



**WHALE HILL**

# Lettings Policy

## Lettings

At present, there are no fixed fees for letting school facilities. The Governors of Whale Hill Primary School will consider enquiries to hire school facilities on an individual basis.

<b>Governor Review Date</b>	Autumn 2020
<b>Review Frequency</b>	Every 2 years
<b>Date for Next Review</b>	Autumn 2022
<b>Head Teacher Approval</b>	
<b>Governor Approval</b>	

## **Safeguarding**

The school will adhere to the following:

- No lettings to persons under the age of 18.
- No lettings to any organisation with an unlawful or extremist background.

If activities are aimed at children:

- It is the responsibility of the organisation letting the property to complete mandatory DBS checks.
- It is the responsibility of the organisation to ensure that they have up-to-date safeguarding policies and procedures.

## **Sub Letting**

Under no circumstances must the person(s) letting school premises let the premises to any other person(s).

## **Private or casual lettings arranged with School: Terms and Conditions**

### **General Conditions**

- All school Policies and Procedures should be adhered to including No Smoking, Fire Risk Assessments, Equal Opportunities, CRB's, Child Protection.

- A Risk Assessment should be undertaken and handed to school 48 hours before commencement of activity.

- Individual groups are fully responsible for their own insurance, First Aid, security of own and school equipment. During the period of hiring, the Hirer shall be responsible for all damages, losses, claims and costs arising out of their use of the Room and shall indemnify the School from and against any expense liability loss claim or proceedings including claims for personal injury to or the death of any person whatsoever arising out of the hiring of the Room except where due to the negligence of the School or their respective servants or agents. The Hirer is required to have adequate Public Liability Insurance in place for the use of the Room. The level of indemnity of the Public Liability Insurance must be no less than £5,000,000 for each and every claim.

- Damages must be reported and by undertaking to use the school you accept full liability for damages, vandalism or loss and agree to pay in full for repair or replacement at the school's discretion.

- School must be informed in writing immediately if damage, accidents or incidents of note.
- The school may vary charges as set out above at its discretion.

### **Additional Charges**

Rooms should be left clean and tidy, free of rubbish. An extra charge may be incurred if additional cleaning is required.

Bookings should allow for setting up/clearing away times. The school will be locking doors/the car park at the end of the booking time.

These conditions may be varied at any time by the Head teacher.

***Every care has been taken in the compilation of this policy and the information provided is correct at the time of publication.***

## ROOM HIRE AGREEMENT

This agreement gives to the Hirer a licence to use the Room during the times specified:

Room: (insert description) ('the Room')

Date(s) of hiring: (insert dates)

Time of starting: (time)

Time of closing: (time)

Maximum number of persons using the Room: (number)

Furniture required:

Tables: (insert details)

Chairs: (insert details)

Other: (insert details)

Layout (insert details)

The governors of Whale Hill Primary School permit:

(name of hirer) ('the Hirer')

of (hirer's home address)

telephone number: daytime (number) evening (number)

to use the Room at the date(s) and times indicated, on the following conditions:

1. The fee of £\_\_\_\_\_ is payable in advance.
2. The Room must be vacated on time and left in a clean and tidy condition.
3. No alcoholic drinks may be consumed anywhere on the School premises.
4. No smoking will be permitted anywhere on the School premises (including in the grounds).
5. No open fires, candles or unauthorised electrical equipment shall be used on the School premises.
6. No illegal, indecent or immoral activity is permitted.
7. Noise levels must be contained to a reasonable level at all times and after 10:30pm no noise shall be audible in any of the neighbouring houses and flats.
8. No betting, gambling or gaming is permitted on the School premises.

9. If the Hirer wishes to provide public music, dancing or other public entertainment, the Hirer must first obtain any necessary licence and show it to the Bursar, or in their absence other staff member, on demand.

10. The Hirer personally must pay for all damage caused to any School property as a result of the hiring.

11. The School will provide a clean and tidy room, all heating and lighting, use of lavatories and cloakrooms (in common with others), furniture as specified and, if the hiring includes use of the kitchen, cooking equipment, crockery and cutlery.

12. For safety and hygiene reasons, children under 14 are not permitted in the kitchen areas.

13. The Hirer can contact the duty caretaker at all reasonable times, please confirm the correct number on arrival at school on the day of the booking.

14. During the period of hiring, the Hirer shall be responsible for all damages, losses, claims and costs arising out of their use of the Room and shall indemnify the School from and against any expense liability loss claim or proceedings including claims for personal injury to or the death of any person whatsoever arising out of the hiring of the Room except where due to the negligence of the School or their respective servants or agents.

15. The Hirer is required to have adequate Public Liability Insurance in place for the use of the Room. The level of indemnity of the Public Liability Insurance must be no less than £5,000,000 for each and every claim.

I agree to these conditions and I accept personal responsibility for this hiring.

Signed: ..... (Hirer)

Dated: .....