LETTINGS POLICY & PROCEDURES

Status:	Current	
Date Adopted by Governing body:	April 2017	1.0
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Review Date:	November 2027	
Created by:		
School Business Manager	April 2017	1.0

THE GROVE PRIMARY SCHOOL
Terms and Conditions of Letting

A. General

1. Educational and other statutory requirements take precedence over any other use.

2. Premises are let as they normally stand, and no alterations or additions shall be made to lighting, heating or any furniture and fittings without the consent of the Headteacher or the person to whom the control of lettings has been delegated.

3. Stage lighting shall not normally be used unless special consent is given and a competent operator is provided. Governors may wish to make a separate charge for this use.

4. All passageways, stairs and exits to which the public has access shall at all times be kept free from obstruction.

5. Posters and placards will not normally be permitted on the premises except by prior consent of the Governors or the person to whom the control of lettings has been delegated.

6. No bolts, screws, nails or tacks or any adhesive fastenings shall be used to fix anything to the wall or for any other purpose.

7. No article of any inflammable or explosive character or any article producing an offensive smell or any oil, electric, gas or other engine shall be brought into the accommodation.

8. Smoking / vaping is not permitted across the whole site.

9. The hirer shall be responsible for the maintenance of good order and behaviour during the letting. No intoxicating liquor shall be sold supplied or consumed on the premises without the previous consent of the Governors or the person to whom the control of lettings has been delegated, and, if appropriate, the Licensing Authority.

10. School Kitchens may only be used with the consent of the school and, if required by the school, the attendance of a representative of the school during the letting. Any charges for the use of the Kitchen will be as charged by the school and added to the basic lettings charge agreed by the Governors.

11. When the number of children attending an entertainment exceeds one hundred, it should be the duty of the person providing the entertainment to provide effective stewardship to see that the number of the children attending does not exceed the proper capacity of the building, and to take all other reasonable precautions for the safety of the children.

12. Hirers are still liable for the cost of the letting if a booking is cancelled after 9.30am on the day of the letting or, for a weekend letting, after 2.00pm on the Friday proceeding the weekend of the letting.

13. Consent to the use of the grounds may be withheld if the school considers the condition of the grounds are such that additional use may result in the inability of the school to provide sufficient playing space to provide for curricular use in accordance with the Standards for School Premises Regulations.

14. Floors of Assembly Halls, are used for pupils' physical education and no substance is to be applied to the floors to prepare them for dancing.

15. No footwear liable to damage floors and floor coverings should be worn in the school buildings.

16. If a piano is hired, the only one to be used is that indicated by the person to whom the control of lettings is delegated.

17. Dogs, other than guide dogs for the blind, shall not be allowed on school premises.

18. External Clubs used for the sole purpose of providing extra-curricular activities for The Grove Primary School pupils will not be charged a hire fee, but will instead be charged an administrative fee of £5.00 (incl. VAT) per booking. The external clubs will be responsible for running the club and all financial management, and the School Office will provide administrative support in managing pupil registration and attendance monitoring.

B. Safeguarding and Child Protection

The Hirer should have clear safeguarding and child protection policies and procedures in place, which comply with current Government guidance (e.g. adoption of the Sport England Safeguarding Standards).

Where appropriate, the Hirer will be sufficiently trained in child protection and safeguarding, and have appropriate clearances and checks in place to work with and supervise children.

The Hirer will liaise with the school in the event of any concerns arising about safeguarding children or child protection.

C. Fire and Safety Precautions

1. **Outside of normal school hours,** the hirer will be responsible for unlocking and locking the school premises before use and after use, including the alarm to be enabled and disabled as demonstrated by the school and will be provided with relevant keys and alarm codes to do so.

2. The hirer must have a working mobile phone available during the hire and should be aware of the position of accessible telephones, escape routes, fire alarms, firefighting equipment, and the arrangements for emergency assembly areas. Organisers of any activity must also ensure that, as far as possible, an accurate list of those present is available as a roll call in case of fire.

3. Before using the premises hirers are responsible for checking, and the Headteacher or appropriate other person for ensuring, that:

    - Escape routes are unlocked and unobstructed internally and externally and that all doors are easily and immediately operable from the inside
    - Safety lighting is working satisfactorily
    - Seating and gangways are arranged in accordance with safety rules
    - Firefighting equipment is available for immediate use
    - The maximum permitted number to be admitted is not exceeded
    - The hirer is familiar with the layout of the building
    - All school electrical equipment has been PAT tested. The Hirer must ask permission if they wish to use any school equipment. The hirer can only use their own electrical equipment if it has been PAT tested.

4. In the event of a fire the person in charge of the hired premises is responsible for the calling of the Fire Brigade when the alarm sounds.

5. If there is a fire, or the fire alarm sounds, everyone should leave the building by the nearest exit ensuring that all doors are closed after they have been passed through. As part of their evacuation strategy the hirer should make a reasonable sweep of the area within their jurisdiction as long as this does not expose them to any additional hazards or unduly delay the evacuation. All persons should go to the designated

assembly area where a check on those present should be carried out – either by using the list of attendees or by individual enquiry. No-one should be allowed to re-enter the building until authorised by the Senior Fire Officer present.

6. Use of fire extinguishers by hirers is only permitted by those with adequate training in the use of extinguishers. Care should be taken to ensure that the type of fire extinguisher is appropriate for the fire involved. However, firefighting is always secondary to safety of life.

7. After the letting the Hirer, will check there are no apparent fire risks. At the end of the letting hirers should therefore ensure that all electrical appliances, gas and water taps if applicable are turned off, and that isolating switches, where installed, are off. Doors and windows should be closed and any special fire instructions adhered to.

D. Damage to Property

1. The Hirer shall repay any additional costs, whether for staff or premises, resulting from the misuse and/or damage of the premises and/or grounds resulting from their use by the hirer before, during or after the period of hire if in relation to or because of the hiring.

2. The costs of reinstating grounds or reinstating or replacing any part of the premises or any property in or on the premises and grounds which shall be damaged, destroyed, stolen or removed will be certified by a member of the Royal Institute of Chartered Surveyors whose certificate shall be conclusive.

E. Indemnity

1. Hirers shall indemnify the School against all claims, demands, actions or proceedings in respect of goods or clothing or of the death or injury of any person which shall occur during, before or after the period of hire if in relation to or by reason of the hiring. Provided always that this indemnity shall not apply in the event of any negligence on the part of the Trust or School, their agents or employees, or any defects in the premises or of an act of God or the Queen's enemies.

2. The hirer shall obtain insurance against its legal liabilities to third parties, with a limit of indemnity of at least £1 million.

3. Premises shall not be used for any unlawful purpose and there shall be deemed to be implied on the part of the hirer an undertaking strictly to observe all statutory provisions and regulations imposed by the Justices of the Peace applicable to any letting, and to indemnify the School and Trust, their agents and employees from all penalties, damages and costs which they may incur in consequence of an breach or default in complying with such provisions.

4. The hirer shall indemnify the School against all claims, demands actions or proceedings arising out of the infringement of copyright, etc. during the period of hire.

5. The hirer shall be responsible for ensuring that appropriate licensing requirements are met in respect of a letting at which charges are made for admission and musical works are to be performed vocally, instrumentally or mechanically (see below).

F. Right of Entry

The Head, and persons authorised by them, shall have free access to the hired premises in the pursuance of their duties and instructions must be given by the hirer for their admission.

G. Failure to Observe Conditions

1. If the hirer shall fail to observe or ensure the observance by others of the provisions of these Terms and Conditions and any Notes attached to them, the School may without notice end the hirer's rights under the agreement, and affect the immediate vacation of the premises and/or grounds.

2. Such a termination shall not release the hirer from any of the obligations under the agreement or affect any right which the School may have under the agreement or otherwise and the Governors shall be entitled to retain any money paid as a deposit and to sue for any balance outstanding.

H. Responsibility for Property

1. The School shall not be responsible for goods, materials, clothing, etc., brought into or left in the building by the hirer or persons acting on his behalf.

2. Cars are parked on the school premises are left at the owners' risk.

I. Statutory Requirements

1. Public music, singing and dancing can only take place in premises that have a Premises Licence, available from the Licensing Officer at the Council. Music, Singing and Dancing Licence. Public performances are defined as those to which members of the general public have free accesses, normally on payment of an entrance fee. Hirers must ensure they obtain such a licence if necessary and that they observe the conditions therein. Amongst other things there will be conditions limiting the hours during which such performances can take place and on the maximum number of persons who can be present in the licensed accommodation.

2. Public performances of stage plays, etc., can only take place in premises that have a Premises Licence. Hirers should ascertain whether the premises concerned have such a licence and what its conditions are, particularly in respect of maximum size of audience and seating arrangements.

3. Intoxicating liquor cannot be sold on the premises unless the hirer or person providing the bar facilities has obtained a Temporary Events Notice (TENS). Such a notice must be shown to the Governors representative – normally the caretaker or other responsible person- before the letting starts. The bar must be placed where young persons under the age of 18 cannot normally gain access. Should such access occur, all liability for any consequences of whatever sort shall be with the hirers.

If any of the above conditions are broken the club/user will face immediate withdrawal of future lettings.

THE GROVE PRIMARY SCHOOL
Schedule of Charges

The school office will be your contact for bookings and
Can be reached on 01225 755242 and admin@thegrove.equamead.org / finance@thegrove.equamead.org

Emergency contact out of hours is Jim Talbot on 07796 933237 OR
Lee Gallagher on 07572575617

The hourly rate is £12.50 per hour with a minimum of 1 hours booked for the Playground.

The hourly rate is £15.00 per hour with a minimum of 1 Hours booked for the School Hall.

External Clubs used for the sole purpose of providing extra-curricular activities for The Grove Primary School pupils will not be charged a hire fee, and will instead be charged an administrative fee of £5.00 per booking.

These charges are reviewed annually, but we reserve the right to increase charges with a notice period of 1 month.

All areas must be left clean and tidy and as found. If not we reserve the right to charge a sum for cleaning or repair.

Charges agreed by Governing Body in November 2024.

Application Form for Lettings

Particulars of Organisation/Club/Individual

Name of Organisation…….

Name and Address of Hirer……..

……

Phone no: daytime:…….evening……..

Facilities required…….

(School Hall @ £15.00 per hour hired, Hard playground @ £12.50 per hour hired, or External Club for Grove Pupils @ £5.00.)

Purpose of use……

Day(s)……Date(s)……

Time(s) of use: from……. to……

Heating required (in period…….)……Yes / No / N/A……...

Equipment etc. required……..

……..

Other requirements……...

Other information…….

All payments are to be paid to School via invoice issued on a termly basis into account -

Lloyds Bank
The Grove Primary school
Sortcode: 30-92-63
a/c no: 28338460

I agree to the terms and conditions of hiring as submitted to me and will pay the sum due:

Date……. Signature……..