



# Bishop Wood Junior School

## Lettings Policy, Conditions of Letting and Booking Form

### Policy Review

This policy, with the associated Conditions of Letting and Booking Form, will be reviewed in full by the Governing Body every three years.

The policy was last reviewed and agreed by the Governing Body on ..... 2018.

It is due for review on 22<sup>nd</sup> October 2021

Signature .....

Date .....

Head Teacher

Signature .....

Date .....

Chair of Governors

## **LETTINGS POLICY**

### **Purpose**

This Policy sets out the criteria for the letting of premises known as Bishop Wood Junior School, Hertfordshire.

The Governing Body is committed to making every reasonable effort to ensure the school building and grounds (premises) are available for community use. The purpose of this policy is to ensure that the most effective use is made of the school premises.

### **Responsibilities**

The head teacher may enter into an agreement to let the premises, by arrangement, to any group or organisation whose activities are deemed suitable. Priority shall be given to those activities that will benefit the children of the school. The Governors delegate the responsibility of managing all lettings to the school office, which includes:

- Establishing and maintaining a booking system
- Obtaining fees
- Ensuring terms and conditions are followed for insurance and VAT
- Ensuring all hirers have a safeguarding policy and current DBS check (if applicable)
- A quarterly report shall be made to the Resources Committee.

The site manager will primarily be responsible for opening the premises and securing them in accordance with the agreed letting arrangements. In the case of an emergency please contact the site manager on 07712 578186 and the Emergency services on 999.

In some circumstances, keys may be issued to those hiring the school.

### **Procedures**

The use of the premises for letting purposes shall be ancillary to the main school use. Each letting application will be considered and granted at the discretion of the Head. Where there is a conflict between a Hiring and a school event, priority will always be given to school events.

### **Charges**

The Governing Body is responsible for setting the charges for the hiring of the school premises. These are reviewed on an annual basis by the Resources Committee at the end of each academic year. The charges for the academic year 2018/19 are shown in the Conditions of Letting.

### **Staff Lettings**

Staff can, at the headteacher's discretion, hire the school building and grounds for personal events. Members of staff are subject to all elements of this policy but will be allowed to use the premises at a discretionary rate.

#### Official Key holders

For certain regular and trusted hirers, the head teacher has the discretion to allow them to become official key holders. Their access will be limited to the areas of the premises that they let and they will sign the key register accordingly.

## CONDITIONS OF LETTING

The hirer is responsible for obtaining and complying with all necessary public licences in connection with the booking and should confirm with the school the licences they hold before the event. e.g. drinks and music licences. The sale of alcohol will not be permitted without the necessary licence.

### Insurance

No hiring should proceed unless there is Public Liability Insurance cover of £5 million.

Therefore prior to your booking, a copy of your Public Liability insurance certificate is required (if applicable) together with any relevant Safeguarding policy and DBS certificates. If a public liability insurance certificate is not produced or you do not have the relevant insurance the school will arrange cover and a charge will be made.

### Safeguarding and Health and Safety

It is the hirers' responsibility to ensure any children are collected safely by their parents/carers. If any parents or carers are late in collecting their children it is the responsibility of the leader of the session to contact them and remain with the child until the parent/carer arrives. No child should be left unaccompanied (by an adult) in school.

Due to the importance of care and wellbeing that we show our children at Bishop Wood School, it is important that every adult who supervises children has a thorough understanding of all of our safeguarding procedures. If you feel that a child is at risk of harm, it is your duty to report this to Social Services or the Police. We have policies that cover the matter of protecting children and these are:

***Child Protection policy*** - The purpose of this policy is to inform staff, parents, volunteers and governors about the school's responsibilities for safeguarding children. It enables everyone to have a clear understanding of how these responsibilities should be carried out. Safeguarding is defined as protecting children from maltreatment, preventing impairment of health and/or development, ensuring that children grow up in the provision of safe and effective care and optimising children's life chances.

***Whistle Blowing policy*** – This policy refers to the process of reporting illegal or improper conduct or concerns about safeguarding children or young people.

If you wish to have a copy of any of these policies please contact the school office.

It is the responsibility of the hirers to maintain a register of children/adults who attend the event.

No child should be left unsupervised during the hiring and adequate supervision of the children should be maintained.

### First Aid

It is the responsibility of the supervising adult to be adequately trained to deal with any medical emergencies. Unless prior arrangement has been made with the school, all First Aid must be carried out by the hirers. You must also provide your own First aid kit and this must be kept with the person supervising the children/adults, to ensure immediate first aid can be given, if required.

If any child requires medication, such as an inhaler, it is the responsibility of the parent/carer to ensure that the relevant adult connected to the event is given the medication at the start of the event. The supervising adult will be responsible for storing and administering the medication, as and when required. The dosage required should be agreed with the parent/carer.

### Evacuation Procedures

Please familiarise yourself with the Fire exits and meeting points, when you enter the school. There are Fire drill instructions in all rooms, including the entrance hall. It is the responsibility of the hirers to ensure that they advise the event participants of the emergency evacuation procedures. In the event of an evacuation, you must ensure that all participants vacate the building and you can account for everyone.

### Other conditions

Hirers must give due consideration to minimising adverse effects due to the following issues:

- Potential noise / traffic disturbance to local residents
- Deterioration of environmental assets within the school

- Caretaking / cleaning requirements
- Maintenance of the security of the site

Current health and safety regulations shall be strictly observed. The whole of the school premises, which includes the grounds, is a non-smoking area, and smoking is not permitted.

It is the responsibility of the hirers to ensure that any electrical equipment brought onto the school premises must have been PAT (Portable appliance testing) tested by a qualified electrician.

Use of kitchen facilities, excluding food storage areas, shall be subject to prior arrangement with the school. We do not allow nuts or seeds on the premises as we have children and adults within the school with severe allergies.

No nails/screws/adhesives may be fixed to the walls, floors or ceilings. Stiletto heels are not allowed in the hall.

Please do not touch any of the children's work in the classrooms or a wall display.

**Maximum numbers shall not exceed:**

- Private functions (discos/parties etc) 150
- Training/conferences etc. (seated accommodation) 100

Finishing times of hiring shall be as follows except by prior agreement of the Governing Body:

- Mondays to Thursdays 11.00pm
- Fridays and Saturdays 12.00am
- Sundays 10.00pm

As part of the lettings agreement, there will be agreed timings regarding when you should enter and vacate the premises. If for any reason you need to make alternative arrangements, this must be agreed with the school, prior to any change taking place.

In order that our school is ready for use by our pupils following your letting, please ensure:

- All PE equipment is replaced in its original position
- The hall floor is swept and any rubbish placed in black sacks provided
- The Ladies and Gents toilets are left in a reasonable condition
- Dining room tables are put back into their original positions
- Dining room tables and other surfaces are wiped clean
- The dining room floor is swept and clear of rubbish
- The kitchen (if used) is left clean with all equipment replaced correctly
- No fixtures or fittings or other objects shall be driven into the fabric or furnishings, or affixed to them without prior agreement with the school, this includes nails, screws and adhesive tape.
- No displays are removed without prior agreement with the school

If you are an official key holder you must not pass the keys or disclose pass codes to anyone else without prior agreement with the school.

Hirers are permitted to use the car park; however, they should only park in the clearly marked parking bays and should restrict their speed to 5mph.

No advertisements should be displayed inside or outside the school premises without prior agreement with the school.

**Charges**

The following charges apply to the academic year 2018/19. They are reviewed annually.

	Main Hall	Dining Hall	Classroom	Music Room	Playground	Field	Kitchen
<b>Commercial (holiday clubs, Zumba, drama etc.)</b>	£20/hr	£15/hr	£15/hr	£15/hr	£15/day	£20/day	£20/hr
<b>Community (Brownies, school clubs, blood donors etc.)</b>	£15/hr	£11.25/hr	£11.25/hr	£11.25/hr	£11.25/day	£15/day	£15/hr

VAT will be charged if you use any of our equipment for sports or physical recreation. This would be equipment such as gym mats, goal posts/nets, netball posts and football posts. Any equipment used would be by prior arrangement with the school.

Bookings are payable 28 days in advance of the hiring. A non-returnable deposit of 10% is payable when booking is made. Any last minute bookings must be paid in full up front.

Hirers will be charged a cleaning deposit of £25 which will take the form of a cheque deposited with the school. The cheque will be returned to the hirer if there has been no excessive cleaning required and no damages or breakages have occurred.

All payments should be made by cheque (payable to Bishop Wood School Memorial Account)

### **Reporting damages**

If any equipment is used you must ensure that it is returned to its original place, in the condition that you found it.

You will be liable for any damage/loss of the school's equipment.

Any damage to the premises or its contents by the hirer must be reported on the day of hire to the admin team via [lettings@bishopwood.herts.sch.uk](mailto:lettings@bishopwood.herts.sch.uk). This must take the form of a written report explaining what has been damaged and how. Hirers will be invoiced for the cost of any repairs/replacements.

The school reserves the right to cancel any future bookings due to damage caused to the school.

### **Cancellation**

If hirers wish to cancel their letting agreement with the school, they must provide at least 10 days notice. No refund will be given for cancellations that have not provided the minimum notice period. Any letting agreement may be terminated immediately, at the head teacher's discretion, if any authorised member of staff is of the opinion that any of these conditions are not complied with or that disorder, damage to property or an illegal act has taken place or is threatened.

### **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 between persons who share a relevant protected characteristic and persons who do not share it
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Our school is committed to support the above statements and we expect hirers of the school to share this commitment.

**Bishop Wood C of E Junior School**

**Booking Form**

<b>Name of Organisation:</b>	
<b>Name of contact person:</b>	
<b>Contact Details:</b> Phone Email	
<b>Address:</b>	
<b>Nature of let:</b>	
<b>Dates required and Regularity (please enter all dates if booking for multiple days):</b>	
<b>Start Time:</b>	<b>End Time:</b>

<b>Please indicate with an X which areas of the school you would like to use:</b>			
<b>Main Hall</b>	<b>Dining Hall</b>	<b>Classroom</b>	<b>Music Room</b>
<b>Kitchen</b>	<b>Playground</b>	<b>Field</b>	
<b>Please indicate which equipment you wish to use:</b>			
<b>Number of chairs</b>	<b>Number of tables</b>	<b>Urns/kettles</b>	
<b>PE/sports equipment</b>	<b>Audio Visual Equipment</b>	<b>Crockery</b>	

I agree to abide by the conditions of hire

Signed \_\_\_\_\_ Date \_\_\_\_\_

**For office use only:**

**Cost of Letting**

<b>Total Charge to Hirer</b>	
<b>Non-refundable Deposit</b>	
<b>Amount due 28 days before date of hire</b>	
<b>Refundable Cleaning/damage Deposit</b>	

<b>Approved by Headteacher: Y/N</b>	<b>Signed:</b>	<b>Date:</b>
<b>Hirer Informed:</b>	<b>Signed:</b>	<b>Date:</b>
<b>Electronic Diary Updated:</b>	<b>Signed:</b>	<b>Date:</b>
<b>Hirer Invoiced:</b>	<b>Signed:</b>	<b>Date:</b>