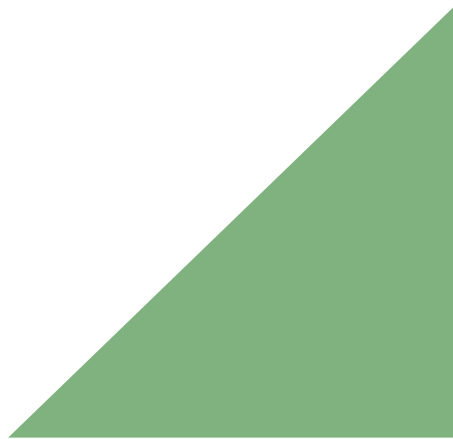




Betty Layward Primary School

School Lettings Policy



Statement of Intent

1. The governing body accepts its responsibility to administer the letting of the school premises.
2. The governors will allow the use of premises in the following order of priority:
 - a) School functions, Betty Layward Primary School meetings and functions
 - b) Adult Education Programme and Youth Service Programme and Sports Hall Programme including play schemes run by the Leisure Department
 - c) Recognised concessionary users, i.e. those voluntary organisations registered with the Youth Service and Adult Education Service or appropriate section of the Education Department
 - d) Other users approved by the governors, who will be sympathetic to the needs of the community served by the school.
3. The governors will set and annually review charges for lettings.
4. Lettings will normally be permitted between 4:30-10pm Monday to Friday, 9am-10pm on Saturdays and 9am-6pm on Sundays. Lettings will not normally be accepted for the month of August or on national holidays.
5. Staff rooms, class rooms and kitchens will not normally be available for hire.
6. The governors will delegate day-to-day responsibility for lettings to the Head teacher.

Conditions of Hire

1. Acceptance of Conditions
The hiring of accommodation is permitted only on these conditions. Acceptance of a booking confirmation is deemed to be acceptance of these conditions.
2. Nominated organiser
The hirer must nominate at least one person who will be on site during the period of the actual hiring to ensure these conditions are adhered to. This person must make her/himself known to the Premises Manager at the start of the letting.
3. Areas hired
The hirer must ensure that only the areas hired are used and that food is not taken outside the hall or kitchen.
4. Behaviour and Supervision
Children must be supervised at all times within the building and grounds. The hirer will be responsible for ensuring the good behaviour of all those attending the function, including keeping noise at a reasonable level as determined by on-site staff.
5. Periods of hire
The hirer must ensure that the event does not exceed the times booked. Failure to do so will result in a proportion of the refundable deposit being forfeited, the amount to be determined by the school.
6. Numbers
The numbers of people attending at any one time must not exceed the numbers indicated on the booking form and agreed with the school. Failure to comply with this condition will result in the immediate termination of the letting without refund.
7. Cleaning

The hirer must leave the areas used, including the school grounds, in a reasonable state of cleanliness. Failure to do so will result in a proportion of the refundable deposit being forfeited, the amount to be determined by the school.

8. Fire

The hirer must make her/him aware of the fire evacuation procedures relating to the area hired and must ensure that all fire exits are kept clear during the letting.

9. Health and Safety

The hirer must make her/him aware of the school's health and safety policy and must not interfere with or misuse anything which is provided in the interests of health, safety or welfare.

10. School equipment, fabric and fittings

No use may be made of equipment such as pianos without the prior agreement of the school and the hirer must not interfere with the fabric, fittings or contents of the premises in any way.

11. Hirers property

Permission should be obtained from the school in advance if the hirer wants to bring electrical equipment onto the premises. Hirers may not bring equipment or articles of an inflammable, explosive or dangerous nature onto the premises.

12. Right of access

The governing body and the school reserve the right of access to the premises during the letting. The school works within the framework of the Disability Equalities Scheme to facilitate access to the premises.

13. Deposits

The hirer shall pay a £50 refundable deposit at least 2 weeks before the date of the hiring. This will be held by the school against any damage caused by the hirer or additional cleaning required because of the hiring.

14. Payment of charges

The refundable deposit and the 50% of the hire charge must be paid at least 2 weeks before the date of the hiring; otherwise the accommodation will not be regarded as booked. The balance of 50% of the hire charge is to be paid a week before the hire date.

15. Insurance

The hirer must display the Public Liability Insurance. The insurance provides cover for the hirer in the event of a claim for damage to property or injury made against the hirer from a third party, which arises out of the hiring of the school premises. The hirer is also covered if held responsible for damage to the school premise.

16. Own Risk

It is the hirers responsibility to ensure that all those attending are made aware that they do so at their own risk.

17. Accident or Injury

The school do not accept any responsibility for any accident or injury or loss of property that may occur to, or be sustained by, persons using the premises during the period of the letting.

18. Alcohol

Alcohol may not be sold or served without the written agreement of the governors. If permission is given, alcohol may not be sold on the premises without a magistrate's licence. It is the responsibility of the hirer to obtain and show the licence to the Head teacher in advance of the letting.

19. Musical Works and Copyright

No musical works in the repertoire of the Performing Right Society may be performed in public on the premises unless the hirer has obtained the permission of the Society. No copyright material may be delivered or performed without the consent of the owner of the copyright.

20. Public Entertainment

Film, musical, dancing (including disco) and stage events must all be considered public entertainments unless entrance is restricted to those who are bona fide members of the organisation hiring the premises. If admission is open to all, or if tickets are to be sold at the door or offered to the public, it is the hirer's responsibility to inform the Council's Entertainments Licensing Officer and obtain an Occasional Licence.

Hire Charges

1. The Governors will not seek to make a profit from school functions.
2. Regular use by the Adult Education Programme, Youth Service Programme, Sports Hall Programme including play schemes run by the Leisure Department, and recognised concessionary users will be subject to individually negotiated rates.
3. Hiring by other users will be subject to the following charges:

Junior and/or Infant Hall, including entrance hall access: £30.00 per hour

School car parks: *(Note: this will not normally be available for outside lettings except to local community groups wishing to use it as an alternative car park for an event. Only opening and closing supervision will be available).* Prices depend on the day and time required. As a guideline, a Saturday letting, 4:30pm-9:00pm would cost £60.