



WICKFORD PRIMARY SCHOOL LETTINGS POLICY

Policy name:	Lettings Policy
Reviewed by:	S.Bayley
Approved by:	Governing body
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INTRODUCTION

The Wickford Federation Governing body is keen that the school premises are used for the benefit of the whole local community. Whilst the education of children is the prime purpose of our school, we believe education is a life-long process which should be open and accessible to all. This handbook outlines the policy of our school with regard to letting. It sets out the facilities available, the charges and the responsibilities of the Governors and the users when the school premises are hired.

The Governing Body will let to groups and individuals in the community who have educational aims or who provide a social or community service; and to individuals or groups who make any charge for admission or services, provided that they declare in full the nature and scope of their charges including membership fees.

The governors will not hire any school facilities to any group that promotes or supports racism, sexism, ageism, homophobia or any other type of discriminatory behavior or whose presence would otherwise be incompatible with the schools ethos and policies.

In deciding whether or not to let our premises the Governing Body will also have regard to the likelihood of any damage being caused to the premises, or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking.

In any event, the Governing Body reserves the right to require a reference from a Local Authority or other reputable hirer, before any booking is accepted.

The use of our school premises at all times other than during the school day is under the control of the Governing Body of our school. (Education Act 1986, sect.42)

The final decision on compliance lies with the Governing Body.

CONDITIONS FOR HIRING THE HALL AND CLASSROOM AT WICKFORD PRIMARY SCHOOL

1. AVAILABILITY

- a) The Hall, Classroom, and facilities are generally available when not required by the school for the purposes of Education.
- b) Use of these premises is subject to various conditions, regulations and charges.

2. HIRING AGREEMENT

- a) Hiring Agreements are available from the School Office and should be submitted to the Headteacher at least 2 weeks before the first day of the proposed hire. When the proposed use is during the holiday period, Hiring Agreements should be submitted 2 weeks before the end of term. The person signing the Agreement will be considered the hirer.
- b) **All hirings are at the discretion of The Headteacher and their decision is final.**

3. GENERAL CONDITIONS

- a) The hirer who must be over the age of 21 years of age, will be responsible for the controlled entry and exit to the site, ensuring all External doors to the buildings and Gates to the Playground are secure after each group or person has entered or left the site.
- b) Cancellation
 - (i) Cancellations must be made in writing at least 24 hours before the proposed use; otherwise the hirer will still be liable for the standard charges.
 - (ii) In exceptional circumstances it may be necessary for the school to cancel a booking giving as much notice as possible. The school will accept no liability in respect to commitments incurred by the hirer due to such a cancellation.

c) Charges

Letting fees are reviewed annually. A deposit will be required and payment in advance may be required. Please see Hiring Agreement for current charges.

d) Alcoholic Drinks

Express approval by the Governors is required if alcoholic drinks are to be sold or consumed on the premises. The selling of alcohol requires a licence. Unconsumed bottles, cases, glasses and similar articles must be removed from the premises immediately the function has ended. Wickford Primary School does not hold a licence so the hirer would have to obtain this independently.

- e) The School is not for hire for Discos, the only exception would be, if it was in connection with a School function or with The Headteachers permission.
- f) Insurance
The hirer shall indemnify The School against any claim for bodily injury, or loss of, or damage to, property (real or personal) whether belonging to The School or to any other person by the hirer, or by the negligence of any other person using the premises with the permission of the hirer.

THE HIRER MUST TAKE OUT ADEQUATE PUBLIC LIABILITY INSURANCE AND A COPY OF THIS MUST BE SENT TO THE HEADTEACHER BEFORE COMMENCEMENT OF THE HIRE. Organisations should also consider whether staff and helpers should be protected by personal accident insurance/employers liability etc.

- g) The hirer will be responsible for completing a Risk Assessment and provide a copy to the school before the commencement of the hire.
- h) Cleaning and leaving The School.
The hirer is responsible for ensuring that the premises are left clean, tidy and safe, including replacement of any furniture that may have been moved. Any additional expense incurred by The School in the moving and replacement of furniture and equipment or any extra cleaning that may be necessary, in returning the premises to a satisfactory condition shall be recharged to the hirer. The hirer shall ensure that all windows and doors are securely closed and fire doors MUST be secured from the inside.
- i) Facilities
 - i) The hirer will be responsible for the proper use of all facilities and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings, furniture and fittings and school equipment; the hirer shall be responsible for making good any damage to premises and property. It is not permitted to use Blue Tack, Sellotape, drawing pins, nails or screws etc. to attach items to the walls or woodwork. Smoking is not allowed in the school or the school grounds
 - ii) The hirer must not access any part of the building, other than that part of the building hired and must observe any instruction given by the Caretaker concerning the area available. The hirer is not entitled to use or enter the premises other than at the agreed times, unless prior arrangements have been made with the Headteacher.
 - iii) The hirer shall be responsible for ensuring that good order is kept on the premises and approaches thereto, immediately after the agreed period of use.
 - iv) The school reserves the right to have a representative present at any function, to inspect the proceedings at any time and to put a stop to any entertainment or meeting not properly conducted.
 - v) The hirer should acquaint themselves with the Fire and Safety regulations and procedures relating to The School which are listed on the wall next to the exit.
 - vi) First Aid kit must be provided by the hirer.

- vii) The hirer is responsible for providing their own mobile phone.
- viii) The Toilets are in the quad.
- ix) The Site Manager stays on site to make sure the school is secure and the intruder alarm is set.

CONDITIONS OF USAGE

1. Any movement of furniture required must be undertaken by the hirer under the direction of the caretaking staff of the school. No furniture or apparatus is to be used without prior permission.
2. The authorised hirer is responsible for those attending the function and in particular for leaving the site in a quiet and orderly fashion by the time stated in the booking agreement.
3. Where car parking is required, the hirer must undertake the proper stewarding and control of the parking area in collaboration with the police where necessary. The hirer must maintain safe entry and exit from the premises and provide and maintain clear access for emergency vehicles and service vehicles.
4. No alcoholic drinks may be consumed or brought onto the premises unless written permission has been applied for and received from the Governing Body. No alcoholic drinks may be sold without a magistrate's license, and this must be shown in advance to the Governing Body. Safety regulations require that no alcoholic drinks are stored or consumed in the kitchen area.
5. The hirer is responsible for the protection of the premises from damage, for the good behaviour of all associated users, and ensuring that alcoholic drinks, where permitted, are consumed in moderation when brought onto the premise for a function.
6. The hirer is responsible for ensuring that all areas are left clean and tidy as found. This includes all outside areas as well as indoor areas. If this is not found to be the case the hirer will be charged a penalty sum to cover costs of any repairs or cleaning required.
7. The school's No Smoking Policy must be adhered to at all times.
8. Bookings can only be accepted when caretaking staff of the school is available to undertake the additional duty.
9. The hirer shall have public liability insurance with an appropriate minimum indemnity, and shall agree to indemnify the school against any claim other than that arising out of the negligence of the school. The Hirer shall produce evidence of insurance prior to the event. Alternatively, the hirer must take out public liability insurance cover with the Local Authority as part of their booking agreement.
10. The hirer will adhere to all aspects of the lettings policy at all times through the procedure of applying for and accepting a let on our premises.
11. All children will be supervised at all times by their carers except where children are attending an organised group or care scheme. Where the latter applies, the group/care scheme will adhere to all regulations set out in the Children Act 1989, including those of registration with the relevant registering body.
12. The hirer's signature on the application form confirms his/her agreement of the above conditions of booking and all other aspects of our school Lettings Policy.
13. The hirer will adhere to all Health and Safety requirements as required by the school.
14. No stiletto heels or similar objects are allowed in the gym/hall area.
15. No food or drink is allowed in any area except designated social areas, unless prior written permission has been granted.
16. The main kitchen is 'out of bounds' and not available for hire.

Wickford Primary School Hiring Charges

Summer – no heating

		Weekday	Weekend
Hall	Caretaker	£44.10 per hour	£58.54 per hour
	Lighting etc	£33.07 per hour	£33.07 per hour
		-----	-----
	Total	£77.17 per hour	£91.61 per hour
Studio	Caretaker	£44.10 per hour	£60.64 per hour
	Lighting etc	£22.05 per hour	£22.05 per hour
		-----	-----
	Total	£66.15 per hour	£82.69 per hour

Winter – with heating

Hall	Caretaker	£44.10 per hour	£60.64 per hour
	Lighting / Heating etc	£44.10 per hour	£66.15 per hour
		-----	-----
		£88.20 per hour	£126.79 per hour

Please note heating costs reduce to £35 per hour after first 3 hours.

Studio	Caretaker	£44.10 per hour	£60.64 per hour
	Lighting / Heating etc	£27.56 per hour	£27.56 per hour
		-----	-----
		£71.66 per hour	£88.20 per hour

Playing field	£55.13 per hour all year (if site manager not in attendance)
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A £150.00 deposit is required from every hirer.

THE DEPOSIT WILL BE RETURNED TO YOU DEPENDING ON INSPECTION OF THE PREMISES

BOOKING PROCEDURES

1. Applicants should fill in an application/booking form and return to the main school office.
2. The person signing the application form (then known as “the Hirer”) is responsible for all aspects of the let.
3. By signing the application form, the person signing is acknowledging and agreeing to adhere to all aspects and conditions of our school’s lettings policy.
4. A signed application does not guarantee the booking will be granted.
5. Where the application for a let is accepted, the applicant will be sent a letter provisionally confirming the let and an invoice to cover the cost of the let and any additional returnable deposit required.
6. The hirer should then pay the booking invoice in full, and ensure that they receive a receipt of payment. This will then confirm the booking agreement. Any returnable deposit required (i.e. for special functions) must be paid within 72 hours of the date the booking form was sent. Failure to pay the invoice and returnable deposit (where required) will result in the application for the let becoming void.
7. Hirers will automatically be charged for public liability insurance at a cost of £2.00 as part of the booking charge unless proof of adequate equivalent insurance is shown to the school (a photocopy will be taken for the records).

BOOKING TIMES

1. There will be no access to the premises before the commencement of the period. Hirers must allow sufficient time for preparation before the event when booking the time of the let.
2. Hirers must have left the premises by the end of the booked period. Sufficient time must be included to allow for clearing away and for all participants to leave the premise by the end of the booked period.
3. Availability of premise is negotiable. Please contact the school to find out the current hours of access.
4. Caretaker’s Hours will include a minimum of 30 minutes at end of hire to close building. Additional pre-hire time may be included to ensure winter heating is on or for additional set up.

APPLICATION FORM FOR THE USE OF SCHOOL PREMISES

This form is to be completed by the person responsible, on behalf of the hirers. It is understood that this person will be responsible for the payment of all charges relating to this booking and will ensure that all aspects of our lettings policy are adhered to at all times.

ACCOMMODATION REQUIRED	TIME FROM TO	DATES	TOTAL HOURS	COST PER HOUR	TOTAL COST
PUBLIC LIABILITY INSURANCE					
RETURNABLE DEPOSIT					
TOTAL COST					
Name of Organisation					
Nature and object of meeting					
Will any copyright material be used?					
Estimated number of people to be present					
Estimated number of children under 8 years to be present					
Will all persons be members of the Organisation?					
Will charges be made, if so how much and what for?					
To what purpose will any proceeds be donated?					
How many chairs will be required?					
How many tables will be required? Adult : Childrens' :					
Any other equipment required ?					

Signed by Hirer.....

Date

FOR OFFICE USE ONLY :		£	
INVOICE SENT		PAYMENT RECEIVED	