



LETTINGS POLICY

Formally adopted by the
Governing Body of Sheringham Community Primary & Nursery School

On	11 th May 2023
Chair of Governors	
Head Teacher	
Last updated	11 th May 2023
Review	11 th May 2024

Be all that you can be...



Summary of changes – June 2023:

This policy has been revised as per the changes as outlined below.

Section	Page	Changes
Conditions Of Hiring School Premises	9	Amendment to Booking Conditions – <i>'The site will not be hired to groups who support extremist ideologies or promote hatred.'</i>

Contents

Aims	4
Objectives.....	4
Responsibility	4
Provision	4
Letting Arrangements	4
Risk and Insurance.....	5
Appendix 1: LETTINGS CHARGES	6
Appendix 2: APPLICATION FOR HIRE OF SCHOOL PREMISES - ANNEX 1.....	7

Aims

Sheringham CP School has the principle aim of encouraging community use through its letting of the main hall and outdoor areas; with particular reference to local Sheringham Community lets. The school also aims to secure some financial remuneration for the school by ensuring that at the very least the cost of the let is covered by the fee charged.

Objectives

To undertake a limited number of lettings during the year and to monitor the effect of lettings wear and tear on the buildings. It is important to maintain physically pleasing buildings in good decorative order.

Responsibility

The Governors Finance and General Purpose Group have drawn up this policy. The Caretaker and School Business Manager undertake co-ordination of lettings. Outside of school hours usually the Head Cleaner will act as the Lettings Key Holder by prior arrangement. The School Business Manager is responsible for the receipt and banking of monies from hirers.

Provision

The general purpose hall and outside playing areas are available for hire after 3:30pm weekdays (term time) and at certain times on pre-arranged weekends. During the school holidays the above areas are additionally available for hire during the daytime. Hire charges are as set out on the enclosed sheet 'Letting Charges'. Shared use of premises may only be undertaken when facilities are not directly required by students. School hours are deemed to be 8am to 6pm.

Letting Arrangements

- a) All hiring groups will be required to complete a letting form and MUST read the 'Conditions of Hiring School Premises', April 2018.
- b) The whole of the school premises, including the grounds and car park are a non-smoking zone.
- c) Tables and chairs used must be cleaned and stacked as they were found.
- d) Hirers using the hall would be expected not to touch or use equipment (except tables and chairs) stored therein unless prior agreement is reached.

- e) The locking and unlocking of the premises will be the responsibility of the caretaker or designated key holder.
- f) No lettings equipment may be stored in school, unless there is prior agreement.
- g) Toilet facilities are available.
- h) Health and Safety: A first aid kit is available and its whereabouts is to be highlighted on the first day of any let. Hirers will also need to have access to a telephone in case of emergency. Additionally, hirers must be made aware of fire procedures. Any accidents/serious incident must be reported to the Headteacher or Deputy Headteacher within 24 hours.
- i) Lettings are subject to the school's discretion.
- j) The school accepts no responsibility for any accident, injury, loss, or damage, however so caused by inappropriate or unauthorised use of school equipment or facilities, or non adherence to this policy.
- k) Written assurance should be sought to confirm that hirers have the appropriate policies and DBS checks in place to safeguard children.

Risk and Insurance

A copy of the hirer's current Public Liability Insurance Certificate will be obtained prior to the letting. The decision to hire on a "without caretaker" basis will be down to the school, after assessing the potential risks.

Where possible, the hirer's access will be restricted to just the part of the premises that they will need to use. Other parts of the school premises should remain secured where possible.

Hirers must not be given intruder alarm codes or key fobs to set and unset alarm systems. In the event that the only way that the hire can go ahead is if the hirer is given access to the intruder alarm system, then a decision should be made to not allow the hire.

Advice as to whether a "without caretaker" let is suitable can be obtained by the school from the Risk and Insurance section at County Hall on 01603 224375 or via email insurance@norfolk.gov.uk.

Appendix 1: LETTINGS CHARGES

For all lets the following rates will apply:

- Monday – Friday: £15.00 per hour (minimum of 2 hours after 6pm)
- Saturday – Sunday: £15.00 per hour (minimum of 3 hours)

Surcharges:

- Use of the kitchen: £15.00
- Use of outdoor facilities: (Including playground and Astro): £10.00

Appendix 2: APPLICATION FOR HIRE OF SCHOOL PREMISES
ANNEX 1
PART ONE: ACCOMODATION REQUIRED

 Name of School:

Hall	<input type="checkbox"/>	Outside Area (Please Specify)	<input type="text"/>
Kitchen	<input type="checkbox"/>	Other	<input type="text"/>

PART TWO: HIRER DETAILS

Name of Hirer:	<input type="text"/>		
Address:	<input type="text"/>		
<input type="text"/>			
		Tel. No.	<input type="text"/>
Name of Organisation:	<input type="text"/>		
Date of Hire:	<input type="text"/>	From:	<input type="text"/>
		To:	<input type="text"/>
Additional Booking Dates:	<input type="text"/>		
Purpose of Hire:(if fundraising state where proceeds will be applied)			<input type="text"/>
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			

PART THREE: DECLARATION.

I confirm that the main hall will not be used above its maximum capacity of 240 occupants, even with the doors open.

I apply for use of the above accommodation and facilities and if my application is approved I will pay in advance all letting charges in accordance with the attached schedule of charges and agree to comply with the conditions overleaf. I have attained the age of 18 years.

Signed:		Date:	
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<i>For office use only:</i>	<i>Booking Confirmed</i>		<i>Payment Received</i>	
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Signed by the Head Teacher:

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CONDITIONS OF HIRING SCHOOL PREMISES August 2018

BOOKING CONDITIONS

All letting fees shall be paid in advance by the Hirer. Specific bookings may be made for single lettings or repetitive lettings during periods of up to 28 days, defined as one month. In the case of repetitive lettings, the charge for each specific month must be paid in advance to cover the specific booking. A provisional booking may be cancelled by the hirer at any time, but a specific booking cannot be cancelled unless 14 days prior notice has been given by the hirer, where this period of notice has been given the fee relating to the cancelled booking may be refunded by the school. Where the school is obliged to cancel a specific booking for any reason other than the hirer's instigation the fee relating to the booking will be refunded.

The school site will not be hired to groups who support extremist ideologies or promote hatred.

CHARGES

Schools may negotiate their own rates with hirer's.

USE OF PREMISES

School Responsibilities

For the duration of the letting period schools will be responsible for ensuring the following provision:

- Adequate means of escape in an emergency, adequate equipment available for the use should an emergency situation arise. This should include: Fire extinguishers, first aid kit, access to telephone.
- Adequate heating, lighting and ventilation. This should include external lighting where required.
- Safe Equipment and premises.
- Individual arrangements should detail which equipment should be used and which not.
- Assistants available on call to deal with defects to school plant or equipment to ensure premises are secured. Sufficient information given to hirers on operation of plant, equipment and emergency facilities. Arrangements are in place to ensure the security of the premises at the end of the letting period if appropriate.

In addition to the above provisions, schools must ensure that hirers will have adequate supervision in attendance during letting periods. For swimming sessions this will require evidence of valid life-saving qualifications being produced.

Schools will be required to carry out periodic monitoring of hire activities to ensure compliance with hire conditions.

Hirer responsibilities

For the duration of the letting period the hirer will be responsible for ensuring the following:

- Adequate supervision is available. Normal and emergency procedures are followed.
- No school equipment, other than that specified at the time of letting is used. School furniture shall not be moved by the hirer except by arrangement with the Caretaker or person holding custodianship for the time being e.g. a relief Caretaker.
- The hirer will ensure that all relevant recruitment and vetting checks including DBS Checks have been undertaken on staff who work with children and young people
- Familiarity with emergency equipment, such as fire extinguishers, alarms, telephone, first-aid facilities. An emergency evacuation procedure is established. This will detail who will be responsible for taking control, calling emergency services and where to assemble. Consideration should be given to the needs of any disabled participants.
- Facilities and equipment are used in a responsible manner, which does not compromise the safety of the users or the premises and equipment. This includes ensuring that alcohol is not consumed.
- Emergency exits, fire extinguishers, alarm points are not obstructed. Adequate walkways are available to allow free and easy access and egress. No gas cylinders or canisters are used inside the premises. Combustible materials are not placed adjacent to heat sources.
- Equipment is used for the purpose for which it was designed.

- Any equipment or furniture moved by prior arrangement is to be replaced at the end of the period of hire.
- Flammable and/or hazardous substances are not to be used.
- Arrangements have been made to ensure the premises are secured at the end of the letting period if appropriate.
- Nails, tacks, screws etc., shall not be driven into, or adhesives fixed to walls, floors, ceilings, furniture or fittings and no decoration of any kind shall be put up.
- Footwear likely to damage the floors is not to be worn.
- Litter and property belonging to the hirer or his servants or agents, is to be removed by the hirer at the end of the period of hire. Any costs incurred in removing these items will be paid by the hirer.
- Alterations to lighting or heating systems are forbidden.
- To park in designated areas, leaving access for emergency vehicles.
- Where the kitchen is used, the hirer will ensure it is left clean and tidy.

COPYRIGHT

The hirer or his servants or agents shall not infringe any copyright, or performing rights and undertakes to indemnify the County Council against the costs for infringement. Where the hire involves the use of sound recordings or music is played, groups might not be covered by the licenses purchased for the school premises. Primarily groups that are linked to the school and consist of teachers, students, PTA members etc., will be covered. For other groups clarification should be sought from the relevant licensing authority prior to the premises being hired and the relevant licence purchased, if required. The School/ Lettings Officer will require from the hirer sight of the relevant licence(s) at the time of booking the premises. A licence may also be required for the performance of a dramatic or musical work. (Hirers should be warned that the use of 'home produced' tapes is illegal).

CHARGES FOR SPORTING USE

The hirer is reminded that the charges for sporting use relate to facilities available and at the standards provided for pupils. If a hirer should require facilities of a higher standard then the hirer will be responsible for the additional costs incurred by the school in meeting the special demands.

ALCOHOL

Alcohol shall not be consumed on the school premises except with the permission of the School Governors and will be subject to the conditions made at the time of booking, and to the obtaining of such Licence as may be necessary

DISABLED PERSONS

On those occasions when disabled persons are present on the premises such special arrangements as may be necessary in the circumstances shall be made so as to enable all persons to leave the premises in the event of fire.

LIABILITY OF HIRER

The County Council shall not be liable for any injury or damage to or loss of property, which shall or may occur to the hirer, his assistants, servants or agents, or others entering on the property in the exercise or purported exercise of the hiring, with the exception of injury or damage as may occur by reason of the negligence of the County Council, its servants or agents acting within the scope of their authority. The hirer will therefore need to ensure adequate insurance is purchased to indemnify the negligent actions of the group, its servants, assistants and agents resulting in a claim for injury and property damage to members of the group, the County Council or others entering the property.

Please note that this is a NO SMOKING SITE