

# Swaffham Bulbeck Church of England Primary School

84 High Street, Swaffham Bulbeck, Cambridgeshire, CB25 0LX

Telephone: 01223 811595 Email: [office@swaffhambulbeck.cambs.sch.uk](mailto:office@swaffhambulbeck.cambs.sch.uk)

## Lettings Policy

Issue Date: Autumn Term – October 2018

Review Date: Autumn Term – October 2019

## Hire Arrangements

The letting of the school hall for the community is welcomed, subject to the following conditions. In exceptional circumstances classrooms may be hired subject to the prior approval of the Governing Body.

Application for the hire of the premises should be made to the School Office, telephone 01223 811595 or via email [Office@swaffhambulbeck.cambs.sch.uk](mailto:Office@swaffhambulbeck.cambs.sch.uk)

1. Use of the premises for school functions will take priority over lettings.
2. During the school holidays periods of lettings may be refused in order that cleaning, redecoration and other essential work may be carried out.
3. A charge for hiring of premises will be made in accordance with the scale of charges laid down by the Governing Body.
4. Persons hiring the premises will be held responsible for any damage to the building, furniture or other property, and a claim for the repair or replacement of such buildings or other property will be made.
5. The premises will not be let to individuals or organisations if there is a reason to believe that the name of the school will be brought into disrepute.
6. The Governors cannot be held responsible for any loss, damage or accidents occurring during the occupation of the premises and particular attention is drawn to the observation of safety regulations at all times e.g. fire exits must not be locked or obstructed. Hirers are responsible for First Aid Provision.
7. The hirer is responsible for obtaining any licences necessary required by legislation, e.g. for temporary events or sale of liquor. Copies of such licence shall be produced to the School Administrator and the hirer must comply with any conditions subject to which the licences are granted.
8. Decisions whether to permit a letting will be made by the Governing Body. If the Head Teacher believes a letting should not be permitted, they will report the reasons to the Governing Body.
9. All persons hiring the premises will be expected to conform to the relevant Health and Safety Regulations.
10. All hirers must carry sufficient Third-Party Liability insurance to satisfy Cambridgeshire County Council requirements (currently £2,000,000).
11. The hirer period for all lettings must be agreed with the School Administrator at the time of the booking. The hirer may only use the room(s) agreed on the application form and only for the purpose agreed on the application form.

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12. The hirer may cancel a booking in writing up to 7 days before the event and no charge will be made. A cancellation fee of 20% will be charged up to 24 hours prior to the event. If it is necessary to cancel on the day of the event the hirer will be required to pay all costs incurred including caretaker fees and other related costs.
13. The hirer shall not assign the benefit or burden of the hiring or sublet the premises or any part thereof.
14. The hirer undertakes to ensure suitable arrangements are in place in regard to safeguarding children and child protection. The Governors reserve the right to terminate the contract if the hirer fails to have such arrangements on place and fails to take immediate steps to rectify such failings. The termination of contract can take immediate effect without financial liability falling to the school.
15. Hirers must show consideration to other hirers/users of the premises and to the local community.
16. No nail or fastenings of any kind shall be driven or attached in any way to any wall, partition or pillar or other fittings, furniture or equipment.
17. Electrical equipment must not be brought onto the premises unless:(a) the arrangement has been approved in advance with the hirer; and (b) the equipment has been checked and has a current certificate to confirm that it complies with the Electricity at Work Regulations.
18. THE KITCHEN IS OUT OF BOUNDS AND NO COOKING SHALL BE PERMITTED ON THE PREMISES.
19. The wearing of footwear of any kind which is liable to damage the floor of the main hall is prohibited. Any expenses incurred in making good will be charged to the hirer.
20. The hirer must abide by the schools NO SMOKING policy which prohibits smoking in any part of the premises, including external areas.
21. FIRE DRILL it is the responsibility of the hirer to ensure that all users are fully aware of the Fire Drill Procedures as displayed in all parts of the school building.
22. Disposal of excess refuse: Excess refuse i.e. more than one black sack should be removed by the hirer.
23. Security: It is the responsibility of the hirer to ensure that the building is supervised at all times during the period of hire and that access rights extend only to the areas of the building for which the hirer agreement has been arranged.
24. The hirer shall indemnify the School Governors and Cambridgeshire County Council against all claims, demands, actions or proceedings in respect of loss, damage or injury caused by or to any persons which shall occur while such person is in or upon part of the premises or arise from any accident or occurrence which happens while such person is in or upon any part of the premises or in respect of any loss or damage suffered or sustained by any person by reason of the use of the premises by the hirer.
25. The hirer shall repay to the Governors on demand the cost of reinstating or replacing or repairing any part or parts of the premises, including any of the furniture, fittings or equipment therein contained, which shall be damaged or destroyed, stolen or removed as a result of the negligence of the hirer or his invitees, guests, servants or agents during the period of hire.
26. In the case of commercial or profit-making lettings, the Parish Council and St Mary's Church, the hirer shall arrange insurance to cover the terms of indemnity set out in clauses 24 & 25 (Third Party Liability of £5 million) and shall produce for inspection written confirmation from the Insurance Company or Broker at the time of booking.
27. In all others cases the hirer shall pay the charge for Hirer's Liability Insurance shown in the Scale of Charges by way of a policy arranged by the Governors and taken out by Cambridgeshire County

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Council. There is an excess of £100 for each and every claim for damage to the premises or contents other than by fire or explosion which must be paid by the hirer.

28. The hirer shall provide such number of attendants and stewards as may be necessary to secure the efficient supervision of the premises during the hiring, including the prevention of access to rooms not included in the hiring, the playground and rear of the premises (other than in an emergency) and the prevention of the use of P.E Equipment.
29. The School Governors cannot accept responsibility for any loss or damage or accidents occurring during occupation of the premises and particular attention is drawn to the need to observe safety regulations, e.g., fire exits must not be blocked or locked.
30. The hirer may use the school car park, but the Governors accept no responsibility for loss, damage or accidents to vehicles or property arising from such use. If overflow parking on the road is necessary, care must be taken not to cause nuisance to other road users.
31. The Governors reserve unto themselves, their duty as authorised officers, servants and agents a right to enter every part of the premises at any time during the period of hire.

## Emergency Information

1. The nearest Emergency Department is Addenbrookes Hospital, Hills Road, Cambridge.  
Telephone number: 01223 217118
2. In the event of damage of premises or other emergencies please inform the caretaker or school office immediately.
3. In the event of a fire: Vacate the premises immediately and Telephone 999
  - School Caretaker: Mr Kevin Thompson – Telephone number: 07708918898 or 01223 811161
  - School Office: 01223 811595

# Swaffham Bulbeck Church of England Primary School

Scale of Charges as from October 2018

Review date: October 2019

Full Charge for private or commercial users.

Reduced Charge for community and Charitable users.

Concessionary charges for named users (see list below).

No Charge for educational and other activities organised by or on behalf of the Governing Body.

Room Hire	Community & Charitable Users	Private or Commercial	Concessionary Rates	
Hall	£10 per hour	£15 per hour	see list below	

Concessionary Rates	Per Hour	Insurance Added per hire - 15% of hire or £2.50 whichever is the greater	Insurance Premium Tax 12% of premium or IPT Tax levied at current rate as declared by Government
Ballet	£6.00		
Parish Council	£6.00		
Cantilena	£6.00	Yes	
Bowls	£6.00	Yes	
St Mary's Players	£6.00	Yes	
St Mary's Singers	£6.00	Yes	
St Mary's Church	£6.00		
Little Bulbeck Band	F.O.C	Yes	