



Fladbury
Church of England First School

Lettings Policy

Reviewed by Head Teacher: Julie Wilson January 2017

Approved by Governors: January 2017

This sets out the arrangements for the use of the school premises by groups, individuals or organisations.

All hirers of the school premises will be made aware of the hire costs, terms and conditions, including insurance requirements, before the hire and the agreement signed (see Appendix A).

Hire charges will be reviewed annually by the Headteacher and Governors. The charges will cover any costs incurred, ie heat and lighting, cleaning and insurance. Current charges per 2 hours are as follows:-

Hall	£20.00
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Heating charges - it is assumed that residual heating will normally be sufficient. However an additional premium of £10.00 per hour will be paid if extra heating is required.

Confirmation of booking and payment of hire charge

On receipt of form LVA1 the school will:-

- enter the charges in the invoice section
- enter the insurance premium cost if required - minimum charge £2.00.

Charges to children and youth groups may be subsidised if funds are available for this purpose. This is to be agreed on individual circumstances by the Headteacher and Governors.

There is currently no charge for the use of the premises by the PTFA.

CONDITIONS OF HIRE

1. In these conditions,
 - a. "the establishment" means the school premises;
 - b. "the Hirer" has the meaning defined at paragraphs 3 and 4 below;
 - c. "the facilities" means the premises and/or equipment forming part of or belonging to the establishment which the Hirer has identified on his/her application form;
 - d. "the responsible body" means the establishment's governing body, its Resource Committee or any other body charged with responsibility for the use of its premises by the community;
 - e. "the Authority" means the Worcestershire County Council.
2. All applications for the hire of the facilities must be in writing on the appropriate printed form.

3. The person signing the application form shall be deemed to be the Hirer and must be over 18 years of age.

4. Where the Hirer indicates that he or she signs the application form on behalf of any club or organisation, that club or organisation shall also be deemed to be the Hirer and shall be jointly and severally liable with the applicant for any breach or non-observance of these conditions.

a. Should there be any default of payment by that club, the person signing the form shall be deemed personally liable.

5. The facilities will be used solely for the event described on the application form. If this booking relates to a regular and continuing booking this one undertaking shall be binding for all occasions when the facilities are used.

6. The Headteacher, or his/her representative, may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises.

7. The Hirer will be responsible for the provision of all such information, instruction and supervision as is necessary to ensure the safety of any activity for which the facilities are used.

8. The behaviour of all persons attending at the establishment for this booking is the responsibility of the Hirer.

9. Neither the Authority nor the responsible body shall be liable for any loss or damage to any property arising out of the hire, nor any loss, damage or injury which may be incurred by or be done or happen to any person or persons using the centre during the hiring, arising from any cause other than the negligence of the Authority, its servant or agent.

10. The Hirer shall be responsible for all damage or loss to any fixtures, fittings, sports or other equipment or property occurring during the period of the hiring however and by whosoever caused, together with any additional expenses

11. The Hirer must familiarize himself/herself with the emergency procedures for fire, first aid and accident reporting and carry them out to the best of his/her ability.

a. There is no smoking permitted anywhere on the school premises.

b. All mains powered electrical equipment brought onto the premises must be safe and have a valid test and inspection certificate. Lower voltage equipment must also be safe and in good condition.

c. Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors.

d. The hirer shall not allow so many users into the premises as to exceed the seating and/or dancing capacity of the premises declared in the hiring agreement. 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.

- e. The hirers will be responsible for clearing the site of any litter.
- f. All scenery, costumes and drapes used for stage performances or the like should be of a fire resistant material.
- g. The hirers are responsible for ensuring that no dogs are on site, other than Guide Dogs.

12. The facilities must be clean and tidy and all equipment must be put back after use. If the facilities are not cleaned to the reasonable satisfaction of the Headteacher the Hirer will be responsible for any payment necessary to have them cleaned and this sum will be added to the bill.

13. A qualified supervisor is present during all activities of a hazardous nature, ie, karate, trampoline, gymnastics, swimming, judo or where the hiring organisation is a youth group.

14. The Hirer is solely responsible for the adequacy, suitability and safety of all equipment brought on to the facilities.

15. It is the sole responsibility of the Hirer to obtain any necessary licence for the sale of drinks for the performance of plays and similar productions and for the playing of pre-recorded music.

16. The Hirer must ensure that there are sufficient stewards to prevent unauthorised persons from entering the facilities and to ensure that guests are restricted to the facilities and to the necessary means of access thereto.

17. It may be necessary for the establishment to cancel or postpone this hiring. In that event neither the Authority nor the responsible body shall be liable for any consequential loss that he/she may sustain.

18. The responsible body reserves the right to vary these conditions at any time without notice or to make special arrangements in any particular case. Authority to accept or decline or postpone a booking shall rest with the Headteacher of the establishment or his/her representative whose decision shall be final.

19. Payment will be made if possible in advance of the hire. If the hire is for a regular let the establishment will invoice the hirer on a termly basis.

This policy was discussed and agreed by the Governing Body of Fladbury C E First School:

_____ (Head Teacher)

_____ (Chair of Governors)

_____ (Date) Date for next review: Jan 2019