



Ide Primary School

Policy Statement on Lettings

Committee:	FGB – reviewed May 2016
Review dates:	May 2017

The Governing Body of Ide Primary School has agreed that, as far as is practicable and reasonable, the facilities of the school should be accessible to all members of the community providing the activities to be held are deemed appropriate by the Governing Body

A. Charging policy

1. There should be no charge for school-initiated activities e.g. by FIS, unless agreed otherwise by the relevant persons.
2. The rates set out below should apply to community groups.
3. The Governing Body has delegated to the Head teacher the power to negotiate special rates for other private/commercial groups or functions.

B. Facilities and charges

1. HALL: £30 for a period of up to 2 hours and £5 for each subsequent hour – weekdays, £36 for a period of up to 2 hours and £5 for each subsequent hour - weekends. The initial charge of £30/£36 includes the caretaking cost of opening and closing the premises. There will be a single, additional charge of £10 for use of the servery. Should, at the head teachers' discretion the hirer take responsibility for locking and unlocking the premises themselves the first hour charge would be £25/ £31 respectively.
2. Community library: at the discretion of the Head teacher.

Hiring conditions

1. While every effort will be made to meet requests for hire, the school cannot guarantee facilities on the dates and at the times requested.
2. Full payment will be required at the time of booking.

4. The hirer will pay for any damage as a result of accidental damage or misuse during the period of the letting.

5. A 'no smoking policy' operates throughout the school premises.

Use of MUGA

- 1) Charges – £6 per hour (except Tennis which is £4 per hour)
- 2) Booking arrangements – online and key to be collected from either the village shop or school office and payment made on collection of key (deposit to be left for key)
- 3) Booking reason to be given
- 4) Access arrangements the MUGA is opening until 6pm each school day for general community use unless booked by a group, organisation or private individuals.
- 5) The MUGA will be opened by a designated key holder on a Saturday morning between 10 am and 1pm for open access unless booked for group of private individuals.

A more detailed statement of the terms of contract can be found in Devon County Council's BR11, 'The letting of educational premises and grounds', an extract from which is available for consultation in the school office.

The Governing Body will review its lettings policy and charges on an annual basis.

Signed:

Review date:

DEVON COUNTY COUNCIL - Education, Arts and Libraries Directorate

LETTING OF EDUCATIONAL PREMISES AND GROUNDS TERMS OF CONTRACT COMPRISED IN UNDERMENTIONED CONDITIONS AND HIRE FORM

NB References in this form to the Council shall in relation to school premises be construed as references to the governors of that school. The Law which applies is the Law of England.

APPLICATION AND FEES

- 1 The signatory of the application shall be the hirer. Where a promoting organisation is named in the application, that organisation shall also be considered the hirer and shall be jointly and severally liable hereunder with the signatory.
- 2 The fee payable for the hiring shall be calculated in accordance with the scale of charges published by the Governors. The Governors reserve the right to alter or revise these charges at any time.
- 3 The fee for an occasional hiring shall be paid to the person authorising the hiring within five days of such hiring being approved and upon receipt of such fee the hiring shall stand confirmed subject to the provision of condition 4. In the case of a long-term letting the governors of the hired premises may at their discretion permit the periodic payment of hire charges in arrear.

CANCELLATION

- 4 The Governors or their agent(s) acting on their behalf must reserve the right, having good reason, at any time without notice to cancel a hiring or withdraw permission for the hirer to occupy any part of the hired premises on any particular date. In such event the Governors shall not incur any liability whatsoever to the hirer other than for return of any fee or the appropriate part of any fee paid in respect of the hiring.
- 5 If the hirer shall cancel the hiring of the premises then the Governors shall be entitled to retain or demand as the case may be the whole of the fee paid in respect of such cancelled hiring PROVIDED THAT if notice of such cancellation is received at least seven days prior to the date of the hiring the fee will be refunded or remitted to the hirer subject only to any necessary deduction or payment in respect of expense already incurred by the Governors or the Council in respect of that hiring.
- 6 Bookings are taken subject to the premises not being subsequently required for Parliamentary or Local Government elections or other statutory purpose. In the event of the premises being so required, the Governors will refund to the Applicant all charges made by them and already paid by the Applicant. Neither the Governors nor the Council shall be liable to pay any compensation for any loss incurred by the Applicant.

FURNITURE AND EQUIPMENT

- 7 The hirer's use of the hired premises shall be deemed to include the use of chairs and tables only.
- 8 The arrangement of furniture and/or the use of additional furniture or equipment will require the specific approval of the Governors. Such use may be subject to the scale of charges published by the Governors.
- 9 Where additional equipment is required by the hirer this will be subject to an additional charge according to the Governors' published scale.

KITCHEN FACILITIES

- 10 Kitchen facilities and facilities for the preparation of refreshment are not included in the hiring unless prior consent for the use of such facilities has been given by the Governors who will have consulted the Catering Contractor to arrange for such use at all times to be supervised adequately.
Separate conditions of hire exist for catering facilities. Where catering facilities form part of the contract, these conditions, which can be obtained from the school, are deemed to have been accepted.

HEALTH, SAFETY AND CONDITION OF PREMISES

- 11 The hirer/hirers shall during the hiring be responsible for:
 - (a) taking all measures necessary to ensure that the permitted number of persons using the hired premises is not exceeded;
 - (b) the efficient supervision of the hired premises and for the orderly use thereof including the observance of the governors' policy on smoking on school premises;
 - (c) ensuring that all doors giving egress from the hired premises are kept unfastened and unobstructed and that no obstruction is placed or allowed to remain in any corridor giving access to the hired premises;
 - (d) ensuring that all proper safety measures are taken for the protection of the users of the premises and equipment including adequate adult supervision where young people are concerned;
 - (e) familiarising themselves and the users of the premises with the fire-alarm positions, the locations of the fire-fighting equipment and the establishment's exit routes;
 - (f) ascertaining the location of the nearest emergency telephone;

- (g) the provision of a suitable first-aid kit;
- (h) compliance with the Food Safety Act where catering facilities are involved.

12 The hirer shall at the end of the hiring be responsible for:

- (a) ensuring that the hired premises are vacated promptly and quietly;
 - (b) ensuring that the hired premises are left in a safe and secure condition and in a clean and tidy state.
- Failure to comply with these conditions may lead to additional charges.

13 (a) No nails, tacks, screws, or other like objects shall be driven into any part of the hired premises nor shall any placards, decorations or other articles be fixed thereto.

(b) No alterations or additions to any electrical installations either permanent or temporary on the hired premises may be made without the written consent of the Governors. Electrical apparatus must be switched off after use and plugs removed from sockets.

14 The hirer shall not permit or suffer any damage to be done to the hired premises or any furniture or equipment therein and shall make good to the satisfaction of the Governors and pay for any damage thereto (including accidental damage) caused by any act or neglect by himself, his agents or any person on the hired premises by reason of the use thereof by the hirer.

15 It is understood and agreed that the Governors do not, either expressly or by implication, warrant the premises to be fit or suitable for any sporting or recreational purpose for which the hirer intends to use them but rely entirely on the skill, knowledge and expertise of the hirer in choosing so to use them and require the hirer to discontinue that use immediately upon it becoming reasonably foreseeable that by reason of their condition a participant in or spectator to that sport or recreation or any other person is in danger of suffering injury, loss or damage.

16 Except insofar as the Unfair Contract Terms Act, 1977 (or any statutory modification or re-enactment of it) otherwise requires, neither the Council nor Governors acting on its behalf will be responsible or liable in any way whatsoever or to any person whatsoever (and whether or not there shall be any negligence by its servants or agents) in respect of:

- (a) any damage or loss of any property brought on to or left upon the hired premises either by the hirer or by any other person;
- (b) any loss or injury which may be incurred by or done by or happen to the hirer or any person resorting to the hired premises by reason of the use thereof by the hirer;
- (c) any loss to breakdown or machinery, failure of electrical supply, fire, flood or government restriction which may cause the hiring to be interrupted or cancelled;

and the hirer shall be responsible for and shall indemnify the Council its servants and agents against all claims, demands, actions and costs arising from the hirer's use of the hired premises or from any loss, damage or injury suffered by any person arising in any manner whatsoever out of the use of the hired premises by the hirer.

LICENCES

17 The hired premises shall not be used for the sale or supply of intoxicating liquor, or the holding of any public entertainment, theatrical performance, film exhibition, lottery or other similar function without the consent of the Governors, and such consent shall be subject to the hirer first obtaining the necessary licence or permission required under current legislation, and producing this for the scrutiny of the Governors if required;

18 The hired premises shall not be used for any betting, gaming or gambling.

19 The hirer shall indemnify the Council against any infringement of copyright which may occur during the hiring.

GENERAL

20 The right of entry to the hired premises at any time during the hiring is reserved for authorised officers and employees of the Council and the head of the establishment or a person authorised by him/her.

21 The hirer and his agents shall during the hiring and during such other times as they or any of them shall be on the hired premises for the purpose of the hiring comply with all reasonable requirements of the caretaker of the hired premises.

22 The hirer shall not sub-let the hired premises or any part thereof and in the event of this condition being breached or any threat thereof then the hiring will stand cancelled, the charges forfeited and the hirer and sub-hirer excluded from the hired premises.

23 Any notice or necessary action required in respect of this hiring may be undertaken by:

- (a) a representative of the Governors;
- (b) the Director of Education, Arts & Libraries or his duly authorised representative.

Devon County

Council

Ide Primary School

Application for Hire of School Premises

Details of Hirer

Name of Organisation or Hirer _____

Name of Responsible Officer _____

Address of Hirer _____

_____ Post Code: _____

Position in Organisation _____

Contact Phone Number(s) _____

I wish to hire the premises as detailed in the attached quotation.

I have received a copy of the conditions of hire and I agree to abide by them.

I agree to pay all charges, which may be due.

I acknowledge that my attention has been drawn to the advisability of having suitable insurance cover.

* I can confirm that the use of the premises will not include the playing of pre recorded music:

YES/NO (please circle as appropriate).

NB: If you have circled no, under the terms of clause 17 and 19 of the lettings policy, you are required to provide a copy of the Phonographic Performance Licence to authorise the usage of pre recorded music before this letting can be approved.

Signature of Hirer: _____ Date: _____

Letting Agreed on behalf of the Governors by:

Name: _____ Designation: _____ Date: _____

<i>Office Use:</i>	<i>Quotation Ref:</i>
<i>Total Charge</i>	<i>Caretaker Advised</i>
<i>Receipt No.</i>	<i>Payment Date</i>