

Long Sutton Church of England V.A. Primary School

Lettings Policy

1. Aims

- (a) to encourage use of the school by community organisations;
- (b) to ensure that the full cost of the let is met by the hiring organisation

2. Right of Hire

The school is available for hire by community and cultural groups and by public bodies

In these conditions,

- (a) “the Authority” means the Somerset County Council;
- (b) “the Establishment” means the school premises;
- (c) “the Facilities” means the premises and/or equipment forming part of or belonging to the establishment which the Hirer has identified on his/her application form;
- (d) “the Hirer” has the meaning defined at Clause 3 below;
- (e) “the Hire Period” is the period or periods of hire set out in the application form and agreed by the Headteacher;
- (f) “the Responsible Body” means the establishment’s Governing Body, its management committee or any other body charged with responsibility for the use of its premises by the community;
- (g) “User/Users” are those people using the Facilities as members of the Hirer’s party.

3. Administration of Hire

The administration of school lets will be administered by the Head Teacher and school secretary

The Hirer is the person (whether acting as an individual or on behalf of a club or organisation) hiring the Facilities.

The person signing the application form shall be deemed to be the Hirer and must be over 18 years of age.

Where the person who signs the form indicates that he or she signs the

application form for or on behalf of any club or organisation, that club or organisation shall also be deemed to be the Hirer and shall be jointly and severally liable with the person who signs this agreement for any breach or non-observance of these conditions and that person warrants that he/she is the duly authorised representative of the club or organization concerned and has the necessary authority to sign this agreement on its behalf.

Should there be any default of payment by the club or organisation, the person signing the form shall be deemed personally liable.

All hirers of school premises will be made aware of the cost of the hire and the terms and conditions of hire, before hire, and will complete a booking form. (See Appendix A)

4. Fire and First Aid

People hiring the hall must familiarise themselves in advance of fire and first aid procedures. See Appendix A & B

5. Charge for Lettings

(a) Normal charges

- (i) Cost to cover caretaking and 1 hour's cleaning at current rates
- (ii) Use of hall or any classroom (see Appendix A).

(b) PTFA

Any lettings to the PTFA, will not be charged. Any expenses incurred by such lettings will be born by the school budget. Thus, any income/admission charges received by the PTFA, resulting from such lettings do not hold VAT.

6. Terms and conditions of Hire

As outlined in Appendix A attached.

7. The Headteacher reserves the right to cancel an agreed booking for reasons including but not limited to: -

- ⤴ The School requires the use of the Facilities;
- ⤴ The School considers that the Facilities are unfit for use;
- ⤴ Any reason beyond the School's control.

7.1 Any monies paid in respect of bookings cancelled in accordance with the above Conditions will be refunded to the Hirer. The Authority, the School and the Responsible Body will not be liable for any other expenditure incurred, or loss sustained directly or indirectly by the Hirer or the User, arising from

cancellation.

7.2 If the Hirer is in breach of these Conditions of Hire the Headteacher reserves the right to cancel a booking immediately and no refund will be given.

8. Review of Policy

The lettings policy will be reviewed annually.

Appendix A

For full Fire Policy ask at the School Office.

Checklist for persons hiring the school premises

Take the new *hirer* through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any *persons for whom* the *hirer* is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that *the hirer* is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new *hirer* the location of the fire extinguishers, but emphasize they should only be used if *he/she* has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.
- Explain how to contact the fire brigade and where the nearest telephone point can be found – Rainbow room if using the hall or must carry mobile phone if outside school building.

Appendix B

Abridge form of policy, for full policy, ask at the school office.

First aid in school

First aid kits

First aid kits are stored in the medical room and the staffroom. All classes have an emergency first aid kit that the teacher keeps in a convenient place.

Cuts and Grazes

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a medi wipe. All cuts should be recorded in the First aid Book, more major cuts to be recorded in the accident file kept in the medical room. Any first aider can treat more severe cuts, but a fully trained first aider must attend the patient to give advice.

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES. All blood waste is disposed of in the bin, located in the medical Room.

Bumped heads

Any bump to the head, no matter how minor is treated as serious. Bumped heads should be treated with an ice pack. Parents and guardians must be informed BY TELEPHONE (if there are any concerns). The child's teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the first aid book or accident file.

Reporting Accidents

Minor injuries or accidents should be recorded in the first aid book where the incident is dealt with by the person who has dealt with it.

The blue accident file is located in the medical room for more serious injuries.

For major accidents and injuries (those where the emergency services are called or the person concerned is referred to the Doctor/hospital) Hirers must report these using the Accident Reporting Module in EEC Safety Suite and on the HSE website (Speak to the School Office about this).

Calling the emergency services

In the case of major accidents, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

If a member of staff is asked to call the emergency services, they must,

1. State what has happened

2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

There is a phone available in the Rainbow Room, off the hall. If you are outside you must carry and use a mobile phone.

Appendix C

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LETTINGS

The following scale of charges applies to private lettings.

All bookings are subject to the conditions stated below.

Hall booking constitutes 2 rooms.

<u>Weekdays before 11pm</u>	<u>1/2 rooms</u>	<u>3/5 rooms</u>	<u>field</u>
Minimum letting (2 hours)	£14.00	£16.00	£10.00 + VAT
Each additional hour	£6.00	£6.00	£4.00 + VAT
<u>Weekdays Saturdays & Sundays</u>			
Minimum letting (up to 4 hours)	£25.00	£30.00	£20.00 + vat
Each additional hour	£ 6.00	£ 6.00	£4.00 + vat

Charges include the cost of insurance under Somerset County Council policy.

Use of School Kitchen

Facilities are available for the serving of buffet style food in connection with any letting of the hall.

However, should the use of the cooker be necessary for the serving of hot food, then the whole of the letting charge is subject to VAT.

REGULAR USE BY GROUPS NEGOTIABLE WITH HEAD TEACHER

CONDITIONS OF BOOKING

- (1) A non returnable deposit of £5.00 is payable at the time of booking.
- (2) The booking form and disclaimer must be completed and handed in to the school office with the deposit.

CONDITIONS OF USE

- (1) The facilities are left in the condition in which they were found.
- (2) No school equipment is used other than that agreed with the Head Teacher at the time of the booking.
- (3) Any damage caused will be repaired by a contractor approved by the School/local authority and charged to the hirer.
- (4) No responsibility for injury or damage to persons or property will be accepted by the school or the Governing Body.

Fire Safety Procedures

The Hirer should make themselves aware of the procedures for evacuation of the building in the event of fire. Notices are posted at strategic points around the building.

In the event of fire, it should be remembered that the first duty of all concerned is to prevent loss of life or injury.

Fire fighting equipment is located in the kitchen, reception area, class 1 and the library area.

No exit point is to be obstructed. There should be free access at all times.

A telephone is available in the staff room for emergency use.

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BOOKING FORM

<u>NAME OF HIRER</u>	
<u>ADDRESS</u>	
<u>TELEPHONE NUMBER</u>	
<u>DATE(s) REQUIRED</u>	<u>TIME</u>
<u>FACILITIES REQUIRED</u>	
<u>PURPOSE OF HIRING</u>	

I wish to apply for the above booking and accept the terms and conditions set out aforesaid.

Signature..... Print Name.....

Dated

To be completed by the School and returned to Hire

<u>Date of Booking</u>	<u>Time</u>
<u>Purpose</u>	
<u>Name of Hirer</u>	
<u>Charge</u>	<u>Deposit Paid</u>
<u>Special Conditions</u>	

Dated
.....

Signed

