



Bishop Gore School

LETTINGS POLICY

Date of Implementation: 2009

Date of last review: June 2017

Date of next review: June 2018

Lead Person: Wendy Norris

1. Hire of Premises

1.1 Introduction

The letting of the School premises is welcomed, subject to the Terms and Conditions set out in this policy. The use of premises for School activities will take priority over lettings. The School premises will not be let to individuals or organisations if there is reason to believe that the name of the School will be brought into disrepute or where the letting may be detrimental to the School facilities.

1.2 Charges

Charges for the lettings of School premises should, at least, cover any costs incurred; these costs include opening and securing the premises, additional heating and lighting, and extra cleaning. Charges for the letting of School facilities will be agreed by the governors finance and premises subcommittee; lettings to the FPTA will be free of charge.

Amounts may vary upon negotiation with the School; however, overall lettings income must, at least, match overall lettings expenditure.

Proposed to increase cost by 20% with effect from 1st September 2017 (new academic year)

VENUE	PRICE PER HOUR	ADDITIONAL CHARGES	* Additional services will be charged according to individual demand, e.g. caretaking, additional equipment and fire marshal duties.
Hall	£60.00	*	
Classroom	£12.00	*	
Swimming Pool Weekend rate	£80.00	*	
Swimming Pool Weekday rate	£65.00	*	
Gym (Boys/Girls)	£21.00	*	
Canteen	£24.00	*	
Theatre	£42.00	*	

All include free parking on site

Letting charges will be reviewed by the Governing Body at least on an **annual basis** and individual agreements may be created for persons wishing to engage in 'long term lettings which are for more than one hour per session'.

VAT charges will conform to the CCoS guidance.

Payment should be made at the start of the letting.

Letting fees are charged 10 weeks in advance and invoiced to the person letting the premises. The cheques are paid directly into the school budget and are accounted for as 'income'.

2. Terms and Conditions

2.1 General

- Applications for lettings should be made through Assistant Headteacher the first instance; the Headteacher will vet all applications.
- All persons hiring and using the School premises will be expected to conform to the relevant Health and Safety regulations.
- Keys and access codes to the School premises will at all times be held by the Caretaker or members of the School staff. Keys/access codes will not be given to hirers.
- In the event that the School needs to cancel an agreed letting, the School will not be liable for any claim for compensation (financial or otherwise) other than the return of any hiring fee and deposit monies received.
- Cancellations. Long term bookings - The school requires **a terms** notice of cancellations and any part refund will be at the discretion of the school.
- Short term - One off bookings e.g. hire of Hall, requires a minimum of 48hrs notice to ensure full reimbursement minus any admin costs.

2.2 Insurance

The hirer must be covered by Public Liability Insurance to the amount of £5,000,000, and a photocopy of the current policy must be provided before a booking can be confirmed.

If the hirer has employees, they must also provide copy of the employee liability insurance document.

2.3 Hirers' Responsibilities

It is the responsibility of the HIRER to:

- Sign and declare that they fully understand the school's FRA and EAP and their agreed duties and responsibilities within it. Large bookings are to provide their own fire marshals, or BG can provide them at additional cost on the understanding that adequate notification is received.

- Ensure all users are made aware of the fire exits on each occasion the premises are used.
- Take all precautions to ensure the safety of all persons entering/using the premises during the period of hire.
- Undertake a fire drill every 6 months in accordance with County policy.
- Ensure that no other areas of the school or equipment are used during the period of the letting.
- Ensure that cars are parked in such a way that emergency access and egress to the premises is not blocked.
- Ensure that the facilities are left clean and tidy.
- Be responsible for the behaviour of all persons connected with the hiring.
- Ensure that no footwear liable to damage floors and floor coverings is worn in the School buildings.
- Ensure that no dogs, other than guide dogs for the blind, are permitted on the school premises.
- Ensure that the appropriate licences are held for performances (musical and otherwise) on the School premises and that all conditions of such licences are adhered to.
- Ensure that any employees are appropriately checked for safeguarding purposes (DBS).
- To be fully responsible for any requirements of disabled users and put in place appropriate measures to ensure their safety without compromising that of others.
- To inform the school prior to the event of any specific requirements by disabled users to ensure appropriate access and egress arrangements can be provided. E.g. Parking / toilet access and emergency evacuation.
- Complete a PEEP as required.

For a further list of the hirer's responsibilities, please refer to Section 6 of the Hirer's application form.

3. Health & Safety Procedures

- All the fire exits are clearly marked with a green sign above the door - these should be followed in an emergency evacuation.
- In the event of an emergency all persons should leave the building as quickly as possible and assemble on the grassed area opposite the main reception (De-la-Beche Road).
- Under no circumstances should anyone re-enter the building until told to do so by a responsible person.
- Please ensure that you do not block any of the emergency exits at any time.
- It is the responsibility of the hirer to have a register of those persons present, which should be checked off in the event of an emergency. The emergency services should be informed of any missing person.
- Hirer should have the means to contact the parent in the event they are not allowed back into the school to use a telephone following an evacuation i.e. a working mobile phone , it is their responsibility to ensure a safe passage home of all children under their supervision
- Smoking is not allowed anywhere on the School premises.
- In the event of any problems during the period of the letting, please telephone the caretaker on 07974 574148.
- All organisations should be responsible for their own first aid kit and arrangements.
- There are regulations regarding the ratio of adults to children involving any activities and these must be adhered to for any letting.
- Hirers must be aware of the control of asbestos policy and that whilst there is asbestos in school, it is not to be found in any rooms available for hire.
- Any electrical equipment brought onto site must be PAT tested and certification provided at time of booking.
- Hirers must ensure that all users adhere to one way system, only park in designated tarmacked spaces and do not block any access / egress routes.

4. Risk Assessments

As part of the CCoS letting agreement all organisations, clubs and societies will be required to provide copies of their written risk assessments that cover the

activity or service being provided under the terms and conditions of the letting agreement.

5. Hire of Premises Checklist - to be returned.

The following documentation must be returned to the School prior to use.

- Hire of Premises Booking form - signed and fully completed.
- Risk Assessment
- Photocopy of hirer's current Public / Employees Liability Insurance to the amount of £5 million.
- Any fees payable in advance.

As required.

- PAT testing documentation
- Lifeguard certificates