

# Forty Hill CE School

## Lettings Policy



Accepted by the Governing Body: July 2019

Review Date: July 2021

### Letting Fees 1<sup>st</sup> September 2019 – 31<sup>st</sup> August 2021

Hall and Field (including toilets)

**Mon-Sat** £35.00 per hour for the hall/field

**Sunday** £45.00 per hour for the hall/field

*For all other areas of the school such as classrooms or the whole school, please contact the office for a separate quote.*

#### 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 using the above fees
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 school's 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 school's 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 School Business Manager 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 BOOKING FORM**



Please complete this form in BLOCK CAPITALS and return it to the school office.

I, (Full names): .....(the applicant)

of (Full postal address including postcode):

.....  
.....

Telephone Number: .....

Hereby make an application for the hire and use of Forty Hill's School ....., on:

(Day of Week) ..... (Date) .....

(Time from) ..... (until) .....

For the purpose of .....

In the event of this application being accepted, I hereby undertake to pay the agreed charges of:

£..... per hour, for a total of: ..... hours.

The total charge for this hire will be: £.....

I also agree to ensure that all the rules, regulations and conditions laid down by **The Governors of Forty Hill CE Primary School**, as shown in the schools Lettings Policy, are complied with.

Signed (Hirer): .....

Date: .....

Signed (School): .....

Date: .....

## INFORMATION

To enable you to prepare for your function, and ensure that all runs smoothly, you may find the following information helpful.

**Setting up/clearing away:** Please ensure you allow adequate provision in your event schedule to set up before your event and to clear up afterwards – particularly allowing yourself time to clear up and vacate the premises promptly at the end of your let – otherwise a penalty will be levied under this agreement.

**Decorations:** You may decorate the hall at your discretion – however only “Blu Tak” or low adhesive masking tape may be used to attach decorations (all other means, including Sellotape, are forbidden)



### Hire Rates

<b>Mon-Sat</b>	£35.00 per hour for the hall/Nursery/field – 2 hours minimum
<b>Sunday</b>	£45.00 per hour for the hall/Nursery/field – 2 hours minimum

**PLEASE NOTE:** Where daytime bookings finish at 6pm and there are no further bookings starting at 6pm, there will be an additional charge of £16 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.