

## Lettings Policy

1. All lettings are at the discretion of the Governors who reserve the right to refuse permission for letting any of the premises.
2. Each application for letting of facilities will be viewed on an individual basis by the Headteacher (referring to the Resources Committee if required).
3. The hire of the premises is subject to the detailed terms, conditions and undertakings as set out in School's Letting Application Form.
4. Lettings are only provided during term time. However individual applications outside term time will be considered without any prior commitment on the school's part to provide such lettings.
5. All lettings will incur a hire charge as outlined below:-

### The Hall (minimum 2 hours hire)

Educational and Youth services	£19.00 for 2 hours + £9.00 per hour thereafter
Community users	£19.00 for 2 hours + £9.00 per hour thereafter
Commercial users	£38.00 for 2 hours + £19.00 per hour thereafter
Groups directly linked to the school ie PTA, Governors, Church (eg PCC) – caretaking only when required (see below).	

### KS2 Learning Room (minimum 2 hours hire)

Educational and Youth services	£15.00 for 2 hours + £7.00 per hour thereafter
Community users	£15.00 for 2 hours + £7.00 per hour thereafter
Commercial users	£32.00 for 2 hours + £16.00 per hour thereafter
Groups directly linked to the school ie PTA, Governors, Church (eg PCC) – caretaking only when required (see below).	

### The Sports field\* (minimum 2 hours hire)

*(Toilet and/or refreshment facilities are generally not available when hiring the sports field.)*

Educational and Youth services	£17.00 for 2 hours + £8.00 per hour thereafter
Community users	£17.00 for 2 hours + £8.00 per hour thereafter
Commercial users	£30.00 for 2 hours + £15.00 per hour thereafter
Groups directly linked to the school ie PTA, Governors, church eg PCC – caretaking only when required (see below).	

**In addition, unless the Headteacher specifically agrees (such agreement to be considered on a case by case basis) that caretaking supervision is not required, all lettings incur a caretaking fee of £14.00 Monday to Friday and £27.00 after 11pm and at weekends.**

6. The booking of facilities in the school shall be made through the School Business Manager, using the School's Letting Application Form (see over), giving at least 14 days notice.
7. As outlined in the Lettings Application Form, prior to permission being granted the hirer must provide the School Business Manager/Headteacher copies or evidence of:
  - (i) their public liability insurance;
  - (ii) where the hirer is a group run for children, their Criminal Records Bureau checks (and any other required evidence from vetting and barring schemes required under Law); and
  - (iii) any other licences required for the activity.
8. Following receipt of confirmation of the booking, the appropriate charge must be paid to the School Business Manager, at least three working days before the let, otherwise the letting becomes null and void. Cancellation for any reason following payment will incur a 10% charge to cover administration costs.
9. Fire: The hirer\group leader is responsible for ensuring that all persons entering/using the Premises during the period of hire are briefed for the emergency of fire and have acquainted themselves with the nearest fire appliance and exit. Fire instructions are posted in all rooms

This policy will be reviewed by the Governors on a biennial basis.

Date: 30<sup>th</sup> June 2017

**LETTING APPLICATION FORM FOR HIRE OF PREMISES AT  
ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL, TETBURY**

SPACE Required: Hall                      Sports Field                      KS2 Learning Room  
*(delete as appropriate)*

AT ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL, TETBURY

DATE[S]:.....

HOURS:.....

FOR THE PURPOSE OF.....

.....

By.....*[Applicant's name, address & post code]*

.....

Daytime Tel:.....

Mobile/Emergency Tel:.....

HIRING FEE:                      £.....*[for each date]*                      Total £.....]

DAMAGE DEPOSIT:                      £50

**ENCLOSED:**

- Copy of Public Liability Insurance
- Copy of Disclosure and Barring Service Certificates (if children present)
- Signed Terms of Hire
- Damage Deposit Cheque (which if not used will be returned to the hirer following the event).

*(delete as appropriate)*

**SMOKING IS NOT PERMITTED ANYWHERE ON THE SCHOOL PREMISES**

## 1. APPLICATION

All communications for the hire of Premises must be returned to the School Business Manager (via the School Office) on behalf of Gloucestershire County Council [“ the Manager”] who may call for more details before the hiring is permitted.

## 2. APPLICANT

The Applicant who signs this Form must be over 18 years of age and shall be responsible for all payments and terms of hire.

## 3. FEES AND DEPOSIT

3.1 The hiring fee and damage deposit shall be paid to the Manager at least three working days before the let.

3.2 Special arrangements may be made for payment for multiple bookings at the discretion of the Manager.

3.3 The damage deposit will be used towards making good any damage connected with the hiring and any balance will be returned to the Applicant. Paying a deposit does not limit liability of the Applicant.

## 4. CANCELLATION

In the event of cancellation by the Applicant following payment, 10% of the hiring fee will not be returned to cover administration costs. Any unused balance of deposit will be returned to the applicant.

## 5. PERMISSION TO USE THE PREMISES

The Applicant may use the Premises for the purposes stated above and no other purposes on payment of the hiring fee and under the terms of this permission.

## 6. APPLICANTS UNDERTAKINGS

The Applicant shall:

6.1 ensure that they have a mobile phone with them at all times as the telephones in the School Office will not be accessible;

6.2 be responsible for the Premises and the behaviour of all persons connected with the hiring, including ensuring that the Premises are appropriately supervised during all periods that they are unlocked, access is prohibited to areas of the Premises not subject to the booking and that car parking arrangements avoid any obstruction. External doors must either be supervised or locked during the period of the hire to ensure that unauthorised persons do not enter the school;

6.3 observe any security requirements for the use of the Premises as the Manager may specify;

- 6.4 take all precautions for the safety of all persons entering/using the Premises during the period of hire;
- 6.5 ensure that no unauthorised vehicles / bicycles / dogs enter the Premises; and
- 6.6 ensure that all persons entering/using the Premises during the period of hire are briefed for the emergency of fire and have acquainted themselves with the nearest fire appliance and exit.
- 6.7 ensure that, for any group that is run for children has appropriate child safeguarding policies in place and that appropriate Disclosure & Barring Service checks (and any other vetting and barring procedures required by law) have been performed;
- 6.8 prevent smoking on any part of the Premises;
- 6.9 prevent the Premises being used in such a way which does or may cause a nuisance or annoyance to others in the vicinity;
- 6.10 leave the Premises in a clean and tidy condition (a charge will be made to reinstate the Premises if this requirement is not met) and, if required by the Manager, securely locked;
- 6.11 prevent damage to any part of the Premises which includes but is not limited to any decorations, furniture, fixtures and fittings, building fabric and be liable for any damage to the Premises connected with the hiring;
- 6.12 in the event of any damage to the Premises connected with the hiring - to pay to the Manager on demand the costs of any such repair and any loss of income resulting from the Premises not being used which is attributable to the damage;
- 6.12 not move or alter or add to any furniture or equipment or electrical or heating or lighting systems at the Premises without the prior agreement of the Manager;
- 6.13 prevent (i) the consumption, sale or serving of alcohol; and (ii) gambling or gaming on the Premises unless prior written approval is obtained from the Manager (who in turn will require approval from the Governors) prior to the letting, and appropriate licences have been obtained and all legal requirements are met in full;
- 6.14 obtain any necessary consents, licences and comply with all regulations connected with the permitted use of the Premises (for example, Public Entertainments Licence, copyright, performing rights, licensing and gaming laws, fire and health and safety requirements); and
- 6.15 take out public liability insurance in order to indemnify the Manager and Gloucestershire County Council from and against all actions, proceedings costs, claims and demands or other liability which may arise in any way whatsoever in connection with the hiring or in connection with any breach of the terms of this permission provided that such indemnity shall not apply to the extent that such actions proceedings costs claims and demands or other liability are directly caused by the acts or omissions of the Manager or Gloucestershire County Council or their employees servants or agents (but not contractors). The Applicant confirms that s/he is insured in the minimum sum of £2 million in support of this indemnity and will, prior to the let, produce to the Manager evidence of such

insurance. Failure to produce satisfactory evidence of such insurance may result in cancellation at any time of the hiring by the Manager in which case any unused damage deposit will be returned but the cancellation fee will not be returned. In this event the return of any unused deposit shall be the limit of Gloucestershire County Council's liability.

7. GENERAL

- 7.1 The Manager gives no warranty that the Premises are legally or physically fit or suitable for the Applicant's purposes and the Applicant must satisfy him/herself as to its suitability including performing all necessary risk assessments.
- 7.2 The Manager and all persons authorised by the Manager have the right to enter the Premises at all times.
- 7.3 The Manager reserves the right to cancel this hiring (or some part of it) without notice in the event of the Premises being rendered unfit or unavailable for use. In that event the Applicant shall be entitled only to a refund of the hiring fee and any unused deposit and the refund shall be the limit of liability for such a cancellation.
- 7.4 This licence is personal to the Applicant and may not be transferred.
- 7.5 The hiring does not grant any interest or estate in the Premises.

I, .....[full name in BLOCK CAPITALS] accept the above terms of hire:

SIGNED.....[Applicant]

Date.....

# St Mary's Primary School

## Safety Instructions

- Smoking is not permitted on the premises.
- Use of toilets: Toilets are available in the corridor by the hall.
- In the event of a fire press the red fire call points to sound the alarms (a continuous electric bell) and call the emergency services from your mobile phone.

THE SCHOOL FIRE SYSTEM **IS NOT CONNECTED** TO THE FIRE SERVICE.

Make your way immediately outside using one of the fire exits. These are located at the top of the hall (doors leading onto patio), the main entrance doors to the Hall and the rear doors at the bottom of the Year 6 stairs. Please note the fire exit signs. Please collect at the assembly points located on the Year 3/4 playground at the front of the school.

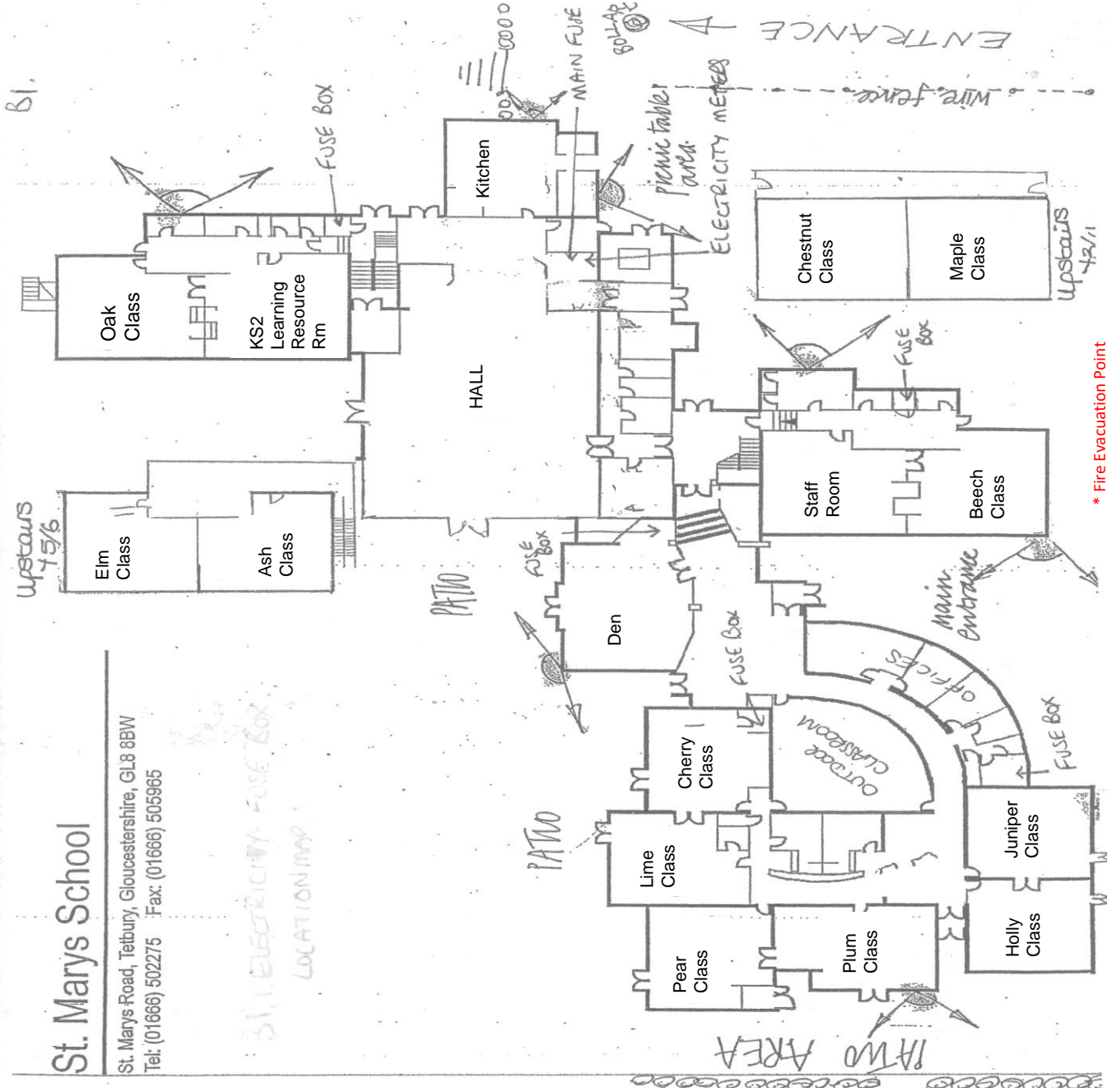
- The hirer should ensure that people stay in the designated areas.
- Contact numbers:

Caretaker – Martin Lea – 07873 345540  
Fire – Emergency – 999

# St. Marys School

St. Marys Road, Teibury, Gloucestershire, GL8 8BW  
Tel: (01666) 502275 Fax: (01666) 505965

ST. MARYS ELECTRICITY FUSE BOX LOCATION MAP



\* Fire Evacuation Point  
Y3/4 Playground