



LETTINGS POLICY AND CONDITIONS
ST AUGUSTINE'S C of E (VA)
JUNIOR SCHOOL

Head teacher	Sign and date:	
Chair of Governing Body	Sign and date:	

Date for review: Summer Term 2019
(This policy will be reviewed every 2 years)

St. Augustine's Junior C of E (VA) Junior School Lettings Policy and Conditions



Dear Hirer,

Thank you for your enquiry about hiring the facilities at St. Augustine's Junior School. Enclosed you will find details about what is available to hire, including the current scale of charges.

The Governors of St. Augustine's Junior School are supportive in offering the school facilities at a competitive and reasonable charge, so that the fabric of the school is used to the full and becomes an integral part of the wider community of Woodston.

If you decide to go ahead with your booking, please complete the letting application and return it to the school office. If preferred, you can arrange an appointment to come and visit. We look forward to hearing from you.

Yours sincerely,
Mrs Nicola Pierce
Head teacher

Facilities available to hirers:-

1. The School Hall (Peterborough Hall)

The Peterborough hall has a floor area of **121 square metres** with seating which may be made available for **100 people**.

The maximum number of persons permitted in the hall at a function is **120**. Actual numbers will depend on the nature of the event and the layout adopted.

There are 2 toilet rooms available (both male and female combined) and are wheelchair accessible. There are further two separate changing room areas for males and females. Again these changing areas are wheelchair accessible.

There is a kitchenette area of the hall which has a fridge and hot water heating urn.

If required, there is moveable staging available for use. There is an overhead interactive screen which may be used to project powerpoints, films and internet based activities (where the applicable licenses and appropriateness of materials is evident).

Photocopying facilities are available by request (there may be an additional charge for this service depending on volume of material).

2. Grounds

The Grounds include a grassed playing field, with one football pitch marked out in Autumn and Spring. In addition we have an all-weather Multi Use Sports Arena. There is a paddock area which may be used if specifically requested.



3. Parking

There is a car-park at the front of the school which accommodates approximately 12 cars. There is an over-flow gravelled carpark within the school grounds which has parking capacity for another 12 cars. Directly beside the building is capacity for 3 cars and there is one designated disabled parking bay.



LETTINGS POLICY

1. It is the policy of the Governors that some of the School Premises and Facilities shall be available for use by outside bodies at the discretion of the Head teacher, subject to them not being required for any organised activity within the school, and consistent with the school ethos. We reserve the right to refuse any lettings deemed to be inconsistent with the school ethos and any school commitments will be given a priority over any lettings request.
2. For the purposes of this policy the premises and the facilities will be referred to as the 'Facilities'.
3. It is a basic principle that the Facilities are provided for use in the normal educational and extra-curricular life of the school, hence any use by external bodies, groups or individuals, will always be of a lower priority than any internal use.
4. For the purposes of this policy, the use of the Facilities by organised bodies formed with the sole purpose of supporting the School will be deemed to be use by the school itself. Use by any other bodies associated with the School e.g. Clubs, Associations, etc. will be deemed to be use by external bodies.
5. The use of the Facilities by the School will normally not be subject to any charge. Use of the Facilities by external bodies will always be subject to the charges detailed in the appendix attached.
6. The exception to 'no charges' for use by the School will be at the discretion of the Head teacher and Finance Governors, for example, where caretaking of the premises involves significant overtime payments.
7. All lettings of the Facilities shall cover the costs of heating, lighting, water, caretaking and cleaning costs.
8. The booking of all use of the Facilities, both by the School and external bodies beyond those scheduled by the school timetable and calendar, will be the responsibility of the School Business Manager.
9. Once a signed application is received, written confirmation of a subsequent cancellation will be required.
10. It is the responsibility of all individuals organising events not scheduled but which involve the use of the Facilities, to submit a Letting Application in good time. If notification is not received sufficiently far in advance it is liable to result in the Facilities requested not being available for use.
11. Upon receipt of a Letting Application, the School Business Manager will inform the person making the request that the booking is confirmed or otherwise, and the estimated charges involved.
12. Where requests are made by external bodies *not* known to the School, a deposit of 25% of the estimated final invoice will be required before booking can be confirmed. Deposits are non-refundable.

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13. All long term lettings will be required to pay fees termly in advance.
14. The School Business Manager shall take appropriate measures to ascertain the veracity of the booking.
15. The School Business Manager or the Head teacher will inform the Caretaker of the specific needs of the booking. The Caretaker will safeguard the Facilities of the School by all reasonable means during any hiring and will immediately report any damage incurred.
16. Hirers will be responsible for providing his/her own stewards for the event and for any breaches of Copyright, Performing Rights and the Betting, Gaming and Lotteries Acts.
17. The hirer is responsible for the supervision of all persons attending the Facilities for the purpose of the hiring whilst they are on the premises or on any part of the School site, and for preserving good order.
18. Following the hiring, an invoice will be raised for the charges incurred plus any additional damage charges. "Damage" will include the causing of unreasonable cleaning requirements following a hiring. The caretaker will survey and note the condition of the premises / facilities with the hirer at the end of the event. Invoices should be settled within 30 days and legal action may be taken to pursue the debt.
19. The Head teacher has the right to terminate any hiring if, in their opinion, it is not being properly or safely conducted.
20. Longer-term lettings will be considered by the governing body and any special conditions may be added to the lettings agreement.
21. The Head teacher, School Business Manager and Governors shall review the lettings charges on an annual basis during the Spring term with any changes to be effective from 1st September each year. The lettings policy will be reviewed every 2 years during the summer term.



LETTING CONDITIONS

1. The hirer must sign the letting application agreeing to the conditions of hiring including a statement of costs.
2. The hirer may cancel a booking upon giving 48 hours notice in writing. Less than 48 hours notice will result in the full fee being charged. An administration fee may be charged for cancellations.
3. The school governors reserve the right by notice to the hirer to terminate the hiring at any time for reasons outside the control of the school governors and to return to the hirer any monies paid by way of deposit. However, the governors shall not be under any liability to the hirer for loss or damage they may sustain arising out of such termination.
4. The hirer must hold sufficient Third Party Liability Insurance. A copy of cover with the signed indemnity must be provided on application. The school can arrange for suitable insurance if required (see Hirers' Liability Scheme).
5. The hirer must conform to all relevant Health & Safety regulations.
6. The hirer must comply with all applicable notices and signs.
7. The hirer must immediately evacuate the premises by the nearest Fire Exit on the sounding of the Fire Alarm.
8. No access to any other parts of the school premises is permitted.
9. The hirer must visit the Facilities to the letting in order to familiarise with them. The hirer is required to conduct a risk assessment prior to the letting taking place and provide the school with a copy.
10. Hirers must leave the premises in the same condition as they are found. This refers to furniture, fittings and general cleanliness.
11. Cleaning of the premises is to be carried out by the school personnel and the hiring fee will normally include the cost of cleaning up afterwards.
12. Any damages to the premises, facilities and equipment, will be paid for by the hirer. *Please note that stiletto heels are not permitted on the hall floor.*
13. The hirer shall repay to the school governors on demand the cost of replacing any of the furniture or fittings stolen or removed as a result of the negligence of the hirer or his invitees, servants or agents during the hire period.
14. The hirer will be responsible for the Facilities in the event that the caretaker is not required to be present, but will be responsible to the caretaker if he/she is required to be present.
15. All external doors and windows must be secured, electrical appliances and lights turned off at the end of a hiring. The caretaker (or named member of staff) is responsible for setting the alarm.

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16. The hirer must apply for temporary licences as required to the City Council and the Local Magistrates respectively, and the hirer shall ensure that any conditions attached to such licence or permission are complied with.

The Facilities are subject to the normal Sunday trading laws under the Shops Act 1950 and only restricted items may be sold on a Sunday. Details of these may be obtained from the City Council offices.

17. If the hiring is for a private meeting or gathering with no access to the general public, then the caretaker will normally unlock and lockup only.

18. Furniture must not be taken from the classrooms without prior agreement.

19. The school is a "No Smoking" area. No Smoking is allowed on the premises, including the external areas. The sale and consumption of alcohol is strictly prohibited.

20. Refuse bins will be provided and rubbish should not be placed elsewhere.

21. Setting up and clearing time must be allowed for within booking times agreed otherwise charges for any additional time will be added to the final invoice. Free preparation time may be allowed if agreed in advance with the school.

22. The school accepts no responsibility for any loss or damage to property left on the School premises after the hiring.

23. The hirer must not block any exits nor place obstructions on the corridors and ensure access is clear for emergency services.

24. Additional lighting or extensions from existing lights must not be used without prior consent from the caretaker.

25. Any electrical appliances used by or on behalf of the hirer must have been checked for electrical safety and appropriate certificates shown to the school to confirm that it complies with the Electricity at Work regulations.

26. No fixings should be attached to the walls or floor, but the fixing of additional material to the walls or floor can be carried out by arrangement with the school.

27. Parking of cars must be restricted to the designated parking area. Access routes for emergency vehicles are to be kept clear. *Cars are parked at the owners risk; the governors accept no liability for any theft or damage to vehicles whilst parked on school premises.*

28. The governors reserve unto themselves and their officers, servers and agents a right to entry to every part of the Facilities at any time when duly authorised to enter.

29. The hirer is not permitted to sub-let the premises, or to assign the benefit or burden of the hiring. The premises can be used only for the purpose outlined in the application.

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LETTING APPLICATION

Please complete this form clearly in block capitals

Name

Address

.....

.....

Post Code

Telephone Number – Daytime
- Evening

Organisation (if any)

Facilities Required

Nature of Function

Date(s) required

Hours Required

(Please allow set up and clear up time)

Date of Application

Costs to be incurred (excluding any additional charges that may arise)
.....

I certify that I am not less than 18 years of age. I have read and agree to be bound by the Letting Policy and Conditions. I accept responsibility for the observance of the conditions and agree to pay on demand the lettings charge hereby incurred.

I hereby indemnify the Governors of St. Augustine's C of E (VA) Junior School, the Local Authority and the Diocese of Ely against all claims in respect of injury, loss or damage (including damage to the premises and equipment) arising from this letting.

(In requiring this undertaking, the Governors and the Diocese of Ely do not seek to absolve themselves from liability as owners / occupiers of the premises.)

SignedDate

Name (block capitals please)
.....

Cancellations:

We require 48 hours notice for cancellations in writing or the full fee will be charged.

We reserve the right to charge an administration fee for cancellations.

For further details please contact the School Business Manager

Confirmation will be sent to you, and you will be invited to discuss the booking in detail if required e.g. to arrange preparation time and any other special requirements.

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Office use only:

Day: _____

Time: _____

Facilities required: _____

Price/ Charge Rate: _____

To start: _____

Term of hire: _____

Type of Hire: Rate A / Rate B

Total cost of hire: _____

Deposit required: Y / N

Amount receipted as deposit: _____

Hirer's liability insurance (Copy of signed Public Liability Insurance obtained): YES/ NO

Indemnity requested at an additional charge of £2.00 per hire/ or 10% of the value of the hire (whichever is greater): YES/NO

Signed: _____

Position in School: _____



APPENDIX: PREMISES LETTING CHARGES

Letting charges apply to hiring of school facilities from Monday to Saturday inclusive (including school holidays except for bank holidays). Use of School facilities on Sundays is at the discretion of the Governors and separate rates will apply. In most cases, the Caretaker must be present for the duration of the hire (be it in part or for its entirety). Preparation time is free by arrangement.

RATE A – Community Functions / Staff Private hire etc./Charitable Use

PETERBOROUGH HALL (including use of School Field/ MUGA)

If the letting is deemed to be an **'A' letting**, the caretaker must be present, and the fees are:-

- Until 6pm - £15 per hour
- *Daily hire rate* (until 6pm) - £60
- Between 6pm and 10pm - £20 per hour
- *Evening hire rate (between 6pm and 10pm)* - £40

RATE B – Commercial or private hire

PETERBOROUGH HALL (including use of School Field/MUGA)

If the letting is deemed to be a **'B' letting**, the caretaker must be present, and the fees, are:-

- Until 6pm - £20 per hour
- *Daily hire rate* (until 6pm) - £80
- Between 6pm and 10pm - £25 per hour
- Evening hire rate (between 6 pm and 10pm) - £50

For all hires (unless waived by the Head teacher in advance), there is a refundable deposit of £50 which must be paid in cash to the school at the time of the letting. This deposit will be receipted and returned in full once the premises are returned in the condition they were found in pre-hire.

The Letting Charge includes locking and unlocking of premises. Premises must be returned in the condition found before the hire. The School reserves the right to make additional charges if cleaning is required.



INSURANCE (For information purposes)

In the event of no other insurance being available the following cover can be provided:

Hirers' Liability Scheme

Hirers' liability insurance will provide an indemnity to persons hiring the school premises in the event of a claim being made as a result of an incident during the letting. In the event that no other insurance is available, the following risks can be insured in the name of the hirer:

- Public liability to a limit of indemnity of £1million
- Damage to the hired premises by fire or explosion caused by the negligence of the hirer– no limit of indemnity
- Other negligent damage to a limit of £25,000 with an excess of £100 any one claim
- (The excess may change, please confirm excess if a claim is to be made)

The premium for hirers' liability is charged as follows: 10% of the hire charge or £2.00, whichever is greater – to be collected with the hire fee.