



Crays Hill
Primary *School*



BERLESDUNA
ACADEMY TRUST

Lettings Policy

Shared with staff/community: September 2024

LGB ratification: September 2024

Review Date: September 2026

Contents

Introduction.....	3
Procedure	3
Regular Lettings.....	3
Exceptional Rates Approved	3
Terms And Conditions Of Hire Of Crays Hill Primary School.	4
Application To Hire Crays Hill Primary School Premises.....	6

Introduction

Routine control of School Lettings is the responsibility of the Headteacher who is authorised to negotiate the fees within the limits determined from time to time by the Governing Body. Lettings will only be considered within the normal school day, lettings beyond 6pm will not be considered.

Procedure

When an enquiry is received a School Lettings Application Form, Conditions of Hire and Regulations of Hire of School Premises and Facilities documents are passed to applicants for reference and completion by the Headteacher. All paperwork pertaining to lettings is located within the lettings file in the secure cupboard within the Admin Office.

On receipt a formal decision will be made, confirmation will be sent to the applicant. A deposit of £25.00 is payable at the time of booking and the balance is required at least 24 hours before the booking date. Before this date the Admin Manager in liaison with the Headteacher will raise and send an invoice.

Regular Lettings

Regular lettings are paid in advance, charging at the appropriate rate. A regular letting is defined as at least one booking per term.

Category of User

- Scale A Private Organisation
Commercial Purpose
- Scale B Community Use – Outside Bodies
including Playgroups (profit making)
- Scale C Community Use & Social Groups
including Brownies, Guides, Church Community (non-profit making)

Premises	Scale A	Scale B	Scale C
Regular Lettings before 6pm			
Any one area (Per Hour)	£20.00	£15.00	£10.00
Irregular Lettings before 6pm			
Any one area (Per Hour)	£25.00	£20.00	£10.00

Exceptional Rates Approved

L Foley Yoga with local community

Free of charge at GB discretion in consultation with Headteacher Events held within the school day which directly provides development opportunities for the staff, pupils and their families such as cluster and network groups, adult community learning and parent and toddler groups.

Terms And Conditions Of Hire Of Crays Hill Primary School.

Application & Confirmation of Bookings

All applications for hire will only be considered when made in writing on the Application to Hire School Premises form. Applications may not be made earlier than 12 months before the date of hiring and are taken in the order that they are received. Confirmation of booking will be issued once all paperwork has been submitted, verified and evidence of insurance has been witnessed by the School Business and the headteacher or governing body has given approval.

Activities for Children

For these activities, a hirer shall ensure that two responsible adults are present, and in charge throughout the whole period of hire. It is recommended that one adult is a qualified First Aider.

Cancellation of Bookings

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

Charges

Lettings rates are laid out in the Lettings Policy and confirmed at time of booking. In the event of revision of charges for hire after the date of application and before a hiring is confirmed by the Headteacher the hirer shall pay the revised charge.

Damage, Loss or Injury

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

Third party claims involving injury to persons (including staff) and/or damage to property except when caused solely by the negligence of (the School and/or Essex County Council) their servant's and/or agents are the responsibility of the hirer.

Fabric and Fittings

The fabric and fittings (including electrical installations) and contents of the premises shall not be interfered with in any way. No treatment shall be given to prepare a floor for dancing, and the wearing of stiletto heels is prohibited. The hirer shall, at the end of the hire period, leave the accommodation in a reasonable tidy condition, all equipment being returned to the correct place of storage.

First Aid

It is a requirement that any party hiring school premises must make their own arrangements with regard to provision of first aid and they must bring their own emergency medical kit.

Fire Procedures

It is the responsibility of the hirer to ensure they familiarise themselves with the fire precautions in force on the premises, and with the means of escape in the event of a fire. It is essential that the person in charge has a register of all persons present during the period of hire. Fire and other exits must be kept clear at all times. The hirer is responsible for ensuring that their party are all out and accounted for and report to the Premises Assistant in charge.

If you see or suspect a fire a nominated person should contact the emergency service. The fire glass should be broken to alert anyone else on the premises. In this instance and if you hear the fire alarm sounding you must ensure that all persons exit the building through a designated fire exit in an orderly manner. The register must be taken with you and called once you are gathered away from the building. A roll call must then be called to ensure that all persons are accounted for. On no account is any person to re-enter the building until notified safe to do so by the emergency service.

General Conditions

- The hirer shall not sublet the premises.
- Access to the rest of the school without prior agreement is not permitted, without the exception of the designated toilets.
- The premises will be left in good order and to be vacated no later than the time booked.
- All hirers are responsible for their own clearing up. If this is not carried out in a satisfactory manner an additional charge will be made for time spent in resolving this.
- All rubbish is to be left in black sacks in the bins located in the rear car park. No glass or combustible materials are to be put in the sacks.
- No preparations are to be applied to the floor.

Hirer's Property

Furniture and apparatus may be brought on to the premises at the hirer's own risk. Hirers shall not bring on to the premises, any article of an inflammable or explosive nature, nor any article producing an offensive smell, nor any other substance, apparatus, or article of a dangerous nature.

Insurance

A non-commercial hirer will continue to be insured under the school's own insurance where he/she engages an entertainer, band or group for a specific function. This insurance does not extend to protect the entertainer /band /group and that it is the hirer's responsibility to receive confirmation that such entertainment carries its own public liability insurance.

Public Safety

The hirer shall be responsible for the prevention of overcrowding, in accordance with any Fire Service safety limits. The hirer shall be responsible for providing adequate supervision at all times to maintain order and good conduct.

Hirers must ensure they follow safe practices whilst anywhere on the school site with due regard to the school's health and safety arrangements and procedures. Any health and safety concerns that arise before, after or during a hire must be communicated to the school's representative without delay.

School Equipment

No use may be made of apparatus such as stage fittings, pianos, etc., without specific permission. Seating accommodation in the areas booked may be used, but the user must make his/her own arrangement for additional chairs/tables, etc. in addition for removing them at the end of the hire period.

Safeguarding

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 the contract can take immediate effect without financial liability falling to the school.

Smoking

Crays Hill Primary school has a no smoking policy which does not permit smoking or vaping anywhere within the building or on school grounds.

Storage

Storage facilities cannot be provided.

Vacation of Premises

The hirer will have access to the premises 10 minutes before the hire time commences and must vacate the premises (including car parks) 10 minutes after the hire time expires. In the event of the premises not being vacated at the agreed time an additional fee will be charged. A fee may be waived in exceptional circumstances at the headteacher's discretion.



Application To Hire Crays Hill Primary School Premises

Organisation/Club Name: _____

Charity/Club Affiliation No: _____

Contact Person Name: _____

Address: _____

Post Code: _____

Tel no: Daytime _____

Tel no: Evening _____

INVOICE Details (if different to above)

Contact Person Name: _____

Address: _____

Post Code: _____

Hire Details

Days of the week: Mon Tues Wed Thurs Fri

Dates From: _____ To: _____

Time From: _____ To: _____

Please note that there will be access to the premises 10 minutes before the hire time commences and must vacate 10 minutes after the hire time expires.

Facilities

Classroom Conference Room Hall

Sports Field Changing Area

Any special/Equipment/Furniture requirements (Please specify): _____



“Learning, Safety and Respect for all”

To: Crays Hill Primary School

I (full name of Applicants/s) _____

of (address) _____

Being over the age of 18 years, hereby apply for permission to use the accommodation and other facilities. I/we have read and agree to the Conditions of Hire within the Lettings Policy and Regulations of Hire of School Premises and Facilities.

I/We agree to be responsible for the payment invoices for fees charged in respect of this letting.

Signature of Applicant/s: _____

Signature of Applicant/s: _____

Date: _____

Contact Telephone No: _____

Email: _____

When completed this form should be returned to the Administration Manager:

Crays Hill Primary School, London Road, Crays Hill, Essex, CM11 2UZ

or email to office@crayshill.essex.sch.uk

FOR OFFICE USE ONLY

Category of Use:

Scale A

Scale B

Scale C

Total cost: _____

Invoice Date: _____

Invoice No.: _____

Letting application approved by: _____

Date of approval: _____

Payment Received By: _____

Date: _____

Liability Insurance Evidenced By: _____

Date: _____

Booking Confirmation Sent By: _____

Date: _____

Additional Comments: _____