



<b>POLICY NAME:</b>	<b>Lettings Policy</b>
Frequency of review:	2 years
Reviewed On:	September 2015
Reviewed By:	Tim Fox / Kerry Darby
Next review (date):	September 2017

## **Morley Memorial Primary School**

### **Introduction**

The Governing Body regards the school buildings and grounds as a valuable community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils and any lettings of the premises to outside organisations will be considered with this in mind. The school reserves the right to refuse bookings; the Business and Community Development Manager has discretion to accept or decline bookings with reference to the Facilities Committee of the Governing Body as appropriate.

### **Letting of Educational Premises**

Application for hiring the School premises should be made on the application form available from the Business and Community Development Manager and returned either by e-mail or to the school office.

During Christmas, Easter and Summer holiday periods, letting may be refused in order that cleaning, redecoration and other essential work may be carried out.

The Governing Body is responsible for setting charges for the letting of school premises. These are set out in the Schedule of Charges which is available from the Business and Community Development Manager. This will be reviewed annually for implementation on 1<sup>st</sup> April each year.

Rates will vary for different types of groups and for different times. Rates are set to cover the following costs where applicable:

- Heating and lighting
- Staffing (caretaking and cleaning)
- Administration
- Wear and tear
- Use of school equipment

Hirers will be classified as follows:

**COMMERCIAL** – includes commercial businesses, profit making ventures, private functions and commercial fundraising events.

**CHARITABLE / COMMUNITY** – includes registered charities, community activities or children's parties. These lettings cannot be organised to make a profit.

The classification of any particular hirer is at the discretion of the Head Teacher and/or the Business and Community Development Manager. In the case of any

dispute about the classification, the hirer may appeal to the Resources Committee of the Governing Body whose decision will be final.

Income and expenditure associated with lettings will be regularly monitored to ensure that at least a “break-even” situation is being achieved.

## Conditions of Hire

Conditions for hire are as follows:

1. **PAYMENT** – For a one off hire, payment in full will be required on booking. Regular users (who book blocks of 10 weeks or more) will be invoiced monthly.
2. **CANCELLATION** – Cancellations should be made by phone, e-mail or in writing to the Business and Community Development Manager at least 24 hours before the proposed letting, otherwise the Hirer will still be liable for the cost of letting the premises. The school will seek to recover any additional costs incurred which are unavoidable and result directly from the cancellation of a letting.

In the event of the school needing to cancel an agreed letting, as much notice as possible will be given (this should be at least one month in writing in the case of seeking to permanently cancel a regular as opposed to one off booking). However, the school will not be liable for any claim for compensation, other than the return of any advance payments / deposit money received. All hirers are also required to give at least one month's notice in writing to the Business and Community Development Manager if they wish to cancel a regular booking.

3. **DEPOSIT** - Some lettings may require a deposit to be paid on booking the facilities.
4. **FIRE** - Hirers should familiarise themselves with the position of escape routes, fire alarms and fire fighting equipment. Notices regarding the procedures to be taken in the event of fire should be studied and the information disseminated. Fire exits must not be blocked or locked, nor should furniture, equipment or other obstructions be placed in corridors during the letting.
5. **INSURANCE** - The County is insured only in respect of its own liabilities to third parties. **Hirers must ensure they are insured for injuries to their members and others and for theft of, or damage to, their own and County property.** Hirers must ensure the school has a copy of their current Public Liability insurance certificate for its files. For private hirers, booking a non commercial let, on payment of an additional premium, the school is able to arrange insurance through a policy taken out by Cambridgeshire County Council. Hirers should complete the Hirers' Liability Cover form if they wish to take this out.
6. **DAMAGE AND BREAKAGES** - All damages and breakages should be reported to the school immediately. Particular care should be taken when dealing with broken glass. Hirers are responsible for any damage to the buildings, furniture and equipment. If any additional expense is incurred in the removal and replacement of furniture or any exceptional cleaning becomes

necessary as a result of the use of the premises, the person hiring the building will be responsible for any such expense.

7. SAFETY AND SECURITY – Hirers should ensure that any equipment they bring into the school or use in the school is safe and suitable for the use to which it is put. Electrical equipment used must carry a current PAT test label. If organising an event where public order may be a problem, Hirers are to ensure that adequate precautions are taken. Consideration should be given as to the need to have stewards to prevent unauthorised entry.
8. SAFE GUARDING – Hirers must ensure that children are supervised at all times when using school premises (including at the beginning and end of sessions when they are dropped off and collected by parents/carers). Hirers must ensure that the appropriate staff to child ratios are implemented at all times. Hirers must take a register and are responsible for locating any 'missing' children.
9. PHOTOGRAPHY- No photos of children are permitted unless written consent has been obtained from parents.
10. FIRST AID – Hirers are responsible for administering first aid to children and undertaking the relevant training. Hirers must collect relevant medical information and contact details from parents.
11. RISK ASSESSMENTS – The Hirer cannot rely on the school's risk assessments for any activities carried out during the letting and must complete their own risk assessments as required, relevant to the activity, which should be available to the school on request.
12. DISCLOSURE AND BARRING SERVICE CHECKS – Hirers running a club/group that involves children are responsible for ensuring that they, together with their helpers/staff, have had the necessary police checks carried out by the Disclosure and Barring Service and that these are kept up to date. This should be confirmed with the Business and Community Development Manager.
13. FIRE PROCEDURES – All hirers must familiarise themselves with the evacuation procedures for the area in which they are based. During school office hours (8.30am – 3.30pm), all hirers (and their staff/helpers) must sign in and out at the school office to ensure compliance with fire regulations.
14. LICENCES - If Hirers require a licensed bar, they should firstly write to the Head Teacher with their request for consideration by the Governors; only a duly appointed Licensee may run a cash bar. There are a variety of licences that may be required for different types of function. The onus is on the Hirer to ensure which are necessary and must produce documentary evidence before the letting takes place. The Hirer will indemnify the school and Cambridgeshire County Council against any action brought about by failure to obtain the necessary licence(s). Further advice can be obtained from the Business and Community Development Manager and/or Cambridge City Council; lettings involving alcohol, music, singing and dancing may require a licence.
15. KITCHEN - Must be left clean and in good order if used.

16. CAR PARKING - There is no parking on site between 7am and 6pm (Monday to Friday). Hirers are asked to park considerately in the surrounding area.
17. NO SMOKING IS PERMITTED IN THE BUILDINGS. Entertainers are not allowed to use smoke "magic", as this will activate the smoke alarm and result in the cost of emergency service call out.
18. NOISE – The hirer shall not cause any noise nuisance to neighbouring residents (including when leaving the premises) and shall behave reasonably at all times.

**Finally, Hirers are asked to leave the premises in the state in which they were found.**

**Any breach of these conditions could result in the letting being terminated.**

If you have any further enquiries, please contact the school office by telephone (01223 508786) during school hours or by email ([office@morley.cambs.sch.uk](mailto:office@morley.cambs.sch.uk)).

The mobile numbers for our caretakers are 07563100978 (Clare Roberson) and 07852192417 (Tony Nairne)

**Agreed by Resources Committee of Governing Body 20<sup>th</sup> October 2015**