



Curiosity, Courage, Compassion

'A community learning together in God's love'

Thundridge and Tonwell St Mary's Church Schools' Federation

Lettings Policy

Date updated: September 2022

Review Date: September 2024

INTRODUCTION

The Governing Body recognises the role of the school within the community and welcomes the use of the school's premises for a variety of community and leisure purposes.

Use of the school premises by the school, or on behalf of the school (e.g. parent /carer association) are not subject to the charging elements of this policy.

A copy of the Lettings Policy will be sent with the application form to the Hirer when the initial enquiry is made.

AVAILABILITY OF PREMISES

Designated areas within the school are available for hire unless required by the school.

CHARGES

The Governing Body reserves the right to make a charge for the use of the school premises. The charge will vary according to the category of the letting as laid out in Appendix A.

APPLICATION PROCEDURES

Application forms, available from the school, should be requested from and submitted to the administrator (admin@tonwell.herts.sch.uk) at least two weeks before the first day of the proposed letting.

The person signing the application form will be considered to be the Hirer.

The Hirer will be required to return the completed booking form to the school before a booking can be accepted.

All applications will be considered on their merits, taking into consideration the suitability of the activity.

The Governing Body reserves the right to:

- refuse applications without giving a reason
- have a representative present at any function
- terminate any activity not properly conducted

Letting fees are reviewed annually by the Governing Body. When the letting has been confirmed, payment must be made to the school, prior to the use of the premises. In the case of a regular booking, payment will be required at the end of each month.

CONDITIONS OF USE

Security of the Premises

Entrance to the school will be agreed in advance, at an agreed time.

For security reasons, the school keys will not be available to the Hirer. It will be the responsibility of the Hirer to ensure that the school premises are secure during the time they are in use, i.e. ensure that the entrances are shut when all members of the group are inside.

Use of Facilities

- The Hirer will be responsible for the proper use of the school facilities (specialist equipment is not generally available e.g. projectors, TV and video equipment, cookers etc., unless special arrangements have been made) and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings; furniture and fittings, or school equipment.
- The Hirer will be responsible for making good any damage to the premises and property. Any precautions required to ensure the users' safety when using equipment are the responsibility of the Hirer. This includes, for example, the provision of information and training in the use of the equipment.
- In all cases, the Hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition.
- The Hirer must be advised that they cannot rely on the school's risk assessments for any activities carried out during the letting and must complete their own risk assessments, a copy of which must be held by the school.
- Users should acquaint themselves with the Fire and Safety regulations and procedures relating to the area of the premises in use. These will be clearly displayed in each of the designated areas. It is the responsibility of the Hirer to provide first aid equipment and trained personnel. They must also carry out their own fire drills and organise their own fire procedure.
- Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring.
- The Hirer must use only that area of the building hired and must observe any instructions given by the school concerning the area available. Any furniture or equipment moved by the Hirer should be returned to its original position at the end of each session.
- A toilets are available in the Main corridor.
- The Hirer is responsible for ensuring that good order is kept on the premises and within the immediate environs of the school, and that the premises are left in a clean and tidy condition.
- The Hirer will be responsible for ensuring that the group has adequate insurance appropriate to the activities organised.

The school reserves the right to levy an additional charge to cover:

- any additional cleaning that may be required after an event
- the cost of repair of damage to the school fabric or equipment
- the cost of replacement of any items of school equipment if uneconomical to repair

For security reasons, the Hirer will not have access to the school telephone. Hirers are urged to consider acquiring a mobile telephone for use in an emergency.

Smoking is not permitted anywhere in the school building.

Animals, other than Guide Dogs, are not permitted anywhere on the school premises. This is purely on grounds of hygiene.

In the event of fire The Hirer will call the Fire Service (if school staff are not present and supporting the activity) All users will evacuate the building via the nearest fire exit and muster at the designated point. Users must not re-enter the building until the 'all clear' has been given. The Fire Service will give this. Fires must be reported using the County Council Incident Report form.

INSURANCE

The Hirer will be entirely responsible for the proper use of facilities and must take all reasonable precautions to ensure that there is no damage to the fabric of the building, furniture and fittings or any school equipment.

The Hirer shall indemnify the Local Education Authority when signing the application form against any claim for bodily injury or loss of damage to property (real or personal) whether belonging to the LA or to any other person if the said loss, damage or injury is either caused by the negligence of the user or by the negligence of any other person using the premises hired with the permission of the Hirer.

The effect of this is that the Hirer will be liable to indemnify the LA for any damage which is caused when the premises are being used for a function for which they are let. However, it is only operative if the damage etc. is caused by the negligence of the user or any other person using the premises with the Hirer's permission.

CANCELLATIONS

By the Hirer

Cancellations should be made in writing at least 24 hours before the proposed letting, otherwise the Hirer will still be liable for the standard charges. In the event of a cancellation being made at the appropriate time, the school will credit the Hirer for a free booking the following term, if applicable, or refund the fee if no further bookings are required.

By the School

If the school finds it necessary to cancel a booking, as much notice as possible will be given, generally not less than 24 hours and, where possible, alternative accommodation will be offered. If this is not possible, a refund will be made.

The LA and the school will accept no liability in respect of commitments incurred by the Hirer due to such cancellations.

REVIEW

The governing body will review this policy in line with its annual cycle of review.

APPENDIX A

Hire Charge Rates

<u>Facility</u>	<u>Current</u>
Main Hall Per Hour	£10.00
Dining Room Per Hour	£10.00
Playing Field (inc pitches) Per Hour	£10.00
Unlocking/Locking fee	£5 per letting
Insurance Premium 10% of total hire	