



**Chailey School**

# **LETTINGS POLICY**

**Agreed by Chair of Resources Committee:**

A handwritten signature in black ink, appearing to read "Judith Myles", written over a horizontal line.

**Head Teacher:**

A handwritten signature in black ink, appearing to read "Helen Key", written in a cursive style.

**Date:**

**16<sup>th</sup> October 2019**

**Date of Next review:**

**October 2021**

## **CONDITIONS GOVERNING THE LETTING OF SCHOOL PREMISES**

### **1. General Conditions**

- 1.1 Applications for the use of school premises must be made to the School Business Manager of the school and responsibility for their approval rests with the Governing Body. The person signing the application will be deemed to be the Hirer, and must accept responsibility for ensuring compliance with these conditions.
- 1.2 A lettings contract can only be entered into with a bona fide club or organisation. Lettings to individuals are at the discretion of the Head. The Governors reserve the right to refuse a booking.
- 1.3 In the event of the Hirer not complying with the conditions governing the letting of school premises the school reserves the right to cancel the lettings contract.
- 1.4 The school will inform hirers, at the time the application is approved, of the current charge approved by the Governors for the use of the facilities required.
- 1.5 All bookings are regarded as provisional until the School Business Manager sends official confirmation to the Hirer
- 1.6 The school reserves the right to cancel any letting if the accommodation is required for urgent official or academic business. In these circumstances, the Hirer will be reimbursed for any fees already paid.
- 1.7 Any intention on the part of the Hirer to cancel a letting must be notified to the School Business Manager of the school at least 24 hours before the letting is due to take place. In the event of the Hirer failing to give at least 24 hours' notice, no reimbursement of hiring fee will be made and if preparatory works have already been undertaken the Hirer will bear the actual costs incurred.
- 1.8 The school will issue accounts after the completion of an occasional or short-term letting or at the end of each term in the case of a regular long-term letting. The hirer must undertake to settle the accounts promptly.
- 1.9 Failure to settle outstanding accounts within a reasonable time may result in the contract being terminated by the school and further use of the facilities refused until all monies owed are received.
- 1.10 The school Site Manager is normally expected to prepare for lettings, to do any necessary cleaning afterwards, and where the school requires, be in attendance throughout the course of the letting. No payment should be made direct to the Site Manager, since the school will pay him.
- 1.11 When completing the letting form the Hirer must allow sufficient preparation time and clearing up time. If the Hirer requires furniture to be moved this must be clearly stated on the booking form. Similarly if the

Hirer wishes to be in early this must be agreed in advance.

- 1.12 If the Hirer exceeds the times stated on the form or uses additional facilities to those pre-booked these must be declared to the school an additional charges will be made.
- 1.13 If the Hirer leaves the hired area in an unacceptable state then a charge will be levied for any remedial work necessary.
- 1.14 A note reminding all Hirers of their responsibilities will be sent to all Hirers when booking are made.
- 1.15 No structural alterations to school premises, fixtures or fittings will be permitted and notices must be fixed only to the boards provided.
- 1.16 The Hirer is responsible for
  - (a) Providing supervision during the course of the Letting and must satisfy the School Business Manager that the arrangements being made are adequate.
  - (b) The Hirer or his accredited representative must be in attendance at all times and must accept responsibility for any damage caused to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the letting. Every precaution must be taken to avoid such damage, and the Hirer will be required to meet the cost of making good any damage, however caused.
- 1.17 Hirers are responsibility for arranging their own insurance for:
  - (a) Personal Accident
  - (b) Third Party Claims
  - (c) Any loss or damage to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the letting.

A copy of the insurance certificate is required by the school
- 1.18 If it is intended to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public are admitted, Hirers are advised to consult the School Business Manager in advance to ensure that the school premises are adequately licensed for the purpose before submitting a firm application.
- 1.19 Footwear which is likely to cause damage to school floors must not be worn. French chalk or its equivalent must not be put down when the hall is used for dancing.
- 1.20 Members of the public must not be admitted to the school premises after 10.00 PM.

- 1.21 Alcoholic liquor must not be sold or consumed on the school premises unless the School Governors have given specific approval. If approval is given to the sale or consumption of alcoholic liquor, the responsibility for obtaining the necessary licence rests upon the Hirer a copy of which must be sent to the School.
- 1.22 School premises must be left clean and tidy after use.
- 1.23 The Governing Body has approved a No Smoking policy throughout the school and grounds during any letting period in the interests of health and safety.
- 1.24 The Hirer must comply with all Statutes or any other regulations or other requirements in relation to the use of the premises including those contained in this Agreement and shall indemnify the school or East Sussex County Council in respect of any breach or non conformance of them.

## **2. Additional Conditions Governing Letting of School Meals Kitchens**

- 2.1 When the kitchen is used, the Catering Manager or another member of the School Meals Staff must be in attendance throughout the letting, except when only tea or coffee is made and no cooking is involved. Hirers who wish to use the kitchen without a member of School Meals Staff present should approach the School Business Manager when the letting application is made.
- 2.2 If boilers, cooking ranges or hot cupboards are used, the member of the School Meals Staff present during the letting must be responsible for their use.
- 2.3 Hirers will normally be expected to provide their own cutlery, crockery and condiments.
- 2.4 All equipment and sinks must be left clean and tidy after use.
- 2.5 No animals are allowed in the kitchen.

## **3. Additional Conditions governing the letting of School Playing Fields and Playgrounds**

- 3.1 If there is any doubt as to the fitness of the ground the Hirer must consult the School Business Manager or Site Manager who will make the final decision as to whether the ground may be used before the letting takes place. In the event of the ground being deemed unfit for use immediately before a letting is due to take place, any letting charge already paid will be refunded, and any account due will be cancelled.
- 3.2 Hirers must be responsible for ensuring that everyone taking part in the lettings involved in the school playing fields and playgrounds, and all spectators, are properly and adequately supervised.

- 3.3 Casual spectators not connected with the letting must not be admitted.
- 3.4 Stakes or the like must not be driven into the ground, unless permission has been specifically given.
- 3.5 Vehicles must not be driven over or parked upon the playing field at any time. Vehicles must not be parked on the playground whilst children are playing.
- 3.6 Bonfires must not be lit, unless permission has been specifically given.
- 3.7 Animals must not be allowed on the playing field.
- 3.8 No marking out of pitches may be done except by the authorised ground staff unless permission has been specifically given.
- 3.9 Playgrounds and playing fields must be left in a clean and tidy condition after use.
- 3.10 Any loudspeakers must be moderated so as not to cause a nuisance.
- 3.11 The School Business Manager or Site Manager must be consulted in advance if there is any doubt about the interpretation of the above conditions.

#### **4 Fire Precautions**

- 4.1 The Hirer, or a responsible person nominated by him in writing, shall be in charge of and be upon the hired part of the premises during the whole time the premises are open to the public and there shall be during that time sufficient staff or competent attendants on duty on the premises. The person in charge shall not be engaged in any duties, which will prevent him from exercising general supervision of the premises. **The hirer shall ascertain and comply with any special fire precautions requirements contained in music, singing and dance, theatres, or any other licences appropriate to his intended use of the premises.**
- 4.2 The seating accommodation, gangways, passages and stairways in the hired section of the premises shall be provided as approved by the Chief Officer of the East Sussex Fire Brigade, acting on behalf of the Hiring Authority.
- 4.3 All gangways, corridors, staircases and external passageways intended for exit shall be kept entirely free from obstruction and shall not be used as cloakrooms.
- 4.4 All exit doors shall be available for exit during the whole time that the public are on the premises, and shall be opened at the end of the function for the use of the persons present at function.
- 4.5 Doors and openings, other than exits, in sight of the audience, which lead to portions of the premises accessible to the public, shall have notices

placed over them indicating the uses of such portions. Doors and openings leading to portions of the premises not accessible by the public shall have noticed placed over them indicating "No thoroughfare".

- 4.6 Mats or other floor coverings shall be secured to prevent rucking, and any drapes over exit doors or exits shall be hung to prevent them trailing on the floor.
- 4.7 Inflammable materials shall not be used for the decoration of the premises unless such materials have been rendered flame retardant and are maintained in that condition.
- 4.8 All electric fires, gas fires, stoves and open fireplaces in the premises shall be provided with adequate protective guards.
- 4.9 Temporary electrical installations, which are necessary for any particular function, must comply with the following conditions:

- (a) All temporary electrical installations shall comply fully with the applicable recommendations and requirements of the current edition (with amendments) of the following:
  - (i) The Institution of Electrical Engineers Regulations for the electrical equipment of buildings;
  - (ii) The British Standard Specification and Code of Practice;
  - (iii) The Electricity Supply Regulations;

and they shall only be installed by a qualified electrician.

No temporary wiring shall be connected to circuits or fuse boards feeding the main auditorium lighting.

- (b) Temporary wiring shall be carried out using PVC insulated and sheathed cable to CMA manufacture, and switchgear and apparatus of a voltage rating not less than the maximum rms voltage difference, which can normally develop under fault conditions.

All additional stage lighting equipment that may be required shall be kept entirely separate from the existing installation, portable dimmer units being provided where required; no extensions shall be permitted from the existing dimmer equipment without the approval of the Director of property Services.

- (c) All temporary equipment shall be bonded to the main system of earthing in accordance with Part 4 of the IEE Regulations.
- (d) All temporary installations, which have been installed, shall be disconnected from the permanent installation immediately after the occasion for which they have been used.

- (e) Any special requirements or installations that are to be approved, or any item that requires clarification, shall be brought to the notice of the Director of Property Services seven days prior to the proposed date of the required installation.
  
- 4.10 The Hirer shall ascertain the position of telephones, escape routes, fire alarm systems and fire fighting equipment which shall be in the charge of some suitable person specially nominated for the purpose, who shall ensure that the appliances and equipment are always available for use. In the case of staff performances and exhibitions the local Fire Officer shall be consulted as to whether any special fire fighting equipment should be provided.
  
- 4.11 Thorough checks should be made by the Hirer at the end of the letting to ensure that all doors and windows are properly secured.
  
- 4.12 If there is any doubt about the application of any of the above conditions, the advice of the School Business Manager of the School should be sought.

**APPLICATION TO HIRE FACILITIES AT CHAILEY SCHOOL 2017/18**

<b>HIRING ORGANISATION:</b> —including name and address of person responsible
<b>PURPOSE OF HIRING:</b>
<b>DATES AND DAYS REQUIRED:</b>
<b>ACTUAL TIMES REQUIRED:</b> —to include preparation time and time for cleaning up afterwards
<b>MAIN FACILITIES/ROOMS REQUIRED:</b>
<b>OTHER FACILITIES REQUIRED:</b> (Additional charges may apply) e.g. Tea and Coffee making facilities, stage lighting, specialist equipment

<b>DECLARATION BY HIRER:</b>  I acknowledge that I have received a copy of the conditions governing this letting. I understand them and agree to abide by them.  I agree to abide by them and to pay the sums due promptly. I agree to pay for the reinstatement following any damage to property caused as a result of this hiring or if the facilities are left in an untidy condition.  Name:.....  Signature:.....  Date: .....
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>TO BE COMPLETED BY THE SCHOOL</b>
This Hiring has been approved for, and on behalf of, the School.
<b><i>Please note: The booking is only provisional until proof of Public liability insurance is provided to the School.</i></b>
Date:.....  Signed:.....(School Business Manager)  The Charge for this Hiring will be £.....Payment Received: £.....

## **CONDITIONS GOVERNING THE LETTING OF CHAILEY SCHOOL PREMISES**

- 1.1 Applications for the use of school premises must be made to the School Business Manager of the school and responsibility for their approval rests with the Governing Body. The person signing the application will be deemed to be the Hirer, and must accept responsibility for ensuring compliance with these conditions.
- 1.2 A lettings contract can only be entered into with a bona fide club or organisation. Lettings to individuals are at the discretion of the Head. The Governors reserve the right to refuse a booking.
- 1.3 In the event of the Hirer not complying with the conditions governing the letting of school premises the school reserves the right to cancel the lettings contract.
- 1.4 The school will inform hirers, at the time the application is approved, of the current charge approved by the Governors for the use of the facilities required
- 1.5 All bookings are regarded as provisional until the School Business Manager sends official confirmation to the Hirer
- 1.6 The school reserves the right to cancel any letting if the accommodation is required for urgent official or academic business. In these circumstances, the Hirer will be reimbursed for any fees already paid.
- 1.7 Any intention on the part of the Hirer to cancel a letting must be notified to the School Business Manager of the school at least 24 hours before the letting is due to take place. In the event of the Hirer failing to give at least 24 hours' notice, no reimbursement of hiring fee will be made and if preparatory works have already been undertaken the Hirer will bear the actual costs incurred.
- 1.8 The school will issue accounts after the completion of an occasional or short-term letting or at the end of each term in the case of a regular long-term letting. The hirer must undertake to settle the accounts promptly.
- 1.9 Failure to settle outstanding accounts within a reasonable time may result in the contract being terminated by the school and further use of the facilities refused until all monies owed are received.
- 1.10 The school Site Manager is normally expected to prepare for lettings, to do any necessary cleaning afterwards, and where the school requires, be in attendance throughout the course of the letting. No payment should be made direct to the Site Manager, since the school will pay him.
- 1.11 When completing the letting form the Hirer must allow sufficient preparation time and clearing up time. If the Hirer requires furniture to be moved this must be clearly stated on the booking form. Similarly if the Hirer wishes to be in early this must be agreed in advance.

- 1.12 If the Hirer exceeds the times stated on the form or uses additional facilities to those pre-booked these must be declared to the school an additional charges will be made.
- 1.13 If the Hirer leaves the hired area in an unacceptable state then a charge will be levied for any remedial work necessary.
- 1.14 A note reminding all Hirers of their responsibilities will be sent to all Hirers when booking are made.
- 1.15 No structural alterations to school premises, fixtures or fittings will be permitted and notices must be fixed only to the boards provided.
- 1.16 The Hirer is responsible for
  - a) Providing supervision during the course of the Letting and must satisfy the School Business Manager that the arrangements being made are adequate.
  - b) The Hirer or his accredited representative must be in attendance at all times and must accept responsibility for any damage caused to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the letting. Every precaution must be taken to avoid such damage, and the Hirer will be required to meet the cost of making good any damage, however caused.
- 1.17 Hirers are responsibility for arranging their own insurance for:
  - a) Personal Accident
  - b) Third Party Claims
  - c) Any loss or damage to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the letting.

A copy of the insurance certificate is required by the school at time of booking

- 1.18 If it is intended to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public are admitted, Hirers are advised to consult the School Business Manager in advance to ensure that the school premises are adequately licensed for the purpose before submitting a firm application.
- 1.19 Footwear which is likely to cause damage to school floors must not be worn. French chalk or its equivalent must not be put down when the hall is used for dancing.
- 1.20 Members of the public must not be admitted to the school premises after 10.00 PM.
- 1.21 Alcoholic liquor must not be sold or consumed on the school premises unless the School Governors have given specific approval. If approval is

given to the sale or consumption of alcoholic liquor, the responsibility for obtaining the necessary licence rests upon the Hirer a copy of which must be sent to the School.

- 1.22 School premises must be left clean and tidy after use.
- 1.23 The Governing Body has approved a No Smoking policy throughout the school and grounds during any letting period in the interests of health and safety.
- 1.24 The Hirer must comply with all Statutes or any other regulations or other requirements in relation to the use of the premises including those contained in this Agreement and shall indemnify the school or East Sussex County Council in respect of any breach or non conformance of them.

## **2. SAFETY ARRANGEMENTS**

### **2.1 First Aid**

The hirer is responsible for providing a first-aid kit.

### **2.2 Emergency Telephones**

The Hirer is responsible for providing an emergency telephone.

### **2.3 Fire Precautions**

The Hirer, or a responsible person nominated by him in writing, shall be in charge of and be upon the hired part of the premises during the whole time the premises are open to the public and there shall be during that time sufficient staff or competent attendants on duty on the premises. The person in charge shall not be engaged in any duties, which will prevent him from exercising general supervision of the premises. THE HIRER SHALL ASCERTAIN AND COMPLY WITH ANY SPECIAL FIRE PRECAUTIONS REQUIREMENTS CONTAINED IN MUSIC, SINGING AND DANCE, THEATRES, OR ANY OTHER LICENCES APPROPRIATE TO HIS INTENDED USE OF THE PREMISES

A more comprehensive copy of the conditions governing school lettings can be obtained from the School Business Manager on request.