



**West Horndon
Primary School**

Lettings Policy and Terms & Conditions of Hire

Staff consultation: Not Required

Adopted by Governors: 5th July 2017

Implemented:

Due for Review:

Signed: 

Dated: 11 July 2017

West Horndon Primary School

Lettings Policy and Terms & Conditions of Hire

Lettings Policy

- The School lets out part of its premises and related equipment for public use outside normal school hours. These lets are short term and generally charged on an hourly basis.
- The premises for hire are the school hall & classrooms
- Each let is made on the Hirer's acceptance of the terms and conditions as noted below. Hire of accommodation form must be completed before lettings takes place

Term & Conditions

Application

- The Hirer must be an individual and over 18 years of age
- All applications must be addressed to the School Office
- The Hirer must complete the lettings application form at least 7 days before the proposed hire
- The Hirer must state the purpose for the hire and provide the relevant training/qualification certificates for the purpose on the hire
- If the purpose of the hire involves children under the age of 16 being in attendance, the Hirer must provide the school with evidence that the Hirer/s have an Enhanced DBS Certificate that is less than 3 years old, provide photographic ID and confirm that all relevant safeguarding checks have been carried out
- The Hirer must pay the full fee for the booking in advance of each school term
- If the hire is a 'one off booking' the full fee will be payable at the time of the application
- The School reserves the right to refuse any application

Conditions

- The School has a no smoking policy and as such all events must conform to this policy
- Smoking is not permitted within the boundary of the School
- The Hirer is aware of the Emergency procedures within the school
- The Hirer must make suitable arrangements for First Aid
- If the Hirer is using the premises without making profit, the school can use its own insurance, otherwise evidence of current Public Liability Insurance must be provided (with at least £5million limit of indemnity)

- The school follows guidance from Essex County Council with regards to Fire/ Health & Safety requirements, this is required as part of the risk assessment
- Activities for children; the Hirer should ensure that two responsible adults are present throughout the whole period of hire, if children under the age of 16 are in attendance during the hire, the responsible persons who have been DBS checked will need to be in attendance at all times
- It is the Hirers responsibility to confirm that entertainment carries its own public liability insurance
- Times and duration of hire vary with the accommodation hired
- The Hirer or a nominated responsible person must be in attendance throughout the duration of the hire
- The Hirer is responsible for maintaining order throughout the period of hire and shall ensure the events are properly supervised
- The Hirer will ensure that the event or its guests do not cause a nuisance to the local community
- The Hirer will not sub-let or assign any part of the accommodation and shall not use it for any other purpose that that for which it has been hired
- The Hirer will at all times allow access to the premises and services to school or council staff to perform duties other than participate in the activity taking place
- No items likely to cause damage to floors, walls and equipment must be brought into the school without the Hirer having taken adequate protective measures. In case of doubt, the school must be informed at the point of hire, and the items can be brought into the school once permission has been granted. The Hirer will be responsible for any damages caused to floors, walls, or equipment even if protective action has been taken
- The Hirer shall upon request provide a copy of the programme of any entertainment given by the Hirer. Once approved, the entertainment provided must conform to the programme
- No alcohol is to be consumed on the school premises without express permission from the Governing Body. Such requests must be made at the time of application
- The Hirer must ensure that the number of people attending the function/activity does not exceed the maximum permitted for the hired accommodation
- The Hirer shall provide, at his own expense, all items of furniture or equipment which are not available within the school
- Where school furniture or equipment is used, the Hirer will ensure that all items are returned back to the storage areas
- The Hirer is not permitted to use any forms of fixings, such as nails, tacks, bolts that damages the fabric of the building

- The Hirer is not permitted to make any alterations or additions to the fabric of the building
- The Hirer must leave the accommodation in the condition in which it was hired. Additional cleaning and damages may result in further charges
- The School is not responsible for any loss or damage to personal possessions whilst on the premises

Termination & Cancellation

- The School may at any time, without notice, cancel a booking, in which case the Hirer will be reimbursed the full amount paid for the booking. The School will not be held responsible for the loss of any estimated income or actual expenses arising from the cancellation
- Cancellations by the Hirer will be accepted but may incur a charge
- The School can at any time during the hire, or in the period to the hire, terminate the hire without notice if the Hirer is in breach of the conditions of hire

Charges as of 1st January 2017

- £20 per hour (at the discretion of the Headteacher)

West Horndon Primary School - Hire of School Accommodation Form

Name of Hirer:

Address:

Telephone number:

Purpose of Hire:

Children under the age of 16 in attendance YES/NO

Dates of Hire:

From

To

Declaration:

I/We agree to hire the above accommodation and confirm that it is to be used for the purpose described above.

I have read the Terms & Conditions of Hire and agree to abide by these conditions

Name:

Signed:

Date:

Risk Assessment / Insurance checked

Yes/No

If Relevant: DBS/ID/Qualifications seen

Yes/No Seen by:

Authorised by:

Date: