in a bin liner for disposal. The Hirer shall leave the premises in the same condition as found.
- 7) Any illegal activities are forbidden on Hall land or premises.
- 8) Taps in both the kitchen area and toilet areas should be left in the off position and the central heating system should be left as found. All lights should be switched off. On leaving windows and internal doors should be closed and the Hall securely locked and the key returned to the person from whom it was obtained.
- 9) Any equipment brought into the Hall should be suitable for its purpose, used correctly and properly tested particularly for electrical compliance.
- 10) Any damages/breakages/faults and accidents should be reported to either the school 01728 685359 or Mrs Celia Peacher 01728 685047.
- 11) Hirers should note the following requirements in order to comply in all circumstances with the Regulatory Reform (Fire Safety) Order 2005, effective from 1<sup>st</sup> October 2005.
- 12) The Hirer shall indemnify the School against any claim for bodily injury, or loss of, damage to property whether belonging to the School or to any other person.

**The Hirer is required to consider effective adequate public liability insurance.**

Hirers must designate a Responsible Person who should be a person of some experience and knowledge to ensure so far as is reasonably practical that the responsibility of complying with this order is properly discharged and whose name must be notified to the school office before hire commences.

The hirer must also carry out a risk assessment which is a careful look at the premises to satisfy themselves that they are reasonable fit for the purpose intended.

13) Kitchen Use. If there is a prior agreement the kitchen may be used on the understanding that it must be left in a clean and tidy way as to which it was found. If it is not required the door will be locked between the hall and the kitchen. There is a £10 returnable deposit if the kitchen is left clean and tidy.

### **Before and function commences the Responsible Person shall:-**

Make themselves familiar with the actions required in the event of a fire and familiarise themselves with the position and use of the Fire Fighting Equipment and Fire Escape Routes. The Routes must be kept clear at all times and pointed out to occupants at the beginning of the hire.

### **Before admitting people the Responsible Person shall ensure that:-**

- All exit doors are unlocked, any fastenings are removed and the push-bar mechanism tested and in good working order.
- Escape routes are free from obstruction and available for use.
- Fire fighting equipment is in place and unobstructed.
- Any temporary heaters or cooking arrangements such as involving the use of LPG has been agreed in advance with an appropriate representative from the School.
- Exit signs are illuminated.
- There is no obvious fire hazard in or near the building.
- Be aware the kitchen must be left clean and tidy.
- The fridge and freezer are not to be opened or used.

### **After the function and before leaving the Responsible Person shall:-**

- Check for smouldering fires or cigarettes left burning in or near the building noting that there is a No Smoking policy for the building.
- Check that electrical appliances are turned off.
- Close internal doors and turn out all lights.
- Check the kitchen area is left as it was found.

## **2. EARL SOHAM HALL RENTAL DISCLAIMER**

By signing below, I declare that I have been shown the School Premises conditions of hire, the hall lettings emergency procedures and am aware of the fire evacuation.

I also agree that I am responsible for any other outside agencies brought into the hall and take responsibility of ensuring that they are aware of the above.

## **3. In the Event of an Emergency**

- IN THE EVENT OF A FIRE dial 9 for outside line followed by 999, evacuate the building using the school's evacuation procedures and go to the muster point which is located in the extreme left of the school playground.
- IN THE EVENT OF AN EMERGENCY, the point of contact with school is Celia Peacher, Caretaker in Charge, who can be contacted on 9 01728 685047.

- (prefix 9 only needed if using the school hall phone)
- Useful numbers/information
- Framlingham Police Station 01728 723666
- School address and postcode Earl Soham Primary School  
The Street  
Earl Soham  
Woodbridge  
IP13 7SA  
01728 685359

### Document History

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Comments</b>
Issue 1	September 2016	P Lambillion-Jameson	Amendment
Issue 2	September 2017	P Lambillion-Jameson	Amendment
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