



LETTINGS POLICY

Issue No 9

Date 24.06.14

Purpose

The Governors and Head teacher recognise that the school premises are a valuable asset and that the most effective use is made of the premises. The school should be a centre for lifelong learning and a resource for parents and the wider community, thereby promoting community cohesion.

Aims

To make the premises available for hire, but with no detrimental effect on the fabric of the property, the school's reputation, or its finances

Conditions of Hire.

1. All hirers will be required to complete a lettings form.
2. To establish their credentials hirers must make a copy of relevant documentation available to the school. Where the hirer is using the school premises on a regular basis involving minors, the school must receive confirmation of their CRB clearance.
3. The premises may not be used for any purpose or function that may be considered detrimental to the school's image. The hirer shall not use the premises for any purpose other than that agreed.
4. A deposit of £50.00 will be paid to the school when the hiring agreement is signed. This deposit will be returned after the end of the agreement if no expenses have been incurred by the school as a result of loss or damage in consequence of the hirer's use of the premises.
5. The hirer shall at the end of the hire period leave the premises in a clean and tidy condition with all equipment being returned to the correct place of storage. If this condition is not adhered to, an additional charge will be incurred.
6. Hirers must arrange insurance cover in respect of third party risks, damage to property and/or fire and submit a copy of the appropriate insurance certificate to the school (minimum cover 5 million pounds) or provide a letter confirming insurance is in place. Hirers holding their own insurance cover (a minimum of £5million pounds) must provide a copy of the certificate to the school or provide a letter confirming insurance is in place.
7. The total hire fee must be paid not less than 7 days before the date the hire commences. Charges are set out in Appendix A
8. The Governors and Head teacher reserve the right to refuse any application for hire.
9. Any organisation seeking to hire the premises for a function/event involving working with children and/or young people must submit to the school a signed copy of their current Child Protection Policy.
10. Cancellation.

- a) Any cancellation must be made in writing and must be received by the school not less than seven days before the commencement of the hire. If a cancellation occurs after this time any refund of the fee will be at the discretion of the Head teacher after consultation with the Chairman of the Finance Committee of the Governing Body.
 - b) In the event of unforeseen circumstances, the school may cancel a hiring by giving not less than seven days' notice to this effect. Alternative dates will be offered wherever possible, or if agreement cannot be reached, the hire fee will be refunded in full.
11. The hirer shall be responsible for ensuring that the number of persons using the premises does not exceed the maximum numbers permitted by the Fire Authority, namely: school hall, seated 230, standing/dancing 150. A classroom, 20 people.
12. Health and Safety matters.
- a) The hirer will be provided with a copy of the school's Asbestos Local Management Plan and will be informed of the location of any asbestos materials within the school building. If appropriate, the hirer will be asked to read and sign the asbestos register.
 - b) The hirer shall observe such safety conditions as are required by the school. No exits shall be blocked. No chairs or obstructions shall be placed in doorways. No fire appliances or energy equipment shall be removed or tampered with, except when they are required to be used. Unobstructed access to exits must be maintained at all times. No bicycles or other equipment must be left so as to obstruct or restrict access to any part of the building.
 - c) The hirer will be responsible for arranging stewards and/or door keepers who are present at all times during the period of hire.
 - d) The hire will:
 - Ensure that all portable electrical appliances over 12 months old and brought to the premises in connection with the hire have a current certificate to prove that they have been safety tested in accordance with legal requirements and to produce such certificates on demand to either the Site Agent or the Head teacher.
 - Ensure that they are familiar with evacuation procedures for the building and that they are aware of the location of the fire fighting equipment.
 - Not bring into the premises any chemicals unless there is a proper reason for doing so without the prior written consent of the Site Agent or the Head teacher. Any chemicals brought into the premises are a) not stored or put with chemicals intended for cleaning the premises, b) ensure that the hirer complies at all times with the Control of Substances Hazardous to Health Regulations 1994 and with any regulations which amend or replace them and c) ensure that at the end of the hire the hirer immediately remove all such chemicals from the premises.
 - Provide and keep at the premises during the hire period such first-aid equipment as may be required by law and which in addition is sufficient and suitable for the activities undertaken during the hire and to remove the same at the end of the hire period.
 - Ensure that immediately anything occurs which is required to be recorded in writing by virtue of the Reporting of Injuries, Disease and Dangerous Occurrences regulations

1995 (or by virtue of any statutory regulations amending or replacing these regulations) the hirer reports the accident to their own enforcing authority if the accident meets the criteria set out in the 1995 regulations. Details of the criteria RIDDOR 95 can be obtained from the school office. The hire will also record any accident in the Accident Book located in the school office.

- The hirer has a duty to ensure the safety of its employees visitors or any other person during the period of hire.

13. The whole of the school premise is a non-smoking area, and smoking is not permitted within school buildings or on school grounds at any time.

14. Suitable footwear.

- Suitable footwear should be used.
- If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises.

15. The hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the school against all sums of money which the school may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by the agreement.

16. The hirer shall not sub-let the premises to any other person/organisation.

Management and Administration of Lettings.

The Head teacher is responsible for the management of lettings. The Head teacher may delegate all or part of this responsibility to other members of staff or governors, whilst retaining overall responsibility for the lettings process.

The charges levied for lettings will be reviewed annually by the Finance Committee of the Governing Body during the autumn term for implementation from the beginning of the spring term.

Equal Opportunities

Scott Lower School is committed to working towards equality of opportunity for all children regardless of age, ability, gender, race and social circumstances. All pupils are of equal value and have the same right to take part in the varied activities and opportunities wherever possible. All opportunities for learning should be offered in a way which allows all children access and the ability to progress at their stage of understanding.

Disability Discrimination

Scott Lower School is committed to having due regard to the following

The Equality act 2010 places a duty on all public authorities, including schools, when carrying out their functions, to have due regard to the need to:

- Promote equality of opportunity between disabled persons and other persons
- Eliminate discrimination that is unlawful under the Act
- Eliminate harassment of disabled persons that is related to their disabilities
- Promote positive attitudes towards disabled persons
- Encourage participation by disabled persons in public life
- Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.

SCOTT LOWER SCHOOL
HAWK DRIVE
BEDFORD

APPLICATION TO HIRE PREMISES/GROUNDS

This form is an application by the applicant(s) to hire the school on the conditions set out in the school's letting policy, a copy of which will be attached to this form and will form part of the contract between the hirer and the school.

Name of applicant:

Tel No. (day):

(evening):

On behalf of (Name of Organisation):

Address:

Part of Premises required:

Day and Date of Hire

Hours from: to

Purpose of hiring

Approximate number attending

Insurance company

Policy number

Temporary Event Notification Licence (if Applicable)

I/We apply to hire the parts of the school premises indicated above subject to the terms of hire which I/we have read and accept.

Applicant's signature

Date

For school Use

Agreed

Hire charge

