

DALE HALL PRIMARY SCHOOL SCHOOL LETTINGS POLICY

This policy should be carried out in the context of and in conjunction with Dale Hall CP School's Safeguarding Policy.

1. Introduction

The Governing Body recognises the role of the school within the community and welcomes the use of the School's premises for a variety of community and leisure purposes.

Use of the school premises by the school or on behalf of the school (e.g. PTA) are not subject to the charging elements of this policy.

A copy of the Booking Conditions will be sent with the application form to the Hirer when the initial enquiry is made.

This policy was agreed by the Finance and Resources Committee at its meeting held on **10 February 2021**.

2. Categories of Lettings

The use of the school premises is divided into the following three categories:

- i. Community and Leisure Learning (e.g. adult education)
- ii. Private (e.g. Wedding Receptions)
- iii. Commercial

3. Availability of Premises

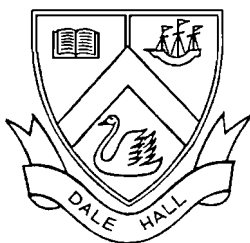
Designated areas within the school are available for hire unless required by the school.

4. Charges

The Governing Body reserves the right to make a charge for the use of the school premises. The charge will vary according to the category of the letting.

5. VAT

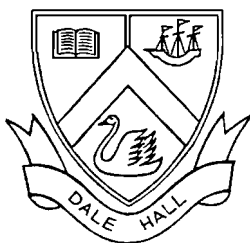
VAT is normally chargeable only on lettings of sports facilities (a concession may be available from H.M. Revenue & Customs if certain conditions are met).



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6. Application Procedures

- a) Application forms, available from the school, should be submitted to the Business Manager at least two weeks before the first day of the proposed letting. In the case of block bookings, four weeks' notice should be given. The person signing the application form will be considered to be the Hirer. The Hirer will be required to return all three copies of the completed booking form to the school before a booking can be accepted. The booking acceptance will be confirmed by the return of the top, white copy of the booking form to the Hirer.
- b) All applications will be considered on their merits, taking into consideration the suitability of the activity. The Governing Body reserves the right to:
- refuse applications without giving a reason
 - have a representative present at any function
 - terminate any activity not properly conducted
- c) Letting fees are reviewed annually by the Governing Body. When the letting has been confirmed, payment must be made to the school, prior to the use of the premises. In the case of a regular booking, payment will be required at the end of each term.



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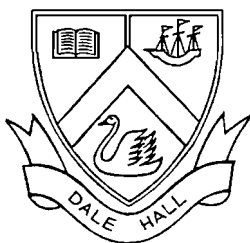
CONDITIONS OF USE

7. Security of the Premises

Entrance to the school will be via the Main Entrance, which will be opened by the school at an agreed time. For security reasons, the school keys will not be available to the Hirer. It will be the responsibility of the Hirer to ensure that the school premises are secure during the time they are in use, i.e. ensure that the Main Entrance is locked when all members of the group are inside.

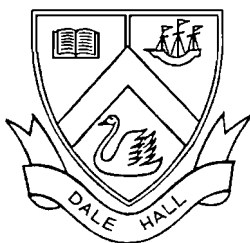
8. General Conditions

- A nut free school – As a nut free school it is important that you refrain from bringing food items containing nuts onto the school premises. Also if you wish to use cereal boxes for craft activities please ensure that these are not from cereals that contain nuts. For your information the school does have some hazelnut trees in the grounds and we ask that you and your group do not pick up and take any husks/nuts that may fall from the trees into the school. Please speak to the Site Manager who can point out the trees to you.
- Lone working procedures need to be in place to cover the person unlocking/locking up and other support activities. See Health and Safety Policy for guidance.
- The hirer is responsible for the health and safety issues, not the school. All statutory requirements must be observed and school specific requirements complied with.
- Lettings may occur during the hours of darkness. Adequate and sufficient lighting is provided inside and outside the premises to assist with safe access and egress, including around the car park. As the hirer is in control of such lighting, they will be shown where the switches are. Stewards must have torches to assist in the event of an evacuation as there is no internal emergency lighting.
- Details of vehicle and pedestrian entrances and exits, parking facilities, toilets etc. are made known to the users.
- The school and county council will accept no responsibility for damage howsoever caused to vehicles and other property while the user is on the school site. Parking is made available only on the basis that it is at the vehicle owner's risk. The hirer is asked to arrange for users to park in designated areas only.



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- The hirer must ensure that only that part of the building actually hired is used and must observe any instructions given by the site supervisor/ member of school staff concerning the area available.
- Hirers are responsible for signing in and for monitoring persons on site, so that in the event of an emergency, all persons can be accounted for.
- Hirers will be acquainted with the emergency and evacuation procedures (which are on display), including the location of the fire alarms, extinguishers and emergency exits and muster points during a premises familiarisation session in advance of the actual hiring. Once completed the hirer takes responsibility for briefing other users associated with the hiring. They must also carry out their own fire drills. Fire appliances must not be removed or tampered with other than for firefighting purposes.
- The hirer will ensure that the users' activity is not so loud or otherwise obtrusive as to render the fire alarms ineffective. The hirer is responsible for drawing up specific evacuation plans for any disabled people. Procedures are in place in the event of a fire alarm call point being set off accidentally. Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring. Hirers may legitimately request to see the school's fire risk assessment.
- Rooms that are made available to hirers are checked periodically (not less than once per term) to ensure that they are in a suitable condition for the specific activity that any lettings will involve. Records of such inspections are kept. The school is not responsible for the users' activities, but is assured that the activity and the hired room/equipment available are compatible.
- Any precautions required to ensure the users' safety when using equipment are the responsibility of the hirer. Equipment will be provided by the hirer and not by the school. All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should not be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.
- The cost of any maintenance or repair work which is necessary because of the hirer's/user's activities will be borne by the hirer.
- It is the responsibility of the hirer to provide first aid equipment and trained personnel.



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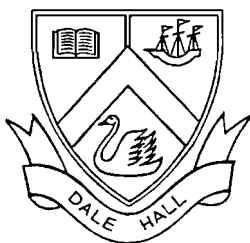
- Smoking is not allowed in any part of the school premises.
- The hirer shall not allow so many users into the premises as to exceed the seating and/or dancing capacity of the premises. Even if the stated capacity is not exceeded, the hirer will not use the space provided in such a way as to create conditions of over-crowding or to impede safe and effective escape from the premises in an emergency.
- The hirer shall provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting.
- The Headteacher reserves the right to have a member of school staff present throughout the letting and to put a stop to any event that is not properly conducted.
- The hirer is responsible for providing access to a mobile telephone for emergency purposes.
- Hirers must have regard to the national standards of qualification, experience and overall competence of instructors/supervisors/coaches for sporting and other activities.
- The hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition including replacing any furniture that has been moved. Any specialist cleaning or disinfection required as a result of the hirer's/user's activity in the premises will be the sole responsibility of the hirer.

In the event of an incident, fire or near miss

- The school will ensure that **County Council Incident Report** forms are made available to the hirer who, in turn, must ensure one is completed whenever necessary. The school will follow up the report to ensure that it is completed correctly and that an investigation is undertaken. A review of the risk assessment for the activity will be required from the hirer.

9. Insurance

- It is the responsibility of the **hirer** to effect suitable public liability and other relevant insurance cover. As a general rule cover up to £5 million is required.



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10. License

- The hirer is responsible for ensuring that any necessary licenses, required for a particular event, have been obtained, such as theatre, performing rights or cinematograph licenses.

11. Cancellations

a) By the Hirer

Cancellations should be made in writing at least 24 hours before the proposed letting, otherwise the Hirer will still be liable for the standard charges. In the event of a cancellation being made at the appropriate time, the school will credit the Hirer for a free booking the following term, if applicable, or refund the fee if no further bookings are required.

b) By the School

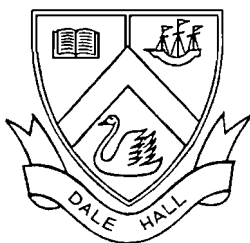
If the school finds it necessary to cancel a booking, as much notice as possible will be given, generally not less than 24 hours and, where possible, alternative accommodation will be offered. If this is not possible, a refund will be made. The LA and the school will accept no liability in respect of commitments incurred by the Hirer due to such cancellations.

12. Review

This policy will usually be reviewed during the Spring Term each year, and at any other time as may be necessary.

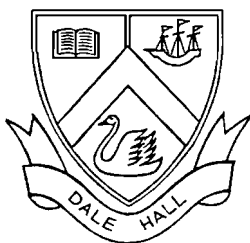
13. Document History

Date	Description
6 May 1997	Adopted at Governing Body meeting
10 Oct 2002	Section 6 a) Changed "Headteacher or Deputy Headteacher" to "Business Manager".
19 Nov 2002	Adopted at Governing Body meeting
20 Jan 2007	Adopted at Committee Meeting with changes made to section 8 regarding risks
28 Nov 2007	Adopted at Committee Meeting



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10 Jan 2008	Adopted at Committee Meeting with Health & Safety Amendments
13 May 2009	Adopted at Committee Meeting with increases to charges
12 Jan 2010	Adopted at Committee Meeting with addition of paragraph regarding individual contracts
11 Jan 2011	Re-adopted without amendment
10 Jan 2012	Correction in spelling (license to licence). Readopted
15 January 2013	Re-adopted without amendment
28 January 2014	LEA amended to LA. Confidential sheet of individual contracts included. Readopted.
20 January 2015	Categories of Lettings corrected; LEA amended to LA. Confidential sheet of individual contracts updated. Readopted.
19 January 2016	Sections 8, 9 and 10 updated from LA model policy
29 January 2016	Info re a nut free school added to Section 8
21 June 2016	Amendment to charges in Appendix 1
18 January 2017	Re-adopted without amendment at the Finance and Resources Committee meeting.
6 March 2018	10% increase in charges from Autumn term. Safeguarding statement included at start of the policy.
16 January 2019	Taken out reference to Lone Working Policy and referred to Health and Safety Policy
10 February 2021	Agreed with no changes - reviewed by Business Mgr



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Appendix A - Hourly Charges

Please contact the school for up to date details on fees.

*Reduced fees (up to 50%) for lettings that offer enrichment opportunities for the children.

Excludes **

**After 6pm and Weekend supplement will be levied on all new lettings to cover the extra cost of caretaking/cleaning incurred by the school outside the standard school week.

Note:

Personal and Commercial lettings will require a deposit equivalent to 1 hour's charge to cover the eventuality that:

- extra cleaning is required in order to return the hired area to a satisfactory state

or

- chargeable breakage(s) occur

this money will be used to offset the cost of cleaning and/or repair. Any unused money will be returned to the Hirer.

Individual contracts exist for a number of organisations under the Extended Schools provisions. Refer to the Lettings Folder for details and charges.