

St Mary's CE (VA) Primary School



LETTINGS POLICY

March 2022

LETTINGS POLICY

The letting of the School premises is under the control of the Governing Body.

Invoicing and Payment

1. The hire of the premises shall be in accordance with the school's scale of charges and a deposit must be made prior to the letting. If a deposit has not been received one week prior to the date or to the first date of a series then the letting will be deemed to be cancelled. The balance is due within 7 days of the letting date. Any deposit will not be refunded.
2. For lettings on a regular basis, payment must be made termly (during the term of the let). Terms referred to are School term dates.
3. In all cases, the hire shall be conditional upon the completion of an application form by which the Hirer undertakes:
 - a. to abide by the regulations.
 - b. to make good any damage to premises, furniture or equipment arising from any act for which the hirer is responsible.
 - c. to accept the decision of the School and its Governors should questions arise on any point.
4. When the facilities are to be used by a group of people or members of a club a nominated contact person, and contact details must be notified to the school. This person will be responsible for settling, on behalf of the group or club, all invoices related to the hire of the premises.
5. Please make any cheques payable to **Wakefield Council**.
6. Invoices will be raised and sent to the nominated individual who is responsible for the hiring of the facility.
7. Certain bookings are exempt of VAT charges. For further clarification please refer to the VAT Education Manual (revised September 2016) in section 9 of the School Finance homepage on the VLE.
8. The charges for the use of the facilities are set and reviewed annually by the Governors. In special circumstances, and dependant on the extent of the partnership the outside body has with the School, these may be revised. If you would like to investigate the possibilities of a reduced cost hiring please contact the school.

General

9. When the school hall is hired for public entertainment or meetings the hirer shall ensure that sufficient stewards are available at exits and entrances. The maintenance of order shall be the entire responsibility of the hirer. The number of persons attending a function should be in line with the current Fire Regulations which state :
 - a. For the Hall, a maximum number of 150 seated persons.
 - b. For meeting in classrooms, a maximum of 30 persons is allowed.
 - c. For meetings and activities in other rooms maximum occupancy will be agreed following negotiation with the School.
 - d. If an audience is seated the chairs must be linked together, wherever possible.
 - e. Compliance with these regulations will be the responsibility of the Hirer.

10. No intoxicants are allowed on school premises if any person is under 18 years of age. If intoxicants are to be brought onto the school premises, it shall be the Hirer's responsibility to ensure that the necessary licence is obtained and to show the licence in advance to the Events Coordinator. Without a valid licence, the booking will be null and void and the deposit will be lost.
11. The school hall is licensed for Music, Singing and Dancing.
12. The Hirer must assume responsibility for providing any chairs or seats additional to those in the rooms hired and must undertake the removal of such chairs or seats before the commencement of school the following day. No responsibility for the acceptance or removal of any property can be taken by the school or the Governors. A fee will be charged for storage of any property not removed at the end of a hire period.
13. If the position of any moveable furniture is altered during the course of a letting, the Hirer shall be responsible for replacing any items ready for the commencement of school on the following morning.
14. The liability of the school is limited to loss or damage to property or injury to persons arising out of the negligence of the Schools, its servants or agents.
15. The school shall not be liable for any loss or damage to property or injury to persons arising out of the negligence of the Hirer.
16. The Hirer must arrange suitable insurance to cover personal liability and to protect any equipment/property brought on to the premises, plus arrange for third party liability.
17. The Hirer must provide their own First Aid Kit and qualified First Aid personnel. The Hirer must provide their own mobile phone for use in the event of an emergency.
18. Items of school equipment such as stage lighting, projectors and piano may be used only by prior arrangement with the Events coordinator. An appropriate additional charge will be levied. No alterations or additions shall be made to lighting or electrical installations.
19. No chalk polishes or other preparations shall be used on school floors. Shoes likely to damage the floor (e.g. stiletto heels) must not be worn.
20. No activity is to be permitted that is potentially dangerous to participants or third parties (e.g. hang gliding, parachute jumping and skate-boarding). Under no circumstances can the school's PE equipment be used unless it is included as part of the hire agreement.
21. The proper car parks must be used and vehicles must not be driven onto any grassed areas. Any damage caused in this way will be the responsibility of the Hirer as in Paragraph 3.
22. The Hirer shall not sub-let any part of this accommodation.
23. The accommodation shall be open to inspection at all times by the School's staff, Governors and the officers of the Authority.
24. It is against the law to smoke on *name of School* premises and grounds.
25. The Hirer is responsible for any damage caused to the premises during the period of hire.

26. Hirers may be asked for a returnable bond to cover any damage/extra cleaning caused by the letting.
27. Hirers expecting to use their own electrical equipment, powered by school's supply must ensure that such equipment is covered by an appropriate safety certificate. All such certificates should be made available for inspection by the school caretaker. Electrical items must not exceed a 1kw (one kilowatt) rating.
28. No footwear is permitted to be worn when using the school hall for sporting activities without prior agreement of the Events coordinator.

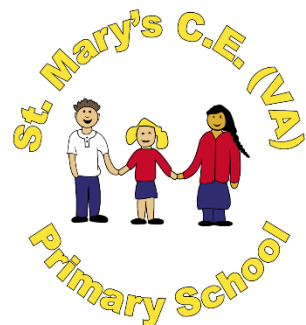
The School Field

29. Please ensure the playing surface and changing rooms are left suitable for use by the subsequent Hirers.
30. The Hirer is requested to ensure that participants refrain from smoking, chewing gum and spitting when using the facilities. In addition no food, glass bottles, animals or bicycles must be taken into these areas.
31. Due consideration must be shown to other persons using the facility simultaneously.

HIRE CHARGES FOR THE USE OF NAME OF SCHOOL PREMISES

Room	Rate per room Weekdays	Rate per room Saturdays
Hall / SPACE Room	£25 per hour or part thereof*	£30 per hour or part thereof*
	Minimum letting one hour	Minimum letting one hour
Field / Carpark / Playground	£25 per hour or part thereof*	£30 per hour or part thereof*
	Minimum letting one hour	Minimum letting one hour

* Charges are per hour or part of an hour , e.g. 3 hours 30 minutes would be charged at 4 hours.
All charges to be paid in advance



APPLICATION FOR USE OF PREMISES

SINGLE LETTING

I would like to apply for use of the following accommodation -----

On ----- 2018

From----- am/pm to ----- am/pm

1 Purpose for which accommodation will be used?

2 Give approximate number attending. -----

3 Do you require use of changing rooms? -----

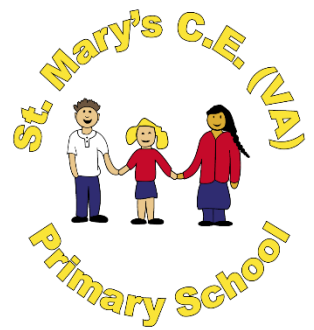
I/We agree

- (a) To pay the agreed fee.
- (b) To pay St Mary's CE(VA) Primary School the cost of making good any damage to the premises, furniture or fittings arising out of our use of the premises.
- (c) To abide by the decision of the School should any question arise on any point
- (d) To have valid insurance on behalf of the hirer.

Signed----- On behalf of -----

Address -----

Telephone No ----- Date -----



APPLICATION FOR USE OF PREMISES

REGULAR LETTING

I would like to apply for use of the following accommodation -----

On ----- 2018

From----- am/pm to ----- am/pm

1 Purpose for which accommodation will be used?

2 Give approximate number attending. -----

3 Do you require use of changing rooms ? -----

I/We agree

- (a) To pay the agreed fee.
- (b) To pay St Mary's CE (VA) Primary School the cost of making good any damage to the premises, furniture or fittings arising out of our use of the premises.
- (c) To abide by the decision of the School should any question arise on any point
- (d) To have valid insurance on behalf of the hirer.

Signed----- On behalf of -----

Address -----

Telephone No ----- Date -----

Policy Review Dates:-

Review Date	Changes made	By whom	Date Shared
11 th March 2013	New Policy based upon LA model.	Mr Mark Taylor	11 th March 2013 Governors adopted
27 th January 2014	No changes made	Mr. Mark Taylor	27 th January 2014 Governors re-adopted
23 March 2015	Addition of the school field (29) Signatory page	Mr Mark Taylor	23 rd March 2015 Governors adopted
18 th March 2016	Addition of Rear Field and Playground (29) signatory page	Mrs Joanne Chambers	18 th March 2016 through Chairs Actions then Resources on 26.04.16
6 th March 2017	No changes made	Mrs Joanne Chambers	Full GB 06.03.17
12 th March 2018	Addition of Car Park	Mrs Joanne Chambers	12 th March Resources
11 th March 2019	No changes made	Mrs Joanne Chambers	11 th March Resources
12 th March 2020	No changes made	Mrs Joanne Chambers	12 th March RC