

# Yatton V C Infant School Lettings Policy and Conditions of Hire of School Premises

Document Information			
Reviewed by:	Business	Responsibility:	Business
Last Review:	25 <sup>th</sup> September 2018	Next Review:	October 2019
Review Cycle:	Annual	Ratified by FGB	Not required
Signature (FGB)	Not required	Signature (Head)	Not required

## AIMS

### The Lettings Policy has the following aims:

- To ensure that the use of the school buildings is maximised, but not detract from the normal running of the school, or compromise the security of the pupils, staff or school.
- To generate income for the school where lettings are to non-charitable organisations.
- To develop links between the school and the local community
- To benefit local community groups, in particular those associated with the school in some way.

### PLEASE READ CAREFULLY BEFORE COMPLETION OF APPLICATION FORM

1. All applications for lettings for any part of the school (including external areas) must be completed on the form provided by the school and normally at least two weeks in advance. *Regular* lettings by the same hirer do not need a separate form for every letting if there is an on-going weekly arrangement, but the lessee will need to complete an application form for any other date/time for which the premises are required.
2. The hirer must be over 18 years of age and must personally sign the application form. The premises must not be sub-let.
3. Applications must be made to the School Business Manager. Authority to accept (or to cancel a booking) shall rest with the Headteacher (in consultation with the Chair of Governors).
4. Hirers will normally be invoiced two weeks of advance of any booking. Rates may be discounted for regular lettings. **Charges should be paid by cheque to the School Office (payable to Lighthouse Schools Partnership) in advance of the letting.** Settlement terms are 30 days, after which a reminder will be sent. If debt remains outstanding after 60 days, a further reminder letter from the Headteacher will be sent, warning the hirer that non-payment will result in a referral of the case to the LSP's legal advisors for action.
5. The hirer is responsible for supervision and control of the event/activity and the premises must only be used for the event described in the application form. Any group making a letting must nominate a responsible person who will be present throughout the period of the letting.
6. The Headteacher or his/her representative may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises.
7. The hirer will be responsible for ensuring that all activities take place in a safe manner including appropriate DBS clearance for adults running activities for children and ensuring that a qualified instructor/supervisor is present during all sessions that are considered to be of a hazardous nature, or where the club/organisation is for children or young people.
8. The behaviour and safety of persons on the premises for any letting are the responsibility of the hirer, who will manage the suspension of adults from the school site where necessary.
9. The Governing Body shall not be responsible for any losses or damage to any property arising out of the letting.

10. The hirer shall be responsible for all damage or loss to any fixtures, fittings, sports or other equipment or property occurring during the period of the hire, and must notify the school's representative at the earliest opportunity of any defect or damage occurring.
11. The hirer must be familiar with the emergency procedures for fire and be competent in an emergency. The hirer must:
  - Ascertain the location of alarm points.
  - Be able to recognise the fire alarm.
  - Familiarise themselves with the exits from the building.
  - Ensure that they have a mobile phone available for emergency use.
  - Brief users on emergency procedures.
  - Ensure that in an emergency, persons leave the building in an orderly manner, the person in charge leaving last.
  - Following an evacuation, conduct a roll call and notify the emergency services of any missing or suspected missing persons.
12. The hirer is responsible for:
  - Sounding the alarm in the event of discovering a fire or another emergency.
  - Summoning the emergency services.
  - Advising the emergency services.
  - Liaising with school staff or site manager.
  - Safety of all persons on the premises during the letting
13. The hirer is responsible for the adequacy, suitability and safety of all equipment brought onto the premises. Hirers of the school's facilities/rooms, contractors and visitors must ensure that any electrical equipment they bring in to the school must have an appropriate portable electrical test and be safe to use.
14. The hirer will make appropriate arrangements for any necessary first aid cover/equipment.
15. Only adults preparing food / refreshments should be allowed to access to the kitchen.
16. It is the responsibility of the hirer to obtain any licence applicable to the letting (e.g. theatre licence, public entertainment licence or liquor licence).
17. The hirer must ensure that there are sufficient stewards located in areas which will prevent unauthorised persons from entering the premises and to ensure that guests are restricted to the area hired for the event.
18. It may be necessary for the school to cancel or postpone the event. If this occurs, the hirer can make no claim against the school or Governing Body for any loss he/she may sustain.
19. The premises must be left in a clean and tidy state, and all equipment must be put back after use. If the premises are not cleaned to the satisfaction of the Site Manager, the hirer will be responsible for any payment necessary to have them cleaned.
20. The Site Manager will be present to unlock the premises at the beginning of the hiring and lock up again at the end. He/she will not be available during the period of the hire, except in occasional circumstances. Unlocking and locking the premises will be charged at the actual cost to the school.
21. Smoking is *not* permitted in any part of the school or its grounds.
22. Car parking is only allowed in the allocated car parking spaces. All roadways **must** be kept clear and 'No Parking' signs must be respected. Good access and egress must be maintained for emergency services at all times.
23. The Lighthouse Schools Partnership requires all hirers to have, and maintain for the duration of the hire period, insurance cover with a reputable company, to provide a minimum third party indemnity of £5 million. It is the responsibility of the hirer to affect this cover and whatever other insurance

he/she requires to cover his/her liabilities. A letter of confirmation regarding the insurance cover or other evidence of cover must be provided with the lettings application form.

24. Lessees will not generally be allowed to act as key holders. Where this has been agreed, the lessee is responsible for ensuring that all electrical and gas appliances/equipment are/is switched off, all doors and windows are closed and that the school site is suitably secured.
25. Any incident or accident must be reported, in the first instance, to the Site Supervisor or the point of contact within the school, recorded in the school accident book and reported to The Lighthouse Schools Partnership as necessary.
26. The hirer should inform the school of any concerns in relation to the premises to allow appropriate action to be carried out;
27. All lettings are conditional on acceptance of these regulations.

## Appendix 1- Information for Hirers of School Premises

### Emergency School Contacts

<b>Site Manager - Infants</b>	Name: Tone Bessant	Mob: <b>07747 007908 or 01275 877999</b>
<b>Site Manager - Juniors</b>	Name: Steve Chard	Mob: <b>07553 237812 or 01934 251526</b>
<b>Headteacher</b>	Name: Jo Keeble	Mob. <b>07734 153024</b>
<b>School Business Manager</b>	Name: Judith Ralfs	Mob. <b>07947 991444</b>

### Location of

<b>Telephone</b>	<b>Lessees should have their own phone available for emergency use as the school office will be locked out of school hours.</b>
<b>Fire call points</b>	<b>There are fire call points in both schools halls and entrance areas in both school and every classroom</b>
<b>Assembly points</b>	<b>Either Infant or Junior School Playground</b>
<b>Emergency Grab bag</b>	<b>Available from the reprographics room. A mobile phone and keys to the playground gates (including the vehicular access to the Junior playground) are in the front pocket for emergency use.</b>

### Emergency Action

Fire alarm sound

Continuous siren

#### **On discovering a fire:**

Break the glass on fire alarm call point

Call 999 or 9-999 from a school phone

#### **On hearing the alarm:**

Leave the premises by your nearest exit route

Do not stop to collect personal belongings

Do not attempt to tackle the fire unless safe to do so

Make your way to your assembly points in the Infant School Playground/Junior School Playgrounds as appropriate

Do not re-enter the building until authorised to do so by the Fire and Rescue Service

### Contacting the emergency services

If calling the emergency services, the school's address is:

**Yatton Schools, High Street, Yatton, Bristol, BS49 4HJ**

### Services- isolation information

<b>Gas</b>	<b>Water</b>	<b>Electricity</b>
<b>Boiler Room – Infants Main kitchen - Juniors</b>	<b>Boiler Rooms = both schools</b>	<b>Boiler Room and Food Technology Room – Infants Electricity cupboard (key 17), Stock cupboard and site managers outside store</b>

# Yatton V C Infant School

## LETTINGS APPLICATION FORM

### Part 1 Facilities Required

Part of School	Tick/give details if required	Rate (£) per hour	Dates (or day of the week for regular letting)	Start time (access required)	End time (building vacated)
Basic charge		<b>4.90</b>			
Hall		<b>4.90</b>			
All 3 reception classrooms		<b>4.90</b>			
All 6 other classrooms plus music room/library		<b>12.10</b>			
Single rooms excluding hall (Please list rooms)		<b>1.80 per room</b>			
Playground		<b>2.60</b>			
All internal areas		<b>26.80</b>			
Whole school inc external areas		<b>29.40</b>			
<b>Total no. hours for letting/week</b>					
Public liability Insurance of £5m is a requirement for all users of the Council's facilities, and a <u>copy as evidence of such insurance</u> needs to be provided. For companies and societies who already have Public Liability Insurance with an indemnity of £2m, a 'top up' of £3m is available. For private individuals and societies who do not hold public liability insurance, full indemnity of £5m can be arranged. A quote for insurance cover will be provided on application.		<b>Charge for public liability insurance</b>			
<b>Unlocking and locking the premises is charged at the actual cost to the school, but is normally in the region of £30</b>					
<b>Total charge for letting/week (excluding VAT)</b>					

### Part 2 Applicant details (to be completed by applicant)

Name of Applicant ..... Name of Organisation .....

Address .....

Postcode..... Telephone .....

Mobile ..... Email .....

Purpose of letting .....

I have read and understand the Lettings Policy and agree to the conditions of hire of the school premises and agree to be responsible personally to the fees charged in respect of this letting.

Signature of Applicant ..... Date .....

I have read and understood the information provided on fire safety & other emergencies.

Signature of Applicant ..... Date .....

**NB: Lettings charges are reviewed annually. 30 days' notice of any increase will be given to lessees for regular lettings.**

**For School Use only**

**Part 3 Approval details**

<b>This application is approved/not approved</b> <b>Comments:</b>  <b>Signed: .....</b> <b>Designation .....</b> <b>Date .....</b> <b>Date Caretaker informed .....</b>
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**Part 4 Charges**

<b>Total letting charge</b>	<b>Period covered</b>	<b>VAT @ 17.5%</b>	<b>Total</b>
<b>Total amount to pay</b>			<b>£</b>

**NB: Charges for hiring out rooms with basic furniture are exempt for VAT.**

**Part 5 Payment Details**

<b>Invoice no.:</b>	
<b>Payment of:</b>	
<b>Date received:</b>	
<b>Receipt no:</b>	