



St Nicholas CE VA Primary School

LETTINGS POLICY

CONDITIONS OF AFTER SCHOOL / WEEK-END HIRE OF ST. NICHOLAS SCHOOL

St Nicholas is a Voluntary Aided School, with a primary purpose to facilitate the education of the pupils attending. The Governing Body is responsible for the upkeep and development of the school buildings and cannot fulfil this role without the money to do so. Letting the school buildings provides a vital source of income to the school governors to maintain and develop the school.

It is the intention of the governors to maximise the lettings income available from the school buildings whilst not affecting the education of pupils. It is also noted that the school building is a key asset to the wider community, and especially to St Nicholas Church. There will be occasions in which the school is let to benefit the community without necessarily providing income.

FACILITIES AND EQUIPMENT

The hire is applicable to the hall, designated classrooms, kitchen, playground, garden, ground floor toilets and entrance. Certain items of equipment, such as a piano, are available by special arrangement.

CHARGES

Letting rates can be obtained from the School Office. The Finance & Premises Committee of the Governing Body determines the hourly rate to be applied to any let. Hirers shall be given a minimum of one month's written notice of the school's intent to increase the hiring charge. All regular lettings will be subject to a minimum charge of one hour and the time on which the fee for hiring is based will be rounded up to the nearest fifteen minutes. Occasional lettings will be subject to at least a minimum charge of £30; there will be a deposit of £25 to be paid at the time of the booking (unless paying in full). The deposit will not be returned in the event of cancellation by the hirer.

If use by the hirer occasions any extra cleaning or caretaking duties, a cleaning charge will be added to the invoice at a rate of £20 per hour. Damage or breakages must be reported to the school and the cost of repair/replacement will be invoiced to the hirer.

APPLICATION

Application for the use of the premises must be made to the School Office. The attached booking form must be completed once a booking has been confirmed. Invoices for casual hirers will be raised two weeks prior to the event taking place and full payment is expected seven days before the date of the hire or immediately if the event takes place in less than seven days. In the case of certain regular bookings, it is possible to make arrangements for payments to be made at agreed times. These payments are non returnable.

All requests for hire of school premises shall be considered and responded to. Those requests that produce a reasonable financial return without adversely affecting educational provision and without otherwise causing undue inconvenience will be accepted subject to the provisions of this policy statement.

CANCELLATION

The governors reserve the right to cancel any hire without notice, though every effort will be made to give reasonable notice to the hirer (for regular hirers alternative accommodation will as far as possible be offered). A full refund of any deposit will be made in such circumstances. In the event of the school needing to cancel an agreed letting, the school will not be liable for any claim for compensation (financial or otherwise) other than the return of any monies received.

Hirers are requested to give at least seven days' notice of the cancellation of a booking. The governors reserve the right to charge for any costs incurred. If notice is not given, the hirer will be required to pay the full hire charge.

INSURANCE

All hirers must have Public Liability Cover for a minimum of £5,000,000. Hirers not having their own Public Liability Cover will be added to the schools insurance scheme at the rate of 10% of the hire fees. Hirers must provide a copy of their public liability insurance policy with their application form or they will automatically be added to the schools insurance scheme and charged accordingly.

SECURITY OF PREMISES

Named key holders will be responsible for locking and unlocking the building and de-activating and activating the school alarm at the start and end of the hire times. All entrances and exits to the school must be kept closed during the hire period and access granted via the intercom system. The hirer is responsible for ensuring that the premises are locked up and secure after use.

COVID 19 - RISK ASSESSMENT

During the COVID 19 pandemic all hirers must take extra precautions when hiring the school premises. Each hirer must share with the school office its Covid-19 risk assessment that relates specifically to the activity and the school premises. A risk assessment should include social distancing & capacity, cleaning, hygiene & face coverings, vulnerable people, toilets, noise, track & trace and travel & parking. Hirers must adhere to the latest government guidelines at all times.

LICENCES

It is the responsibility of the hirer to obtain any necessary licences and to ensure that they comply with its conditions. The school will not be in any way responsible. The hirer must inform the school at the time of booking about any licences they are hoping to obtain.

Alcohol may only be sold on the premises if a licence has been obtained. It is illegal to sell alcohol to or for a person under 18 years of age.

If the nature of the function for which the premises are used is the public performance of a play, music, dancing etc. then a Leisure & Entertainment licence must be obtained.

It is a requirement of the Gambling Act 2005 that a licence is required for raffles, for example, unless tickets are sold on the day only, not beforehand and not for more than £1.00 per ticket.

OTHER RESPONSIBILITIES OF HIRER

- The hirer is expected to see that the building and its surroundings are treated with respect and maintain good order for the duration of the letting until the premises are vacated. All areas must be left in an acceptable state and all equipment returned to the correct place. The hirer must ensure that a responsible person will be present on the premises at all times during the period of the letting.

- Activities involving minors must be supervised by responsible adults throughout the period of hire. Particular attention must be paid to the supervision of the toilet areas.
- The hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made. The maximum figure for the hall to meet the fire regulations is 90.
- It is the hirer's duty to see that all those attending an event are aware of their responsibilities and the school's and hirer's insurance arrangements.
- The hirer accepts full responsibility for any damage to, or theft from the school's property occurring during the period for which the premises are hired, or outside the period of hire if the school is not properly secured by the hirer on leaving the premises. The school accepts no liability for the loss of personal property brought onto or left in the premises during the letting.
- The hirer shall confine his/her activities to the accommodation and equipment hired, and is not to use any other part of the school except insofar as is necessary for access purposes.
- The time of hiring must be strictly adhered to.
- The school is a non-smoking site.
- Work and equipment should not be touched, and furniture moved only when necessary and replaced in its original position unless otherwise directed.
- The hirer agrees that no equipment will be used without approval of the Lettings governor or the head teacher and that no electrical equipment should be used on the site which has not been PAT tested.
- No screws, nails or placards may be fixed to any part of the premises. Those responsible for the hire of the premises shall prevent anyone sitting, or standing on the sills, or standing on chairs, tables or any other equipment.
- The hirer is responsible for providing appropriate first aid equipment.
- The hirer shall not bring onto the premises any article of inflammable or explosive nature, nor any article producing an offensive smell nor any other substance, apparatus or article of a dangerous nature.
- No dogs are allowed in the school grounds or on the premises (except guide dogs).
- Hirers are asked to make all users aware of the school's strict 'No Nuts' policy. Due to a number of pupils who have life-threatening nut allergy, no nuts or products containing nuts are allowed in school.
- The hirer accepts that he/she should familiarise himself/herself with the positions of the telephones, escape routes, fire alarms and fire fighting equipment. Notices regarding the procedures in relation to the action in the event of a fire should also be studied and the information disseminated.
- The school has a separate [Health & Safety Policy](#) available on the school website: Any accidents or health & safety incidents must be reported to the Head.
- Hirers must respect other users who are hiring the premises. It is the hirers duty to ensure that they, and all persons attending their event, observe the safeguarding procedures that are required by other hirers and by the school.

- Hirers are asked to refer to the school's Drug Education Policy, available on the school website as above.
- Hirers of the school premises must seek permission from the Headteacher if alcohol is to be consumed during a letting.
- The hirer can only use the school buildings for those activities specified in the booking contract. The school buildings must not be used as a platform for extremists.

Policy reviewed by:	Finance & Premises Committee, December 2021
Policy adopted by GB:	December 2021
Chair of Governing Body:	Caroline Fleming
Headteacher:	Rizelle Crouch
Policy review due:	November 2022

Booking form for St Nicholas CE VA Primary School

FULL NAME OF ORGANISATION			
TELEPHONE			
EMAIL			
ADDRESS FOR INVOICE		Post Code	
NATURE OF HIRE			
DATES REQUIRED			

	HIRE TIME*		CHARGE £
	FROM	TO	
HALL			
CLASSROOM (S)			
KITCHEN			
PLAYGROUND/GARDEN			
	TOTAL		
	**HIRER INSURANCE FEE (10%)		
	TOTAL CHARGED		

* **Hire time** to include preparation and clearing time

**** Public Liability Insurance**

The hirer is required to hold Public Liability Insurance and to let the school have a copy of the cover note prior to the hiring. If this not produced, then the school will arrange cover in advance of the hiring and a charge will be made. No hiring should take place without this insurance cover arranged either by the hirer or through the school.

I wish to apply for the use of the accommodation shown above.

☐ I maintain a Public Liability Insurance Policy and have provided the school with a copy of the current insurance certificate. (Please tick as appropriate)

Or

☐ I wish to be covered by St Nicholas CE VA Primary School Public Liability Hirers Insurance Policy during the period of hire and agree to pay the premium cost of 10% of the hire with the hire charge. I acknowledge the excess of £250. (Please tick as appropriate)

I have notified the school in writing of any special requirements.

I have read and will ensure observance by persons using the premises of the school's Letting Policy and conditions of hire. I agree to be responsible for making good any loss or damage to the premises or equipment resulting from this hiring and will ensure that the premises are in good order.

I agree to pay the charge agreed at the time of hire and shown on this form. NB For ongoing bookings, the school reserves the right to vary the rate of hire with a minimum of one month's notice.

I am over 18 years of age.

Signed

Date

Name in block capitals