

# Forty Hill C of E Primary School

## Lettings Policy



Accepted by the Governing Body: July 2017

Review Date: July 2019

### Letting Fees 1<sup>st</sup> September 2017 – 31<sup>st</sup> August 2019

#### Hall

<b>Mon-Sat</b>	£35.00 per hour for the hall/field
<b>Sunday</b>	£45.00 per hour for the hall/field

#### Terms and Conditions

1. The Governing Body of the School would like to advise all hirers of their responsibility to provide their own Public Liability Insurance and to provide the school with a copy prior to the let
2. Parking is part of your hire agreement and subject to availability. Any misuse of parking facilities will result in the immediate closure of the car park. Any maintenance work needed will also result in closure to the car park with 1 weeks' notice. Please also note that the school's own events will always take parking preferences/priority over outside hire agreements
3. Additional cleaning costs will be charged to hirers who fail to restore premises to the cleanliness standard found on occupation
4. Hirers should note Health & Safety precautions within the risk assessment drawn up between the hirer and the school
5. All hirers are reminded that the school makes some use of the buildings in the evenings and at weekends, and that occasional interruptions to the pattern of lettings are inevitable. The school will attempt to offer alternative arrangements and to minimise disruption, but all lettings are made on the clear understanding that there may be some inconvenience to hirers
6. If the letting over-runs the specified time, an extra charge will be made pro rata
7. For any long term lets a holding deposit of £500.00 will be required

#### Health and Safety

##### Notes for the Hire of School

The applicant is responsible for the Health & Safety of those in the building during the period of hire. Should an emergency arise, the Premises Manager/Responsible Booking Officer can be contacted – please check at the beginning of the let as to their whereabouts and contact number.

##### Fire Procedure

Familiarise yourself with the location of fire alarm points. They are clearly marked. If you discover a fire, sound the alarm immediately. Evacuate the building by the nearest exit. All Fire Doors will be unlocked during the lettings. Call the emergency services. Check areas, e.g. toilets, and close all doors. Contact the Premises Manager.

##### First Aid

There is no legal requirement for the school to provide first aid facilities for the Hirer. It is suggested that the Hirer makes its own arrangements. Use of the schools resources is not available.

### **Use of school equipment**

Agreement must be obtained prior to use of school equipment. Please make sure that any equipment is used only for the proper purpose. Report any damage to the Premises Manager. You will be required to pay for any damage. Make sure the corridors etc. are kept free from any hazards. Take care when using electrical equipment that circuits are not overloaded. Use a circuit breaker if one has been provided by the school.

### **Electrical Equipment**

All electrical equipment brought to site, must have a current PAT test certificate before it can be connected to the schools supply.

### **Security of building**

The fact that the school is open for hire may attract other people to the premises. Please be vigilant.

### **Smoking**

Forty Hill CE School is a **NON-SMOKING** site. Smoking of cigarettes and e-vapor electronic cigarettes are not permitted anywhere on the school site. Hirers are responsible for ensuring that any smoking takes place outside of the school grounds.

### **Children**

Children are the responsibility of the hirer and should be supervised and kept safe at all times.

## **Cancellations**

1. The SBM must be notified of any cancellation at least 4 weeks prior to the date of let. However, notification at the earliest possible time is appreciated.
2. Where notification is given to the Governing Body at least 4 weeks prior to the date of the let, the booking charge will be refunded in full apart from the set administration charge. Your custom will be welcomed again at any time in the future.
3. Where notification is given to the school between 2-4 weeks prior to the arranged date of the let, the hirer will be entitled to a 50% refund only.
4. Where notification of cancellation is given less than 2 weeks prior to the arranged date of the let, the hirer will not be entitled to any refund.

### **Special Discount Rates.**

No charge for Forty Hill CE School APF lets.  
A discount of 20% for Community lets.



## LETTINGS INVOICE

Date : \_\_\_\_\_

Dear

With reference to your application to let school premise dated \_\_\_\_\_ we are pleased to inform you that permission has been given to use the accommodation/facilities at our school, details as stated below. This permission is dependent on ;

1. All regulations and conditions stated in our School Letting Policy being met
2. The receipt of payment of any deposit required within 15 days of the date of this invoice.
3. The cost of your let (as stated below), being paid within 5 days of the date of this invoice.

ACCOMMODATION REQUIRED	TIME		DATES	TOTAL HOURS	COST PER HOUR	TOTAL COST
	FROM	TO				
DISCOUNT WHERE APPLICABLE						
RETURNABLE DEPOSIT						
<b>TOTAL COST</b>						

Yours sincerely

All cheques should be made payable to the "Forty Hill CE Primary School" and returned to the school at the address shown above.



**HIRER'S AGREEMENT WITH PREMISES MANAGER**  
**(Premises Manager's Certificate)**

This agreement must be signed by both the Hirer (or Agent) and the Premises Manager.  
This agreement calls for the Hirer (or Agent) and Premises Manager to check the condition of the area and facilities covered by the Hirer's booking at the beginning and end of the letting.

This agreement also covers any time which is spent by the Premises Manager on duty beyond that of the Hirer's booking.

**We have agreed that the condition of the area is acceptable on taking charge of the hired area.**

HIRER Signature: .....

Premises Manager: Signature: .....

Date: .....

Time: .....

**We have agreed that the condition \*is/is not acceptable compared to that on taking charge of the hired area.**

**We are agreed that the Premises Manager \*was/was not/will be required to spend extra time on duty.**

Estimated time required: .....

But should the time exceed this, the Hirer will be advised at the earliest possible opportunity.

HIRER Signature: .....

Premises Manager Signature: .....

Date: .....

Time: .....

(\* Please delete as necessary)

## SCALE OF CHARGES FOR LETTINGS



AREA	DAYTIME –term time (9.00am - 6.00pm)		HOLIDAYS-daytime (8.00am - 6pm)		EVENINGS (6.00pm - 11.00pm)		WEEKENDS (8.00am - 11.00pm)	
	PRIVATE	COMMERCIAL	PRIVATE	COMMERCIAL	PRIVATE	COMMERCIAL	PRIVATE	COMMERCIAL
MAIN HALL								
PLAYGROUND								
PLAYING FIELD								
DEN KITCHEN								

**PLEASE NOTE:** Where daytime bookings finish at 6pm and there are no further bookings starting at 6pm, there will be an additional charge of £15.28 per hour to cover the cost of the Site Manager close down salary.

This school does not have external floodlighting for outside play areas. This will therefore limit the times available for use of these facilities.

- Any amendment to a booking must take place at least 14 days prior to the let.
- Verbal requests will be considered but must be immediately confirmed in writing.
- The Hirer must not presume any amendment has been agreed until he/she is in receipt of written confirmation from the Governing Body



# ESRA - EVENT SPECIFIC RISK ASSESSMENT

Visit details ..... Carried out by ..... Date .....

<b>ISSUE</b> List significant hazards which may result in serious harm or affect several people. Consider venue, activity, group, transport, plan B etc.	<small>WHO TO BE INFORMED</small> <b>HOW TO MANAGE IT</b> What procedures will we have? (Control measures)			PARENTS	STAFF	PUPILS

You must also ensure that appropriate persons are aware of any Generic procedures, but these do not need to be repeated here.  
 The activity must only take place if the residual risk following implementation of control measures is deemed to be 'low'. EVC signature/date .....