

LETTINGS POLICY



*"Loving, Learning and Laughter Together with God"*

Article 29: "Every child has the right to an education."

Article 3: "The best interests of the child must be a top priority in all actions concerning children"

The governors have agreed to the letting of the school premises where possible, provided that any letting must not be detrimental to the school or its children.

**Guidelines**

- All lettings will be at the discretion of the governing body or its representatives, who may refuse lettings if they consider it in the interests of the school to do so.
- Lettings after midnight will not generally be permitted.
- All hirers must comply with the terms and conditions of the Hiring Facilities.
- All hirers must be aged over eighteen.
- All hirers must secure insurance cover for the letting, including for public liability.(See 5.4.2. Voluntary Unincorporated Groups for exceptions)
- All school buildings and associated premises are non-smoking areas.
- The school is not responsible for any loss of or damage to vehicles parked on its premises or their contents.
- Detail of current letting charges are available from the school office.

**Charges**

- All charges will be subject to periodic review by the governing body.
- 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.
- All lettings to charitable and community groups are made without profit.
- Other charges are agreed by the governing body and may include an element for profit above actual costs.

**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, including changing rooms for sporting events, lavatories and kitchens.
- The application is considered by the Governors or Headteacher on their behalf and a decision is made whether to permit the hire.
- The site manager is informed. If the site manager/assistant caretaker is not able to service the hiring, a key holder will be identified, who will receive payment at the same rate as the caretaker.
- One copy of the application form is returned to the applicant with a letter of confirmation setting out the terms of hire, including insurance requirements.
- An invoice is issued prior to the letting and must be paid in advance.
- A receipt is issued.

Agreed by Governors on: 5 <sup>th</sup> March 2015	Reviewed on: 17 <sup>th</sup> June 2021	15 <sup>th</sup> February 2018 (Min No: 8/18)
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## **APPLICATION TO HIRE EDUCATIONAL PREMISES**

Applications to hire educational premises are required to be made by completing this form and returning it to the following address at least 10 days before the period of hire required:

The School Representative (Hire of Premises)  
Mrs M S Bulmer (Headteacher)  
St John's Catholic Infant School  
Old Chester Road  
Bebington  
Wirral  
CH63 7LH

<b>Premises Required</b> (e.g. classroom, hall, etc)
<b>Date and Time Required (for single booking)</b> Date Start time Finish time:
<b>Dates and Times Required (for regular/block booking)</b> Start date End date Frequency of use Start time Finish time:
<b>Purpose of Hire</b>
<b>Number of persons the hirer intends will be using the premises during the period of hire</b>
<b>Details of Hirer/Organisation</b> Name of Hirer/Organisation Contact address  Telephone number If an organisation, name of person representing the organisation
<b>Please also complete the details required overleaf</b>

**Does the hirer have public liability insurance to cover the hiring?**

If yes, please complete the following:

Name of insurer:

Policy number:

Amount of insurance cover provided:

Date of expiry of policy:

**Is the hirer intending to sell any foods, goods or refreshments at the premises?**

(If yes, please refer to clause 14 of the Terms and Conditions of Hire)

**Does the hirer have any specific requirements?**

(e.g. the provision or setting out of chairs/tables etc)

**Signature of Hirer/Authorised representative of the Hirer** \_\_\_\_\_

**Name in full** \_\_\_\_\_ **Date** \_\_\_\_\_

# ***TERMS AND CONDITIONS OF HIRING FACILITIES***

## **School Responsibilities**

For the duration of the letting period schools will be responsible for ensuring the following provision:

1. Adequate means of escape in an emergency adequate equipment available for the use should an emergency situation arise. This should include: fire extinguishers, first-aid kit, access to telephone.
2. Adequate heating, lighting and ventilation. This should include external lighting where required.
3. Safe equipment and premises.
4. Individual arrangements should detail which equipment should be used and which not.
5. Assistants available on call to deal with defects to school plant or equipment to ensure premises are secured. Sufficient information given to hirers on operation of plant, equipment and emergency facilities.
6. Arrangements are in place to ensure the security of the premises at the end of the letting period if appropriate.
7. In addition to the above provisions, schools must ensure that hirers will have adequate supervision in attendance during letting periods.
8. Schools will be required to carry out periodic monitoring of hire activities to ensure compliance with hire conditions.

## **Hirers Responsibility**

Once you have signed this contract you agree to all the terms and conditions listed below. It is important that you read these terms and conditions carefully and that you make sure you understand the terms and conditions fully. After you have signed this terms and conditions form you should return it to the school office along with your booking form as soon as possible.

If you have booked a facility via telephone, fax or e-mail, this will not be confirmed until you return both a completed and signed booking and terms and conditions form.

### **1. Contractual Agreements**

The times and dates that you request will be considered and where possible granted, if the facilities or the times that you requested are not available then the school will contact you the hirer to discuss alternative options. The time that you are allocated is to be adhered to. As the hirer or person in charge of the group you must ensure that all members of the group arrive on time or as near to the time as possible and must leave on time. Failure to leave after ten minutes into the next hour will result in a penalty charge of £20 being charged to the hirer or the person in charge of the group. Continued failure to leave the facilities on time will result in the termination of the contract.

### **2. Damage to School Property**

The hirer shall be liable to the Headteacher for improper use of any facilities. If the hirer causes any damage to property then the hirer will be liable to pay for all charges and expenses incurred in the process of rectifying the damage.

All hirers must have adequate and suitable Public Liability Insurance and this is the responsibility of the hirer and not the school/Local Authority. The school reserves the right to refuse admission to any hirer.

### **3. Health and Safety**

#### **Fire Alarm and Evacuation Procedures**

For the duration of the letting the hirer will be responsible for ensuring familiarity with emergency equipment such as fire extinguishers, alarm call points, telephones and first-aid facilities. An emergency

evacuation procedure is established. This will detail who will be responsible for taking control, calling emergency services and where to assemble. Consideration should be given to the needs of individuals with special needs.

For safety and fire prevention reason, no garlands or decorations are used other than those agreed in advance with the School Representative, which must not be of a combustible nature.

**Guidance**

School to give details of Fire Safety Procedures.

**Lighting and Electrical Safety**

During the period of hire, the Hirer shall ensure that

- No lighting, heating, power or other electrical fittings or appliances in the premises are altered, moved, or in any way interfered with.
- No additional lights or extensions from the existing electric light fittings are used without the previous consent of the School Representative.
- Electrical appliances brought onto the premises have been tested for electrical safety (Portable Appliance Test Certificates may be required for inspection by the school).

**Security**

All entrances and exits must be kept clear at all times. Do not open fire exits as this poses a security risk.

**Guidance**

The school should give details of existing security measures.  
E.g.: controlled access, gates, fencing etc.

**4. Alterations, Advertising and Care of Premises**

1. No bolts, tacks, screws, bits, pins, or other like objects shall be driven into any part of the premises by the hirer nor shall any placards or other articles be fixed to any part of the premises
2. No advertisements of any type are to be displayed inside or outside the premises by the hirer without the prior approval of the School Representative.
3. No alterations shall be made to the premises by the hirer, either in construction, arrangement of public accommodation, lighting, heating, seating, fixtures, fittings, exits or otherwise without the prior written approval of the School Representative.
4. Footwear likely to damage the floors is not to be worn. Damage caused to any surface through inappropriate footwear will result in additional charges being incurred by the hirer to pay for the damage caused.

**5. Facility Tariffs and Charges**

The tariffs and charges for the hiring of the facilities are made in accordance with the Governing Body of the school. Additional charges may be incurred by the hirer if malicious damage has been caused. We have been advised by the Local Authority that all hirers must take out Public Liability Insurance.

**6. Smoking, Drugs and Alcohol**

Smoking is strictly prohibited in the school and external grounds. If a hirer or any member of the hirer's group wishes to smoke they must go outside the grounds using only open entrance/exit doors and not fire exit doors. Cigarettes must be properly extinguished and disposed of. Drug taking is strictly prohibited and any incident that occurs will result in the immediate termination of the hirer's contract, unless the hirer can prove that the drugs are for medical reasons. Alcohol consumption is strictly prohibited and any incident that occurs will result in the immediate termination of the hirer's contract.

**7. Staff**

The school will not tolerate any verbal, physical or mental abuse towards its staff. Staff at school may at times inspect the facilities to make sure that all terms and conditions are being complied with and do not

need to give any advance warning. If school staff feel the terms and conditions are being breached you will be informed. Failure to further comply after this point will result in the immediate termination of your contract.

## **9. Prevention of Nuisance**

1. The hirer shall ensure that any music played or provided at the premises, or noise levels from functions or activities taking place on the premises, do not cause a nuisance either within the School or to surrounding premises or any nearby residential accommodation.
2. The hirer must ensure that cars belonging to their patrons are not parked so as to cause an obstruction at the entrance to, or exits from, the school and do not obstruct or delay access to the School by emergency vehicles.
3. The hirer shall take all reasonable measures to ensure that cars belonging to patrons do not obstruct the public highway outside of the school or access to adjacent private property and that undue noise is not caused on arrival or departure.
4. The hirer shall comply with any requirements of the School with regard to parking of vehicles.

## **10. Equal Opportunities**

The hirer must not discriminate, or permit others acting on his behalf to discriminate, in any of its activities held in the premises.

## **11. Payment**

You as the hirer are responsible for payment of the facilities you are hiring.

### **Guidance**

The school should give details of invoicing, payment dates, methods of payment and penalties for late payments.

## **12. Cancellation**

The hirer may cancel their booking at any time, but must give a minimum of one months notice prior to the cancellation. A minimum of 48 hours notice should be given for cancellation of a particular date or individual session. A charge may be made in respect of inconvenience cause to the caretaking staff if no notification is received by this time.

## **13. Licences and Permissions**

The hirer is responsible for any licences and permission they may need for example advertising. The school will not be held responsible for the hirer breaching any licences or permission agreements.

## **14. Food Refreshments and the Sale of Goods**

The hirer may not sell or allow to be sold on the premises any food, refreshments or goods without first obtaining the written consent of the Governing Body.

The hirer shall, if selling food, refreshments or goods on the premises, comply with all relevant legislation

## **15. Lost Property**

The hirer or the person in charge of the group has a responsibility to ensure that no personal or group property is left at the school. However, if this occurs the school will retain the item for a maximum of seven days, after which the item will be disposed of unless you contact the school to arrange collection.

## **16. Equipment**

No school equipment other than that specified at the time of letting is used. School furniture shall not be moved by the hirer except by arrangement with the caretaker or person holding custodianship for the time being e.g. relief caretaker.

**17. Litter**

Litter and property belonging to the hirer is to be removed by the hirer at the end of the period of hire. Any costs incurred in removing these items will be paid by the hirer.

**18. Other**

If you have more than one booking please note that each booking is treated as a separate booking. Parking in the car park is free of charge and you and any members of your group leave vehicles at your own risk. The school will not be held responsible for any loss or damage to vehicles or any contents you leave in it.

Please ensure you have read and fully understood these terms and conditions. Signing this terms and conditions form will indicate to the school that you fully understand and comply with all the terms and conditions stated. You may wish to keep a copy for your records. Please forward the original signed copy to the school with your completed applications.

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

Print Name: \_\_\_\_\_

On behalf of: \_\_\_\_\_ (Club/Group/Activity)

## ***HIRE AGREEMENT FOR EDUCATIONAL PREMISES***

The hirer is required to sign and return one copy of this Hire Agreement to the following address:

The Headteacher  
St John's Catholic Infant School  
Old Chester Road  
Bebington  
Wirral  
CH63 7LH

Please note that until such time as the signed Hire Agreement is received by the School, together with any deposit or payment required, there is no firm booking with the School for the hire. This means that the School is free to accept alternative bookings for the Premises without any obligation to the Hirer, and accepts no responsibility whatsoever for any costs incurred by the Hirer in anticipation of the hiring proceeding. Following receipt of the signed Hire Agreement by the School, cancellation of the hiring shall be governed by the School's Terms and Condition of Hire.

<b>Premises</b>
<b>Date and Time Period of Hire (for single booking)</b> Date Start time: Finish time:
<b>Date and Time of Period of Hire (for regular block booking)</b> Start date: End date: Frequency of use: Start time: Finish time:
<b>Purpose of Hire</b>
<b>Maximum Capacity permitted in the premises</b>
<b>Hirer /Organisation</b>  <b>Hirer's Authorised representative if an organization</b>
<b>Cost of Hiring</b>
<b>Deposit Required</b>
<b>Date for Payment of Cost of Hiring/Deposit</b>
<b>Any additional sum required as security (to be refunded to the Hirer following expiration of the period of hire if all obligations have been complied with</b>



<b>Insurance Details</b>  <b>Insurer</b>  <b>Policy number</b>
<b>Details of any consents given by the Governing Body regarding sale of foods, goods or refreshments</b>  
<b>Specific requirements of the hirer agreed and noted by the school</b>  

I confirm that I have the St John’s Catholic Infant School Lettings Terms and Condition of Hire that have been supplied to me. I agree that this hiring is governed by those Terms and Conditions of Hire and I agree to observe and perform the requirements of the Hirer as set out in the Terms and Conditions of Hire.

Signature of Hirer/Authorised representative of the Hirer \_\_\_\_\_

Name in full \_\_\_\_\_ Date \_\_\_\_\_