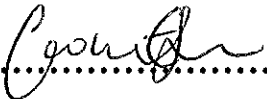


BINSTEAD PRIMARY SCHOOL

LETTINGS POLICY

Date reviewed16.06.2016.....

Signed:.....

Review Date: 16.06.2019

Rationale

Binstead Primary School, as a Community School, recognises its responsibility to foster community activities and will consider all applications to hire the premises or grounds on an individual basis. The premises or grounds may be hired on evenings, weekends and during school holidays.

Letting will be subject to availability and the approval of the Headteacher and Governing Body. Preference will be given to members of the community.

If you as Hirer are in any doubt as to the meaning of this Policy and the Conditions of Hire, please consult with the Headteacher.

Guidelines for Lettings

The Headteacher will manage lettings in consultation with the caretaker.

Priority will be given to those who foster the education, welfare and recreation of people in the community.

Charges will be as set out and will be reviewed annually by agreement of the whole Governing Body.

The hirer will comply with the Conditions of Hire and any other rules which may be imposed from time to time by the Headteacher or the Governing Body.

Conditions of Hire

The Hirer, who must be 21 years of age or older will, during the period of the hiring, be responsible for supervision of the premises. The person must accept responsibility for being in charge of and on the premises at all times when the public are present.

Binstead Primary School is committed to supporting the Government's Prevent Strategy: by following our safeguarding policy, we identify risk and work with local partners to prevent radicalisation and terrorism. We will not hire or let the school to any party, individual or group that we feel would be in conflict with our duty under the Prevent Strategy.

When considering the hire of the school the governing body, with advice from the head teacher, will:

- balance the desire to generate income against the desire to support groups within the community
- agree the criteria to be used when deciding which groups are to be allowed to use the premises and consider requests for booking against those criteria (eg. Educational focus, charitable causes, benefit to the community). Groups hiring the premises should be: of benefit to the local community/school community; follow the schools policies and guideline; not bring the school into disrepute; not conflict with the school's ethos and values; consider the impact on the local community (eg noise, traffic)
- take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school
- ensure that use by external organisation does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils
- consider issues of political balance
- consider the implications of all requests received for the health, safety and security of pupils and staff
- consider the implications for workload of all staff of any decision it makes

Equality:

In accordance with the Equality Act 2010 we seek to: eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the act; advance equality of opportunity; foster good relations.

Binstead Primary School is committed to support the above statements and expects hirers of the school to share this commitment.

Application

- a) All applications for hiring must be made on Binstead Primary School's Letting Form
- b) Booking will be confirmed on a copy of the Lettings Form
- c) Verbal reservations must be confirmed in writing
- d) Applications to use the school or grounds must be approved by the Headteacher and the Governors (at least 2), who have absolute discretion to refuse any application without giving reasons. The Management Committee may cancel or terminate any booking, before or during the period of hire, if they have good reason to believe that it is likely to contravene this Policy and Conditions of Hire.
- e) The Hirer shall not use the school or grounds for any purpose other than that described in the Lettings Form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the premises or any insurance policies in respect thereof

Insurance

The school has joined the insurance scheme provided by the LA insurer's which for a surcharge of 10% of the letting fee gives indemnity to the user. It covers bodily injury to Third Parties and/or loss or damage to the property.

Commercial hirers are recommended to make their own insurance arrangements to and its contents.

Permission of the Head teacher must be sought concerning use of school equipment

Licensing of Premises

By law, alcoholic refreshments cannot be sold on the school premises. This is interpreted as no drinks for cash, tokens or inclusion in the cost of the admission charge. The school does not allow consumption of alcohol on the premises.

Performing Rights

Where applicable, payments to the Performing Rights and Phonographic Society will be the responsibility of the Hirer. The Hirer is also responsible for ensuring that any performances comply with Public Entertainment requirements

Children's and Teenagers' Parties

It is the responsibility of the Hirer, with the assistance of parents and friends to supervise during hiring time, the activities of children and teenagers in the school and grounds and around the premises.

Care of Premises and Property

1. The hirer will be held responsible for any damage caused to any part of the school buildings or grounds including fabric, decorations, fittings and equipment. The Hirer must report any damage to the Head teacher and pay the cost of replacing, repairing or making good the damage as determined by the Head teacher and Governors.
2. The hirer shall check the rooms/grounds on arrival and finish. It is their responsibility to leave the room/grounds in a tidy condition (Dustpan and brush will be provided by the school)
3. Football boots are to be removed outside the buildings.
4. Dogs are not permitted in the school grounds, except by special arrangement.
5. **No smoking inside the building or in school grounds.**
6. It will be necessary for the hirer to provide their own first aid equipment

Parking

No parking of cars is permitted on the grassed areas or playground without prior permission

The Hirer is responsible for avoiding obstruction on the highway and for acting in accordance with local agreements.

Charges

All organisations will be charged in accordance with the scale of charges. The Head teacher and Finance Committee reserve the right to vary or waive the fee

Users will be charged:

Grounds	£30
Hall	£15 per hour (Commercial Use)
Hall	£10 per hour (no charge to attendee)
Room	£6 per hour

Caretaker time charged at £10 per hour

Charges include the 10% surcharge for Insurance and an allowance for wear and tear.
V.A.T. will be added where appropriate.

A telephone is available by the main office for emergency use

LETTING OF COUNCIL PREMISES

L1

VAT NO 108 3668 65

L1 Form No:



Children's Services Directorate

PREMISES BEING HIRED	
NAME OF HIRING ORGANISATION	
ADDRESS	
TELEPHONE NO.	

PERIOD COVERED FROM			PERIOD COVERED TO		
NUMBER OF LETTINGS COVERED BY APPLICATION					
KEY HOLDER SCHEME Yes <input type="checkbox"/> No <input type="checkbox"/>					

Notes to Hirers Your request to hire the facilities has been agreed and the total amount payable is shown at the bottom of the page and is determined by the dates of hire, Caretaking and Insurance (if applicable). Would you also note the proviso with regard to **INSURANCE** as detailed at the bottom of this form.

Hours Per Session	CARETAKING COSTS – HOURS OF EMPLOYMENT							HIRE OF FACILITIES – HOURS OF USE				
	WEEK Days up to 8	WEEK Days after 8	SAT Day up to 8	SAT Day after 8	SUN Day up to 8	SUN Day after 8	Room	Hall	Gym	Kitchen	P/Field	
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
TOTAL HRS												
RATE PER HOUR	x£	x£	x£	x£	x£	x£		x£	x£	x£	x£	x£
SUB TOTAL												
SUB TOTAL VAT												
AMOUNT PAYABLE												

TOTAL AMOUNT PAYABLE	£	:	p		
Caretaking		:			
Hire of Facilities		:			
VAT		:		DATE PAID	AMOUNT PAID
OVERALL TOTAL		:			

SIGNED DATE
 Head of Establishment

CONDITIONS OF HIRE - INSURANCE

Commercial hirers must make Public Liability insurance arrangements to cover any liabilities arising from the letting and must provide evidence of that insurance. The level of indemnity for such cover should be £10,000,000 unless the level required is determined to be varied by the client officer's risk assessment and agreed by the Director of Finance or his nominated officer.