

1. LETTINGS POLICY

Routine control of School lettings is the responsibility of the Headteacher who is authorised to negotiate fees within the limits determined from time to time by the Governing Body.

2. PROCEDURE

When an enquiry is received a School Lettings Terms and Conditions and Indemnity form are passed to all Applicants for completion. All enquiries are entered on the Lettings Process Form which remains in the School Office as a master document. All actions are entered on this form.

A deposit of 25% (subject to a minimum of £10) is payable at the time of booking, and the balance is required at least 24 hours before the booking date. Before this date the Financial Secretary will raise and send an Invoice. Payment is recorded on the Process Form.

3. REGULAR LETTINGS

Regular lettings are to be paid in advance. Charging at the appropriate rate.

The Financial Secretary may require the payment of a damage retention fee for certain events. This fee, refundable after the event, is required in addition to the hiring fee.

CATEGORY OF USER

Scale A	Private Organisation. Commercial Purpose
Scale B	Community Use - Outside Bodies including Playgroups
Scale C	Guides, Brownies, Church Community & Social Groups (non- profit making).
Scale D	Educational Purposes - the school, Governors, C.S.A. etc.

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PREMISES	SCALE A	SCALE B	SCALE C	SCALE D
Any one area	Per Hour £22.00	Per Hour £15.00	Per Session £10.00	FREE

Where "Any one area" could be a hall, a classroom, the outside playground, or the computer suite, etc.

In the case of SCALE C, a "session" can be a period of up to 3 hours in one day.

Discounts may be offered for long term lettings however these are at the discretion of the Headteacher.

4. STAFFING CHARGES:

Charge for a site officer's letting fee, for a kitchen assistant or for other members of staff, where applicable, will be based on the number of hours worked multiplied by a standard hourly rate of pay with a plus rate of 50% after 6 p.m. on Fridays and Saturdays and a plus rate of 100% on Sundays and Bank Holidays .

Site facilities:

Piano	£10.00
TV & Video	£10.00
School Kitchens	£20.00

5. TERMS AND CONDITIONS FOR USAGE OF CROSSHALL INFANT SCHOOL

All applications for the hire of any room must be in writing on the enclosed forms. Scale of charges and categories are set out on the previous sheet. Applications may be made not earlier than 53 weeks before the date of hiring and are taken in the order they are received.

In the event of revision of charges for hire after the date of application and before a hiring is confirmed by the School Governors the hirer shall pay the revised charge.

Evidence of insurance must be witnessed and signed for either by the Headteacher or an Assistant Head or by the Financial Secretary on the Indemnity form.

The hirer may cancel a booking giving 14 days' notice in writing. If the room hired is not re-let on the date or dates in question the deposit will be forfeited.

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If a hiring is cancelled within 14 days of the date of hiring, the hirer will pay to the School the balance of the charges due.

The hirer will have access to the premises 10 minutes before the hire time commences and must vacate the premises 10 minutes after the hire time expires. If the premises are not vacated at the agreed time an additional fee may be charged.

The hirer shall not sublet the premises.

The Governors reserve the right by notice to the hirer to terminate the hiring at anytime for reasons outside the control of the School Governors and to return to the hirer any monies paid by way of deposit, but the Governors shall not be under any liability to the hirer for any loss or damage he may sustain arising out of the termination.

The organisation undertakes to ensure suitable arrangements are in place in regard to safeguarding children and child protection. The school reserves the right to terminate the contract if the organisation fails to have these arrangements in place and fails to take immediate steps to rectify such failings. The termination of contract can take immediate effect without financial liability falling to the school.

The premises will be left in good order and vacated not later than the time booked.

Weekend bookings incur an additional charge for staffing (i.e. site officer, kitchen). All hirers are responsible for their own clearing up. If this is not carried out to a satisfactory standard an additional charge will be made for time spent clearing up.

All rubbish is to be left in black bin bags outside in the bin area. **NO GLASS OR COMBUSTIBLE MATERIALS ARE TO BE PUT INTO BLACK BIN BAGS.**

No preparations are to be applied to the floor.

Where a licence for the sale of liquor is necessary for a function the responsibility for obtaining such a licence is solely the user's. The licence must be shown to the Headteacher, Assistant Headteacher or Financial Secretary and signed for on the Indemnity form.

Seating accommodation in the rooms booked may be used, but the user must make his own arrangements for any additional chairs/tables, etc. and for removing them at the end of the hire period.

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All losses or damage however caused and of whatever nature to school premises or equipment shall be the responsibility of the hirer.

There is a 'no smoking' policy within the school.

Users will have access only to the particular rooms let to them including the use of W.C.'s.

Under no circumstances is access permitted to any other part of the premises.

Access to a telephone for emergency use only and a first aid kit are available.

The hirer must make him/herself aware of the school's 'Health & Safety' Policy and adhere to all the requirements and sign to say they have read it.

Any dispute on the use of school facilities or school equipment out of normal school hours shall be referred to the 'Property Committee' of the Governing Body.

6. FIRE DRILL PROCEDURES

It is the responsibility of the person in charge to ensure safe evacuation of the building. At the start of each letting session please make sure that all fire exits are unlocked. Both doors are clearly marked 'FIRE EXIT' and are situated at the rear of the hall. It is essential you have a register of all persons present at each session.

If you see or suspect a fire, a nominated person should phone the emergency service, there is a telephone available for use opposite the main entrance by the staffroom. The fire glass should be broken in case there is anybody else in the building; these are situated towards the rear of the hall or by the main entrance to the school. There is also a public telephone situated outside the front of the school in the layby to your left.

AT THE FIRST SIGN OF A FIRE MAKE SURE EVERYONE LEAVES THE BUILDING IN AN ORDERLY FASHION USING FIRE EXITS.

SCHOOL HALL

The fire assembly point is the south playground, which is to the right as you go out through the fire exits. Do not forget to take your register out with you. Both fire exit doors are situated at the back of the Hall.

As soon as you are in the playground clearly call everybody's name to make sure everyone is accounted for. On no account is any person to re-enter the building until given the all clear by the emergency services.

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Mobile Classrooms (Kids Club mobile)

The fire exits are at the back of the two rooms. The fire assembly area is the grassed area near the mobiles. Do not forget to take your register out with you.

When you are on the grassed area clearly call everybody's name to make sure everyone is accounted for. On no account is any person to re-enter the building until given the all clear by the emergency services.

If in doubt, make sure you are familiar with the fire procedures posted in the building that you are in.

CROSSHALL INFANT SCHOOL - LETTINGS PREMISES FORM

INVOICE NO.....

NAME OF APPLICANT.....

ADDRESS.....

..... TELEPHONE NO.....

DATE OF LETTING.....

ACCESS FOR TIME OF LETTING FROM..... TO.....

FROM..... TO.....

- FACILITIES REQUIRED:-
- HALL
 - CLASSROOM
 - PLAYGROUND/FIELD
 - CATERING SERVICE
 - TABLES & CHAIRS
 - HOT WATER/URN
 - HIRE OF CHINA, CUTLERY ETC.

NATURE OF FUNCTION

NO. OF PERSONS

NOTE : If the applicant will not be personally present during the usage, who will be responsible?

NAME.....

ADDRESS.....

..... TELEPHONE NO.....

I agree to pay a deposit of 25% of the total [or min £10], on application for the letting. I undertake to pay the balance of the charges as detailed below no later than 24 hours prior to the letting.

I accept the terms and conditions of usage as set out above.

COST OF PREMISES.....£

COST OF HIRED EQUIPMENT.....£

£ _____

TOTAL COST.....£

DEPOSIT£ _____ (Minimum is £10)

BALANCE (date paid).....£ _____

Signature of applicant..... Date.....

LETTING AGREED ON BEHALF OF THE CROSSHALL INFANT SCHOOL

Signed Date.....

I HAVE READ THE HEALTH & SAFETY POLICY AND WILL ADHERE TO ITS CONTENTS.

Signed..... Date.....

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CROSSHALL INFANT SCHOOL - INDEMNITY FORM

THIS AGREEMENT FOR INDEMNITY is made on theday of

Two thousand and.....**BETWEEN**

.....of.....(hereinafter called 'the Hirer') of the one part and the Governors of Crosshall Infant School of the other part.

WHEREAS

1. At the request of the Hirer the School has agreed to hire to the Hirer part of the School premises for an activity organised or conducted by the Hirer or the Hirer's representatives.
2. The Hirer has agreed to indemnify the School below.

NOW IT IS HEREBY AGREED by the Hirer

1. That he/she and his/her representatives will keep the School fully and effectually indemnified from and against any loss which the School may suffer by the claim of any third party entering the School premises for whatever purpose connected with the activity organised or conducted by the Hirer, and howsoever such claims arise.
2. That the Hirer is responsible for all damage to School buildings and or any property thereon or attached thereto occurring during the period of the hiring or while persons are entering or leaving such property, however and by whoever caused.
3. That at the expiration of hiring, the Hirer shall leave the building in a clean and orderly state. All the property of the Hirer and the Hirer's agents must be removed at the end of the hiring unless special arrangements are made. The School can accept no responsibility for any property left by the Hirers or their representatives on the premises.
4. That if and insofar as claims are made against the School the Hirer will meet the cost of all such claims by the provision of adequate insurance, proof of which will be furnished to the School before obtaining access to the premises.
5. Any electrical equipment which is brought in to be used during the hire period must have been safety checked by a relevant person/body and should be marked clearly to indicate this.
6. That suitable arrangements are in place in regard to safeguarding children and child protection. The school reserves the right to terminate the contract if the organisation fails to have these arrangements in place and fails to take immediate steps to rectify such failings. The termination of contract can take immediate effect without financial liability falling to the school.

SIGNED by the said

in the presence of

address of witness.....

SIGNED by

For and on behalf of the School

Tick this box to show proof of Insurance has been seen by a Relevant Person.

Tick this box to show a Liquor License has been seen (if applicable) by a Relevant Person.

A "Relevant Person" can be the Headteacher, an Assistant Headteacher or the Financial Secretary and must sign above [on behalf of the school].