

Colehill First School

Colehill First School is a Rights Respecting School. As such it is committed to upholding children's rights and promoting their responsibilities under the UN Convention for the Rights of the Child (UNCRC). The contents of this policy are fully in keeping with this commitment.

Letting Policy

Definition of a Letting

A letting is defined as "any community use of a specified part of the school premises and/or ground outside of the school day and not associated with the corporate life of the school".

Use of the premises associated with the corporate life of the school includes activities such as staff meetings, parent meetings, academy committee meetings and extra-curricular activities of pupils by school staff. Costs arising from these uses are a legitimate charge against the schools budget.

Restriction on a letting

A letting **MUST NOT** give full-time exclusive use of all or parts of the premises or grounds. Any equipment provided by the hirer **MUST** be removed from the site or stored as agreed by the school, and **MUST NOT** restrict the use of the facilities by the school or other approved organisations. A letting must not interfere with the primary activities of the school. No access will be permitted to the staffroom or offices.

Categories of Lettings

1. Community education activities and programmes directly sponsored or controlled by the LA (e.g. adult education, youth service and in-service training).
2. Lettings approved by the academy committee.
3. Lettings made under statute e.g. Elections, parish council meetings.

Letting Charges

The charges will be reviewed annually, during the Summer term by the school for implementation from 1st September.

The Application Process

- Potential hirers to approach the School Office who will identify their requirements and the facilities available.
- An 'Application for Letting' form, (Appendix 1), should then be completed and submitted to the School Office.
- Once a letting has been approved, a copy of the Lettings Policy, together with the invoice will be sent to the hirer, requesting payment.

Notes:

- Colehill First School has the right to refuse an application without stating a reason
- No letting should be regarded as booked until approval has been given in writing
- No public announcement of a function to be held should be made until the booking has been formally confirmed
- Applications for regular hiring need to be made annually
- The hirer must give at least half a term's notice to terminate a regular hiring

Conditions for the Hire of Colehill First School

All conditions will be adhered to. The Hirer is responsible for the observance of regulations imposed by the school or their lawfully appointed agent;

Hirers should only access the rooms detailed on the 'application for letting' form. By signing the 'application for letting' form, the hirer agrees not to access any other part of the school.

The Hirer is not to use or permit or suffer the premises or any equipment at the premises to be used in any manner or for any purpose which facilitates, encourages or promotes extremism or terrorism, or which allows access to, or the dissemination of information in any form relating to extremism or terrorism, or which causes or might cause the Landlord to be in breach of any duty under the Counter-Terrorism and Security Act 2015 or guidance issued pursuant to that Act.

PAYMENTS

- Payments can be made by cheque, cash or on-line banking, monthly, every half term or every term and in advance of the booking.
- In the event of failure to pay the fee, the premises will not be made available.
- The Hirer shall be the person making the application for a letting and such person will be responsible for payment of all fees or other sums due in respect of the letting to the Hirer.

DAMAGE, LOSS OR INJURY

- The hirer shall effect Third Party (public liability) Insurance within a minimum indemnity limit of £1,000,000 for any one occurrence to cover its legal liabilities for accidents resulting in injuries to persons, including participants in the hiring activity, and /or loss of or damage to property, including the hired premises, arising out of the letting of educational premises.
- A certificate of insurance should be given to the school for confirmation. A copy will then be kept on the school file. It is the responsibility of the Hirer to issue an annually renewed insurance certificate to the school on reapplication.
- The school will not be responsible for any injury to persons or damage to property arising out of the letting of educational premises unless such injury or damage results from the negligence or breach of statutory duty

PROTECTION OF PREMISES AND MOVABLE PROPERTY

- Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating the drilling of nails or screws into fixtures part of the school fabric will be permitted.
- In the event of any damage to premises or property the trust shall make it good and the Hirer shall pay the cost of such reparation.
- No litter to be left inside school building, within school grounds or in immediate vicinity of school

PUBLIC SAFETY

- The hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways, passages and exits.
- The hirer shall be responsible for providing adequate supervision to maintain order, good conduct and safety.
- When staging is present in the hall, no use is to be made of it and all people must be closely supervised.

FIRST AID FACILITIES

There is no legal requirement to provide first aid facilities for hirers. It is the hirer's responsibility to make their own arrangements i.e. trained personnel and provision of first aid kit, particularly in the case of sports lettings. Use of the schools resources is not available (as advised by the WAT Health and Safety policy).

STATUS OF PERSON APPLYING FOR LETTING

Lettings should not be made to persons under the age of 18 or any organisation or group with an unlawful or extremist background.

SAFEGUARDING

Hirers providing services to children, whether pupils at the school or others, must have policies and procedures in place to ensure children's safety. For after school clubs for children of Colehill First School we require evidence of appropriate safeguarding vetting checks.

COPYRIGHT OR PERFORMING RIGHTS

The hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify Wimborne Academy Trust against all sums of money which they may have to pay by reason of an infringement or copyright or performing right occurring during the period of hire covered by the agreement.

SUB LETTING

The hirer shall not sub-let to another person.

All lettings are for the sole purpose of the activity booked.

INTOXICATING LIQUOR

No intoxicants shall be brought on to or consumed on the premises without the prior approval of the school.

SMOKING

Smoking is not permitted on the school premises and grounds.

DOGS

Dogs are not permitted on school premises, including school grounds, at any time.

HEELS & SHOES

If activities involve outdoor use, please ensure footwear is cleaned before re-entering hall. No fashion heels such as stiletto or other such as steel tipped soles/heels. No composite materials which make marks on school floors

DANCING

The use of materials for preparing the floor for dancing is prohibited.

FOOD AND DRINK

No food or drink may be prepared or consumed on the property without the direct permission of the school due to food hygiene regulations. Application must be made on the original form. The hirer to provide own food or drink.

SCHOOL EQUIPMENT

There is to be no use of school equipment. The hirer is liable for damage, loss or theft of school equipment.

Staging set up for school use will not necessarily be dismantled during the weeks it is in use.

PRIORITY OF USE

The school will resolve conflicting demands for use of the premises with priority being given to school functions and LA/WAT lettings.

ATTENDANCE

The hirer shall ensure that the number of persons using the premises does not exceed that for which application was made and approved.

OWN RISK

It is the hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk

ELECTRICAL EQUIPMENT

Any electrical equipment brought by the hirer onto the school site **MUST** be in good working order and is the responsibility of the hirer.

CONCLUSION OF THE LETTING

The hirer shall ensure that premises are vacated promptly at the end of the letting. The hirer is responsible for supervising children until they are collected and ensuring named adults collect them.

The hirer shall, at the end of the hire period, leave the accommodation in a tidy condition and in the same state as at the start of the hire. If this is not adhered to an additional cost will be charged.

IN THE EVENT OF AN EMERGENCY

The assembly point is at the end of the school field nearest Colehill Memorial Hall. You must have immediate access to a mobile phone and your members contact details. Please familiarise yourselves with emergency exits and ensure members are aware of evacuation procedures.

RIGHT OF ACCESS

The school and its agents reserve the right of access to the premises during the letting. The Head or academy committee will monitor activities from time to time.

VARIATION OF SCALES OF CHARGES AND CANCELLATIONS

The school office manager will keep a booking diary, lettings schedule and cancellations record. The hirer acknowledges that the charges given may be increased from time to time (they will be reviewed annually) and that the letting may be cancelled provided that in each circumstance at least 28 days notice either way is given.

It is the hirer's responsibility to notify parents of changes in dates or venues in writing at least a week in advance. The school office manager will notify the hirer of changes/cancellations.

TERMINATION

Should the hirer be in breach of the terms and conditions set out in this policy then a letting can be terminated immediately upon notice by the school to the hirer and no lettings fee or part thereof will be refundable.

The hirer can terminate the letting agreement with 28 days notice, in writing, whereupon the letting shall cease.

<p>This policy has been reviewed in line with the 9 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.</p>
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Date of Review: 18th June 2019

Date of adoption by Academy Committee: 1st March 2016

Date for review: Summer Term 2022

**APPENDIX 1
COLEHILL FIRST SCHOOL
APPLICATION FOR LETTING**

FORM FOR APPLICATION

Name of ApplicantDate of birth

Address

.....

Telephone No Mobile No

Name of Club, (if applicable).....

Activity of Club/Reason for Hire

Date Required

Start time Finish time

(Allow time for your preparation and clearing up)

Areas required:-

Hall *yes/no* Playground *yes/no* Field *yes/no*

Kitchen (for use of refreshment facilities only) *yes/no*

Regular booking required *yes/no*

Dates required;

Autumn Term 20__

Spring Term 20__

Summer Term 20__

Maximum number of participants Number of adults supervising

Names of other adult supervisors

.....

Relevant qualifications of supervisors

.....

Insurance cover total Date expires.....

Note a copy of current public liability insurance certificate must be attached to the submitted application for a letting form

Are other adults to be invited to support club activities over the next year? Yes/No

Person with First Aid qualificationDate expires

I acknowledge provision of my own First Aid Kit Yes/No

Application for dancing, please explain type of dancing intended.....

Provision of food/drink please give details and purpose

Use of own electrical equipment Yes/No

Any other information or considerations for the school?.....

Dates over year when hall will be unavailable due to school use or closure will be issued in September. These dates may be subject to changes and prior notice will be given.

I have received a copy of Colehill First School Lettings Policy and agree to abide by the terms and conditions contained in it.

Evidence of safeguarding vetting checks attached for all regular adult helpers.

Signed

Date.....