

Dinglewell Junior School

Lettings Policy

Reviewed: May 2023 (F&P)

Next review: May 2024

Dinglewell Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

"We have carefully considered & analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the public sector equality duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations."

Introduction

The object of letting (hire of) school premises is to establish the school as a resource of and the 'hub' of the community. This in turn will encourage greater community cohesion and facilitate more vibrant, safer and stronger communities.

General Conditions

1. Applications for the use of the school's premises must be made to the School.
2. Educational and other statutory requirements take precedence and no application, which will interfere with the educational functions of the premises or maintenance of the premises, will be approved.
3. Premises are let as they normally stand and no alterations or additions shall be made to the lighting, heating fixtures or fittings or other arrangements of the accommodation except with the authority of the School Business Manager. Any special requirements are to be requested on the application form.
4. Smoking and vaping are not permitted anywhere on the school site.
5. The hirer shall be responsible for the maintenance of good order and behaviour during the hiring.
6. All lettings must finish by 9.00pm due to residential setting of school.
7. Alcohol consumption is not permitted unless express approval is obtained and the hirer has the appropriate licences.
8. Vehicles must not be parked on school premises at anytime, unless these facilities are booked as part of the agreement.
9. Hirer's equipment must be PAT tested or cannot be brought into school.

10. For any activity or equipment which requires a risk assessment, the risk assessment must be completed by the Hirer and given to the School Business Manager at least two weeks prior to the hire.
11. Hirers are still liable for the cost if a booking is cancelled after 9.30am on the day of the hiring or, for a weekend booking, after 4.30pm on the Friday proceeding the weekend of the letting.
12. Assistance dogs only on site.
13. All rubbish is the responsibility of the hirer unless otherwise agreed and must be taken offsite to be disposed of.
14. It is the responsibility of the hirer to clean any mess and return facilities to the order in which they found them.
15. Any damages caused to the school premises will be billed to the hirer.
16. The school does not accept any liability for loss or damage to the property of hirers.

Criteria for the approval of requests for hire

Applications received from the following groups will normally be approved. In the event of any request for hire or agreed letting, the schools own needs for use of the premises will take priority.

1. Any school related organisation.
2. Any sport related organisation.
3. Adult education courses.
4. Local Community Groups.
5. Language schools in so far as any request does not adversely affect the teaching and learning of pupils of the school.
6. Requests from established Youth Groups.
7. Individuals who wish to hire the premises for a family event or community activity/meeting.

Applications received from the following groups will be considered and their merits may be referred to the Governing Body.

1. Request which involve the consumption of alcoholic drinks on the premises.
2. Religious groups

The School and Governing Body reserve the right to refuse a letting without a reason any request made for the hire of the school premises.

We take our safeguarding responsibility seriously and put the welfare of children first. All hirers will be expected to follow these guidelines and where appropriate provide relevant DBS, identity and public liability insurance paperwork.

Failure to observe conditions

If the hirer shall fail to observe or perform in any aspect or secure the due observation or performance by others of the provision of these terms and conditions and any notes attached to their agreement, the School and its Governing Body may without notice forthwith terminate the hirer's rights under the agreement. Such termination shall not release the hirer from any of his obligations under the agreement. The School shall be entitled to retain for the use and benefit of the school any monies paid by way of advance payment and to sue for any outstanding balance.

Cancellation of Hiring

The School and its Governing Body reserve the right to cancel any booking in the event of the accommodation being required in connection with an educational or special civic event. In the event of such cancellations, the governors shall refund the charges already paid for the hiring of the premises and the hirer may be offered alternative dates. Each party must give a 3 month written notification of cancellation of the agreement.

Facilities available/costs

(Includes caretaking fees and utility charges)

School Hall	£15 per hour
Hub without kitchen facilities	£ 10 per hour
Hub with kitchen facilities	£ 15 per hour
School playground	£10 per hour
School playing field	£10 per hour
Car park facilities	£5 per hour

Extra costs will be charged for extra time used by hirer.

Where hiring the outside spaces within school toilet facilities can be offered at an extra cost.

If looking to hire more than one area, please speak to the School Business Manager regarding an individual price plan.

A returnable security deposit of £250.00 will be charged to all hirers.

All hire fees are to be paid in advance of booking date and for ongoing hirers, this means payments are always paid one month in advance.

Application for Hire of Premises

Name of hirer:

Address:

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Contact Numbers: Home
..... Mobile
..... Work

Email:

Area required:

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.....

Purpose:

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Date(s) of hire:

Time of hire:

Emergency contact number:

Name: Contact number:

Relationship to hirer:

I have read and understood the school's letting policy and the associated health & safety, safeguarding and emergency action plan and accept full responsibility for those using the premises during the hire period.

Signed: Date:

SCHOOL FACILITIES AGREEMENT

This agreement is valid from

And is between

The Governing Body of Dinglewell Junior School whose address is Dinglewell Junior School,
Dinglewell, Hucclecote, Gloucester, GL3 3HS

And

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.....
This agreement is ongoing subject to a yearly review each May.

CANCELLATION

The School and its Governing Body reserve the right to cancel this agreement in the event of the car park being required in connection with an educational or special civic event. In the event of such cancellations, the school will give as much notice as possible.

INDEMNITY FORM

I hereby indemnify the school against any claims made against it arising from the use of the school site and buildings. In addition, I accept responsibility for any claims the school may have for any damage to its whole site and property arising from its use during our time.

We maintain a Public Liability Insurance Policy for £5000000.00, the details of which are as under and a copy of certificate is attached:

Policy Number: Expiry Date:

Name and Address of Insurance Company:

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Indemnity Limit:

Hirer Signature:

Date:

School Signature:

Date:

SAFEGUARDING

The hirer agrees that systems are in place with regards to safeguarding measures as per the lettings policy:

Name: _____

Name of Organisation: _____

Purpose of Letting: _____

Date: _____

Signature: _____

DECLARATION (Please read before signing)

I have received a copy of the Lettings policy and Terms and Conditions for the Letting of School Premises and agree to be bound by them. Any licenses necessary and the Theatres Act 1968 and the Cinematograph Acts 1909 and 1952 have been or will be observed and any requirements of the Licensing Justices, where necessary, have been or will be met. I agree to pay the charges due as required and hereby certify that the premises and grounds will be used only for the purpose stated.

I am over 18 years of age.

Signature _____ Date of application _____

NAME (BLOCK CAPITALS) Mr/Mrs/Ms/Miss _____

(Please be aware of the school's emergency evacuation procedure, which is attached for your information)

Please pass this form to the establishment, do not complete anything below this line

It is confirmed that the accommodation required is available for the time and date(s) requested. The head of the establishment has been informed, that where necessary the hiring has been approved by or on behalf of the governors and that the applicant has been informed accordingly.

Signature: _____ Date: _____ School Business Manager

Signature: _____ Date: _____ Head Teacher

Signature: _____ Date: _____ Chair of Governors