



Alexander Hosea Primary School

'Roots to grow, wings to fly'

LETTINGS POLICY

Introduction

This policy sets out the principles and procedures for the hiring of facilities at Alexander Hosea Primary School.

Use by the School and for statutory purposes will always take priority over other uses.

It is the intention of the Governing Body to permit lettings in the school where they support South Gloucestershire Council or the local and school community. **This does not include hiring of the Community Centre rooms or the school hall outside term time, weekdays hours 8.30am – 6pm. The responsibility for these lettings are with the Community Centre Committee.**

The Governors and Headteacher see the school as a focal point for the local community and as such wish the premises to be used to support local community activities wherever appropriate. Decisions regarding lettings will be made on the basis of several criteria:

- Can the school caretaker, who is responsible for the security, maintenance and cleaning of the buildings, service the let?
- Is the let suitable for a primary school environment?
- Does the let support the school values?
- Is the let likely to bring the school into conflict with the local residents?

This policy relates strictly to the school buildings, primarily the music room, meeting room, the hall during school hours and the playing fields. The music room has been adapted for external access and use by Wickwar Out of School Club. The meeting room has its own access from the playground, a kitchen area and toilet facilities.

Hiring Facilities

1. All applications to hire facilities at the school must be on a school letting form (Appendix A) available from the school office. This should include as much detail and information as possible concerning the nature of the hire, giving a minimum of 4 weeks' notice of the required hire date.
2. Applicants from either private or recognised local organisations applying for hire will be required to provide evidence of cover in respect of public liability insurance and where appropriate, a licence in respect of music, entertainment, gambling or the provision and consumption of alcohol for the event/s planned at the school. The named applicant will be totally responsible and accountable for any actions or fines incurred as a consequence of transgressing any legal requirements, local or national, during the period of hire.
3. Applicants should include any requirements in terms of furniture and school equipment.
4. Any facilities hired, once used, should be returned to their original state (including the positioning of furniture/equipment) and swept, mopped and cleaned with equipment and materials provided. Failure to comply with these requests could result in an unsuccessful application for hire by the organisation/individual concerned in the future.

5. Rates of hire in Appendix B and will be agreed at the time of booking. The rates for hire will be reviewed annually by the Governing Body.
6. Any further details or information concerning this policy and arrangements of hire can be obtained by contacting the school office.
7. Specialist equipment e.g. stage, stage lighting, piano are not included in the letting arrangement unless requested by written application to Alexander Hosea Primary School at the time of booking. The hirer takes responsibility for their proper use. This also refers to lettings made with the Community Centre Committee (see Appendix C).
8. Conditions of Use will be issued to all hirers – see Appendix D

Equalities Impact Assessment (EIA)

This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

Author	Allison Hall	Date Reviewed	10 January 2017
Position	SBM	Date ratified	20 January 2017
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Version	Final	Reviewing Committee	Finance and Staffing

**ALEXANDER HOSEA PRIMARY SCHOOL
LETTINGS APPLICATION FORM**

Name of Applicant

Address

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Registration No. (if company)

Tel No. **Email**

Nature of event	
Specify whether food and/or drink to be provided	Yes/No
If yes, are you requesting use of school facilities?	Yes/No
Will alcohol be available?	Yes/No
Licenses required (e.g. liquor, public entertainment)	Yes/No
Animals (including guide dogs) to be present	Yes/No
Any commercial use (e.g. sales)	Yes/No

Dates / Times of hire

Numbers Attending (specify number of children and adults)	
Adults	Children

Premises and Facilities Requested (identify specific rooms etc)

Furniture and equipment requested	Yes/No
If yes, please specify	

Car parking required	Yes/No
If yes, estimated number of spaces	

Equipment to be brought on premises by hirer (electrical equipment will require evidence of recent PAT test)	Yes/No
If yes, please specify	

Duration of event (including setting out and clearing away etc)
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Publicity – will you be producing any publicity /promotional material? Yes/No	
If yes, please provide details for approval	

Any other requirements	Yes/No
If yes, please specify	

Where the event involves supervision of children, please confirm all adults have been or will be subject of satisfactory Disclosure and Barring Service (DBS) checks.	
Confirmed	Yes/No

The hirer confirms that:

- We will have adequate insurances for the event – public liability to the minimum of £5 million
- We will have made our own arrangements for first aid.
- We will comply with the terms and conditions of use (attached)
- We will pay all fees and charges notified.
- We will not watch or record broadcasting television programmes as the premises are not covered by a television licence.
- Any damages reported by the hirer or subsequently by school staff will be referred immediately to the Governing Body and such cost as determined by the Governing Body for repair or replacement of damaged property will be requested to be paid within 7 days.

Signed
 On behalf of Applicant

Date

The school may require further information before agreeing the application

Agreed on behalf of Alexander Hosea School:

Signed

Position

Date

Appendix B Letting charges

Room	Commercial Use	School & Community Use – WOOSC/Playgroup
Music Room	£15 per hour	£3.50 per day excluding school hours
Hall	£15 per hour	£5.00 per hour
Group Room/Meeting Room	£15 per hour	£10.00 per hour
Field and Main Playground	£15 per hour	Included in above for WOOSC

Appendix C

ALEXANDER HOSEA PRIMARY SCHOOL REQUEST FOR COMMUNITY USE OF SCHOOL EQUIPMENT

Name of Organisation:

Item requested	Date required	If equipment being taken off site – estimated time of collection	Date of return of equipment if taken off site
School stage			
School PA System			
Other (please list)			

I/we agree to replace or pay for any damages to school equipment that may occur during our use.

I/we agree to a donation of a minimum of £25.00 for each item of equipment requested for use. (For use of PA system or stage please make cheques payable to Friends of Alexander Hosea Primary School)

Signed

Name

Contact telephone number

Date

Please complete and return this form to school at least 5 school days prior to date of booking to:

**Allison Hall, School Business Manager,
Alexander Hosea Primary School, Honeyborne Way, Wickwar, South Gloucestershire,
GL12 8PF**

Email: allison.hall@southglos.gov.uk

NB: Insufficient notice may result in equipment not being available.

Appendix D

Lettings – Conditions of Use

Use by the School and for statutory purposes will always take priority over other uses. These conditions of use refer to the hiring of the music room, meeting room, school hall during term time weekday hours of 8.30am – 6pm and the school playing field.

All lettings must be approved by the Governing Body (although these will be approved by the Headteacher).

1. Where the hirer is an organisation, the organisation and its members shall be jointly and severally liable.
2. Access is strictly restricted to the specified Premises. The hirer shall not use or permit the use of the Premises for any purposes or activity, other than that specified in the application, nor by any other person, and strictly in accordance with these conditions.
3. There shall be no variation to these conditions without prior agreement in writing of the Governing Body.
4. The hirer shall not use or permit the use of the Premises for any purposes or activity, other than that specified in the application, nor by any other person.

CHARGES (& VARIATIONS)

9. Charges will be made at rates that will be determined from time to time by the Governing Body. In cases where the incorrect charge has been quoted, the school reserves the right to charge the correct rate, although the hirer may decide to cancel the letting.
10. Charges for occasional users are to be paid in advance on the date specified by the Governing Body. Regular users, over periods exceeding 3 months, shall pay an initial fee and thereafter within 7 days of receipt of an invoice from the school.

CARE OF PREMISES

11. The hirer shall ensure that there is at least one responsible adult present and able to supervise at all times during the letting.
12. The hirer is required to leave the Premises (including passageways and exits) and the school in a clean and orderly state free from rubbish or obstruction and shall clear away and remove any rubbish from the school and leave the school in the condition in which it was found.
13. The hirer shall ensure that no persons using the School Hall use shoes with stiletto heels or other footwear which may, in the opinion of the Governing Body, be damaging to the floors.
14. No bolts, nails, tacks, pins or other similar objects shall be driven into any part of the Premises nor any adhesive fasteners used, including Blu Tak.
15. There shall be no smoking in the school building or grounds.
16. If the letting includes use of toilets please ensure they are left in a clean condition and flushed.

17. The hirer shall be responsible for reimbursing the school for any additional costs incurred in cleaning the premises or clearing the grounds after a letting.
18. No tables, fixed furniture or equipment that may be in the accommodation hired shall be used or interfered with, without the prior approval of the Governing Body. Standing on seats, furniture, windowsills, etc is not permitted. Fittings, fixtures or decorations of any kind shall not be permitted, other than purely temporary arrangements, which require no permanent fixings nor which would damage or disfigure any part of the Premises. No alterations shall be made to the Premises.
19. Chalk, resin or polishing materials may not be used on floors.
20. No notice, poster, placards or similar shall be permitted without the express approval of the Governing Body.

DAMAGE TO THE PREMISES

21. The Hirer shall repay to the Governing Body any additional costs, whether for staff or premises, resulting from the misuse and/or damage of the premises and/or grounds. Such costs shall be determined by the Governing Body (acting reasonably) and shall be paid within seven days of a written demand.
22. Any damage shall be reported immediately to the Governing Body.

EQUIPMENT AND ACCOMMODATION

23. No electrical apparatus shall be brought on to the Premises without the express consent of the Governing Body unless specified on the application form. Electrical equipment will require evidence of recent PAT test.
24. The electrical and mechanical installations of the Premises are not to be supplemented or altered, nor any specialist equipment (such as public address systems) to be installed by the hirer, except with the express approval of the Governing Body.
25. Any furniture provided by the hirer must be removed immediately after the end of the letting (unless otherwise agreed).
26. Specialist equipment e.g. stage, stage lighting, piano are not included in the letting arrangement unless requested by written application to Alexander Hosea Primary School at the time of booking. The hirer takes responsibility for their proper use.
27. The touchscreen computer in the hall is not available for use by hirers

CONDITION OF PREMISES

28. The Governing Body gives no guarantee as to the fitness, suitability or condition of the Premises or grounds. Every effort is however made to ensure that they are in a reasonable state. It is the responsibility of the hirer to check that the Premises are suitable for the needs.

INSURANCE

29. It is the responsibility of the hirer, prior to the letting to effect whatever insurance is appropriate to cover their liabilities. Insurance effected by the Governing Body or LA does not extend to a hirer's liabilities. At the least the hirers shall take out third party and

public liability insurance with a reputable Insurance Company in a sum not less than the Public Liability Sum (specified in the application form) and shall if so required produce details of such insurance for inspection by the Governing Body.

STATUTORY REQUIREMENTS

30. The hirer shall comply with the statutory or regulatory requirements associated with its activities at the Premises, in particular concerning consumption of intoxicating liquor, music, singing and dancing licences, theatre licences and copyright. The hirer shall be fully responsible for obtaining any licences or any other permission required, always providing that no licence application shall be made without the prior approval of the Governing Body.
31. It is the hirer's responsibility to ensure that any employees working at the school when pupils are on site, have been vetted through the Disclosure and Barring Service.

HEALTH AND SAFETY

32. The hirer is responsible for the health and safety of all persons using the Premises under Licence and must make themselves fully aware of the fire precautions and procedures in existence.
33. The hirer shall comply with Section 12 of the Children and Young Person's Act 1933. In summary this requires that where any play or entertainment is provided at which the majority of the persons attending are children, then if the number exceeds 100, it shall be the duty of the hirer to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to the duties, to prevent more children or other persons being admitted to the building or any part of it than can be safely accommodated there and to control the movement of the children and other persons admitted while entering and leaving the building and to take all other reasonable precautions for the safety of the children.
34. The number of persons using the Premises shall not exceed the number notified to the Governing Body (in the Application or otherwise).
35. The school does not provide first aid medical facilities for hirers, nor does it guarantee access to the telephone system for calling assistance during lettings. Hirers should make their own arrangements.

CANCELLATION/NON AVAILABILITY

36. Failure by the hirer to comply with any or all of the foregoing conditions where applicable whether intentionally or not may be deemed by the school to be just cause for the immediate cancellation of any letting or series of lettings.
37. Where the Premises or any facilities hired (or part thereof) are not available to the hirer, the Governing Body will consider refunding the charge, or a proportion thereof.
38. The Governing Body reserves the right to cancel a letting at any time when the facility is required by the school, or for other statutory users. It shall give as much notice as possible and shall refund the charge in respect of the cancellation or offer alternative accommodation or dates. No other compensation shall be paid.
39. The Governing Body reserves the right to refuse or cancel any hiring where it believes that the activity or use, or the identity of the hirer, is inappropriate or inconsistent with the use of school premises.

RESTRICTIONS ON USE/ACTIVITIES

40. All applications for religious or political groups, or any group the purpose of which the head teacher considers has the potential to cause offence to the community or part of the community shall be referred to the Governing Body, or relevant committee for consideration for approval.
41. The hirer is specifically forbidden to use, or allow the use of the hired premises or grounds for any illegal or immoral purpose.
42. No commercial use (including the sale or display of goods or services or for any public entertainment).
43. Sporting activities will not take place inside the Premises area (unless specified in the Authorised Activity/Use) without the prior written approval of the Governing Body.
44. No alcoholic drinks shall be brought on to the Premises save where an appropriate licence has been obtained and the specific permission of the Governing Body has been received.
45. The hirer shall not permit any animal to enter or remain in the premises unless agreed beforehand (agreement will not be unreasonably withheld for guide dogs for persons with visual or hearing impairments).
46. The hirer shall take all reasonable steps to ensure that no noise or other nuisance is created which would affect others using other parts of the Premises or the owners and occupiers of neighbouring or adjoining properties.

VEHICLES AND PARKING

47. No motor vehicles shall be permitted entry on to the School site without the prior written consent of the Governing Body and any vehicle entering with consent shall not be parked in a manner causing obstruction to the movement, entry or egress of other vehicles.
48. Where car parking is permitted, the hirer is responsible for ensuring that adequate stewarding is provided and that vehicles are parked in a responsible manner and according to any directions given by the Governing Body.
49. The school does not accept liability for any vehicles during the period of hire.

LOST PROPERTY

50. The School does not accept any responsibility for any articles of property left by the hirer, his/her guests, agents or any member of the public at the school during the period of the hire.

INDEMNITY

51. The hirer will indemnify the School and the Governing Body in respect of any loss, liability claim or proceedings whatsoever arising under Statute or Common Law for death or personal injury to any persons whomsoever or damage to property or breach of copyright arising out of or in the course of by reason of the hiring except to the extent that such liability loss or damage results from the negligence of the School or the Governing Body or its servants or agents.

SECURITY (ADDITIONAL CHARGE)

52. If, due to the nature of the activity/use, the Governing Body considers it necessary to make special arrangements for the security of the school or the Premises, the cost associated with this shall be met by the hirer.
53. In the event of triggering of alarm system the hirer shall immediately contact the school caretaker / National Security Group (NSG). If the fault of the hirer a charge will be made for the call out.

PROMOTIONAL LITERATURE/PUBLICITY

54. Any promotional material or publicity making reference to the School shall be approved in advance by the Governing Body.

ACCESS AND KEY COLLECTION

55. The School employs their own key holder (caretaker) who will unlock and lock the premises if given sufficient notice within the terms and conditions of his contract of employment or beyond that if he is prepared to extend his goodwill as necessary.
56. Where required, the hirer shall liaise with the school caretaker regarding practical arrangements associated with the hiring.

TERMS AND CONDITIONS RELATING TO SPECIFIC FACILITIES/ACTIVITIES

FILM OR THEATRICAL PERFORMANCES

- 57. (The School licence does not apply to the performance of dramatic or musical works if performed in their entirety).** For the performance of such works the hirer must obtain the permission of the owner of the copyright. (The School licence does not cover the copyright that subsists in actual records, cassette tapes or compact discs, as distinct from the recorded material itself). It is the responsibility of the Hirer to obtain a licence if it is intended to play recorded material.
- 58.** The School premises are not licensed for public entertainment. If appropriate, an Occasional licence must be applied for from the Licensing Authority.
59. No copyright work shall be performed without the permission of the owner of the copyright and the payment of any appropriate fees and the hirer shall indemnify the Governing Body against any penalty or sanction for any infringement of copyright which may have occurred during the licence period.
- 60.** No film or video shall be shown in the hired area without the prior consent of the Governing Body who may require the hirer to give a preview of the film to such persons as directed.
61. The school does not hold a television licence so watching broadcasting television programmes is not permitted.

PLAYING FIELDS

62. The school does not give any guarantee as to the standard of any pitch or field nor to the maintenance or improvement of this standard during the season. The hirer shall be aware of the state of any pitch or field upon submitting his application and such application will be deemed to be for the particular pitch or field as seen.

63. The school shall determine whether any pitch or field is fit for use at any time and their decision shall be final.

CATERING FACILITIES

64. The Meeting Room has its own kitchen area which is available for use.

COMPLAINTS

65. Complaints regarding lettings of school premises can be pursued under the school's complaints procedure.

COMPLIANCE WITH REGULATIONS

66. Failure by the hire to comply with any or all of the above regulations, where applicable, whether intentionally or not, may be deemed by the Governing Body / Local Authority to be just cause for the immediate cancellation of any letting or series of lettings.