



## MARAZION SCHOOL LETTINGS POLICY AND AGREEMENT

**Reviewed January 2019 by Headteacher, Business Manager, Management Accountant and  
Chair of Finance and First**

**Approved March 2019 by FGM**

Thank you for your enquiry about hiring some of the facilities at Marazion School. Enclosed you will find some details about the school and what is available to hire, including the current scale of charges. If you decide to go ahead with your booking, please complete a Letting Application and send it to the school office. This form is available as a paper copy from the school office or electronically by contacting the Business Manager at [esmith@marazion.cornwall.sch.uk](mailto:esmith@marazion.cornwall.sch.uk)

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Marazion School is situated in a stunning location on the Cornish Coast. The town of Marazion is the oldest town in Cornwall. The original school building dates from the 1800s, but a new section of the school was opened in 2004. Facilities include 2 kitchens, school hall, spacious reception area, classrooms, school offices and staff room as well as outdoor spaces and places. We encourage the local community to use these brilliant facilities and they are made available during the school day: for example, for fitness sessions and training courses; in the evenings: for example, yoga classes and karate training sessions and at weekends: for example, residential visits for local and national groups and birthday parties and celebrations.

A short walk away is the sea but there are many nearby areas of outstanding beauty eg the historic town of Penzance and the Minack Theatre. The town has a range of pubs, hotels, shops and restaurants and there is, of course, the chance to sample a Cornish pasty.

The governors of the school wish the school to be used to the full and offer its facilities for private functions and business meetings as well as for the use of the wider community.

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## **FACILITIES AVAILABLE TO HIRERS:**

- **The School Hall**
  - The hall has a floor area of 140 square metres
  - Seating is available for 60 people although actual numbers will depend on the nature of the event and the layout adopted
  - Seats are available
  - 40 square feet of staging may be used
  - There is a full sound and lighting system to support any production
  - There is a projector and large screen
  - Gym apparatus equipment is available
  - There is storage space for sports equipment
  - Yoga equipment is available: mats, blocks, cork blocks, belts and chairs
- **Classrooms**
  - Seating for 30+ children
  - Smart TV or Smartboard
  - Tables
- **Kitchen Facilities**
  - Cooker; fridge freezer; dishwasher; hot water boiler
  - All crockery and cutlery available
  - Serving counters
  - Links to hall so it is possible to cater for sit down meals
- **Grounds**
  - Playing field
  - Outdoor barn
  - Outdoor play areas
  - Green garden spaces
- **Parking**
  - Parking is limited during school time
  - Parking is available in Marazion (the school is only a short walk away)
  - Parking may be available at Marazion Community Centre by arrangement

## LETTINGS POLICY

1. It is the policy of the governors that some school premises and facilities shall be available by outside bodies at the discretion of the Headteacher, subject to them not being required for any organised activity within the school and consistent with the school ethos. For the purpose of this policy the premises and facilities will be referred to as the facilities. It is a basic principle that the facilities are provided for use in the normal educational and extra curricular life of the school and so any use by external bodies, groups or individuals, will always be of a lower priority than any internal use.
2. For the purposes of this policy the use of the facilities by organised bodies formed with the sole purpose of supporting the school will be deemed to be use by the school itself. Use by any other bodies associated with the school eg clubs, associations will be deemed to be use by external bodies.
3. The use of facilities by the school will normally not be subject to any charge. Use of the facilities by external bodies will be subject to the charges detailed in the appendix attached. The charges will be reviewed annually by the Finance Committee and Headteacher. The exception to no charges for the school will be at the discretion of the Headteacher and Chair of Finance.
4. The booking of all use of the facilities, both by the school and external bodies, outside the school timetable and calendar will be the responsibility of the Business Manager. Letting applications should be submitted in good time.
5. On receipt of a letting application the Business Manager will inform the person making the request that the booking is confirmed and the estimated charges involved.
6. The Business Manager will inform the Caretaker of the specific needs of the booking. The Caretaker will safeguard the facilities of the school during any hire and will immediately report any damage incurred. Hirers will be responsible for providing his/her own stewards for the event and for any breaches of copyright, performing rights and the betting, gaming and lotteries acts.
7. Payments for 'one off' lettings must be made in advance. There may be additional damage charges - 'damage' will include the causing of unreasonable cleaning requirements following a hiring. The caretaker will survey and note the condition of the premises/facilities after the event.
8. The Caretaker and/or Headteacher have the right to terminate any hiring if, in their opinion it is not properly or safely conducted.
9. Longer term lettings will be considered by the governing body and any special conditions may be added to the lettings agreement.
10. Long term lettings will pay regularly.
11. Lettings are approved on the understanding that extremist views of any kind are not promoted at any time. If this is found to be the case, then the visitors will be asked to leave the premises immediately. The police will be informed and the visitors may be banned from the school premises.

## MARAZION SCHOOL LETTING APPLICATION

Please complete this form clearly in block capitals

Name .....

Address .....

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Post Code .....

Telephone Numbers .....

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Organisation .....

Facilities required .....

Nature of function .....

Date(s) required .....

Hours required .....

Date of application .....

*I certify that I am not less than 18 years of age and accept responsibility for the observance of the Lettings Conditions, and that I agree to pay on demand the lettings charge hereby incurred.*

**Do you require Hirer's liability insurance? Yes/No Please delete**

I hereby indemnify the governors of Marazion School and the Local Authority against all claims in respect of injury, loss or damage (including school property) arising from this letting. In requiring this undertaking the Local Authority does not seek to absolve itself from liability as owners/occupiers of the premises.

Signed: ..... Date: .....

Name (block capitals please): .....

Cancellations: We require 48 hours notice for cancellations or the full fee will be charged

**For further details please contact the Business Manager on 01736 710618 or email [esmith@marazion.cornwall.sch.uk](mailto:esmith@marazion.cornwall.sch.uk)**

## MARAZION SCHOOL LETTING CONDITIONS

1. The rooms normally available for general hire are the school hall, kitchen and canteen:
  - a. The hall is suitable for social events, rehearsals, large meetings, training etc. Toilets (including disabled toilets) are available in reception.
  - b. The canteen is suitable for social events, small meetings, training etc. Toilets (including disabled toilets) are available in reception.
  - c. The kitchen is suitable to cater for meals, refreshments etc
2. The hirer will be responsible for the premises in the event that the Caretaker is not required to be present.
3. Hirers must leave the premises in the same condition as they are found. This refers to furniture, fittings and general cleanliness.
4. All external doors and windows must be secured, electrical appliances and lights turned off at the end of a hiring. For longer term lettings hirers may be responsible for setting the alarm.
5. The hirer must complete and sign a letting application form agreeing to the conditions of hiring.
6. The hirer may cancel a booking giving 48 hours notice. Less than 48 hours notice will result in the full fee being charged.
7. The school governors reserve the right by notice to the hirer to terminate the hiring at any time for reasons outside of their control and to return to the hirer any monies paid by way of deposit but the governors shall not be under any liability to the hirer for loss or damage they may sustain arising out of such termination.
8. **Any damage to the premises, facilities and equipment will be paid for by the hirer. Please note that stiletto heels are not permitted on the hall floor.**
9. No access to classroom areas will be permitted.
10. Furniture must not be taken from the classrooms without prior agreement.
11. The school is a **No Smoking** area. No smoking is allowed on the premises, including the external areas.
12. The hirer must visit the premises prior to the letting in order to familiarise themselves with the premises.
13. Refuse bins are provided and rubbish should not be placed elsewhere.
14. Free setting up time during the school day may be permitted by prior arrangement with the school.
15. The school accepts no responsibility for any loss or damage to property left on the school premises after the hiring.
16. The hirer must not block any exits nor place obstructions on the corridors and ensure access is clear for emergency services.
17. No fixings should be attached to the walls or floors, but the fixing of additional materials to the walls or floor can be carried out by arrangement with the school.
18. Parking of cars must be restricted to designated parking areas. Access routes for emergency vehicles are to be kept clear.
19. The governors reserve unto themselves and their officers, servers and agents a right to entry to every part of the premises at any time when duly authorised to enter.
20. The hirer is not permitted to sub-let the premises. The premises can be used only for the purpose outlined in the application.

## MARAZION SCHOOL PREMISES LETTING CHARGES

School Hall: £30 per session: morning 9am-1pm; afternoon 1pm-6pm; evening 6pm-10pm.

Weekend rates, hourly rates and costs for other facilities are available on request.

**We reserve the right to make an additional charge if there is extra cleaning work to be done.**

### **Hirers' Liability Scheme:**

Hirers must have public liability insurance. Hirers' liability insurance will provide an indemnity to persons hiring the school premises in the event of a claim being made as a result of an incident during the letting. Please bring your certificate of insurance to be photocopied and attached to the booking form.

**Insurance - in the event of no other insurance being available the following cover can be provided:**

You can register with the County Public Liability Scheme at a cost of 10% of the booking fee, payable at the time the booking is made.

## MARAZION SCHOOL - LIST OF HIRERS

### **Long term hirers:**

- MayoShinDo Martial Arts, Tuesday 7-9pm
- Yoga, Wednesday 6-7pm
- Self Defence/Martial Arts, Monday 7-8pm and Thursday 7-8.30pm

### **Other occasions for hire:**

- Birthday parties
- Celebrations
- Residential Visits
- Meetings
- Training sessions
- Jumble Sales