Water Orton Primary School

Policy for Hiring of School Premises

This policy is based on Warwickshire's 'Children, Young People and Families Directorate Policy and Conditions for the Hiring of Educational Premises and Grounds Out of Normal Hours' (ref WES website 9/09)

1. General Principles

The Governors encourage and facilitate the public use of the school premises as part of 'Extended Services' provision. Permission to hire school premises may be granted providing the use will not, in the governors' opinion, conflict with the educational functions of the premises; create any disturbance or inconvenience to the neighbourhood; or interfere with any existing hiring.

2. Categories of Letting

There are four categories of letting, which are detailed below. Charges will be reviewed annually, or more frequently if required, to ensure that costs are covered. Hiring costs for activities other than those associated with the corporate life of the school or provision of free of charge extracurricular activities for pupils, cannot be subsidised from the school budget. Subsidies may be provided from income from other hirings / sources, or from grants from the Authority's community use budget.

Full Rate

This applies to functions open to the general public but not for a specific approved educational purpose and not associated with the establishment as an educational unit, e.g. socials, whist drives, jumble sales, meetings of political, industrial and social organisations and other uses not included elsewhere.
Note: For such activities as public performances by choirs, choral, operatic, dramatic or similar societies, and for socials, dances, whist drives, etc. where a charge is made for admission, full rates are payable.

Concessional Rate

This applies to lettings that make a charge for meetings, but which are non-profit-making (or do not incur an additional caretaking cost), and are of an educational nature or of benefit to the school or the wider community.

Non-Chargeable Lettings
No charge will be made for use associated with the corporate life of the school and which do not charge for attendance, such as staff meetings, parents' meetings, governors' meetings, PTA meetings and events, cluster meetings, and non-charging extra-curricular activities provided directly or indirectly for pupils attending the school. Costs arising from these uses will be covered by the school's budget.

Statutory use of educational premises
There is no charge for Candidates' meetings before elections, use of educational premises as polling stations, or meetings of parish councils and other organisations similarly entitled by law to the use of school premises without payment of any rental fee. Candidates / Parish Council use will be granted with at all reasonable times and with reasonable notice and use must not interfere with the use of the facilities for educational purposes. A charge to cover expenses is payable and specified by the Strategic Director. The user is also responsible for the cost of making good any damage.

3. Application procedure for hiring school premises and terms and conditions of booking

The Headteacher is authorised to agree lettings on behalf of the Governing Body.

Bookings can be made via the school office.
All applications must be made on the official application form 'Warwickshire application for use of education premises outside normal hours' and in accordance with the procedures laid down in Warwickshire's 'Children, Young People and Families Directorate Policy and Conditions for the Hiring of Educational Premises and Grounds Out of Normal Hours'

Bookings are by the full hour. Minimum booking is two hours.

All money must be received a fortnight in advance except where block bookings are accepted.

An additional cleaning element may be added to the charges if this is deemed necessary by the nature of the booking.

A damage deposit may be required. This will be refunded following the activity, less the amount required to cover the cost of any damage.

Detailed arrangements for the use of the premises shall be made by the hirer with the headteacher, or his representative, including where necessary, arrangements for the setting up and/or dismantling of staging. Wherever necessary, the caretaker should also be consulted on the use of the hired accommodation. The hirer shall be responsible for ascertaining that the accommodation is suitable for the purposes required.

Confirmation of booking
Educational premises will not be regarded as booked until the completed application form has been submitted and approved by the Headteacher (or by a person empowered to act on their behalf). The governors reserve the right to refuse any application without stating reasons. No public announcement of a function to be held in an educational establishment must be made until the booking has been formally confirmed.

Cancellation
The hirer must notify the head of the establishment, in writing, of any occasion when the accommodation is not required, giving the appropriate period of notice. Some or all of the hiring fee

may be forfeited. In special circumstances we reserve the right to cancel a booking but will always endeavour to give reasonable notice. However, the school will not be responsible for any costs incurred as a result of cancellation.

Hirings are not transferable
Hirers are not allowed to transfer the hiring to any other person or organisation.

Health and safety and legislation

- All instructions on the 'Health and Safety induction sheet' must be followed (will be issued with all bookings).
- For lettings that take place during the school day or that provide an extracurricular activity / club for pupils, THE HIRER MUST HAVE COMPLETED A SATSIFACTORY DBS CHECK WITH WARWICKSHIRE COUNTY COUNCIL and be listed on the schools single Central Record.
- ALL SCHOOL PREMISES HAVE AN ABSOLUTE NO SMOKING POLICY. SMOKING IS NOT PERMITTED ON ANY PART OF THE SCHOOL SITE
- THERE IS NO LICENCE FOR THE SELLING OF ALCOHOL ON THE PREMISES.
- However, subject to the approval of the Headteacher, the hirer can obtain a casual alcohol licence.
- Raffles, bingo, lotteries shall not normally take place on the school site for money prizes.
- Gambling in any form must comply with relevant legislation.
- LIMITED PARKING FACILITIES ARE AVAILABLE ON REQUEST. Hirers bring their own vehicles onto the school site entirely at their own risk and shall under no circumstances take or park car or trailers on grassed areas. If it is necessary to transport equipment on to fields by vehicle, **permission must be obtained prior to the event** from the headteacher. The hirer will be liable for the cost of making good any damage. (N.B. The public liability insurance cover referred to below does not include this type of damage.) Hirers are also requested to ask members, guests, etc. to park considerately in surrounding streets.
- Every hiring automatically includes the use of a cloakroom and one set of toilet facilities.
- To avoid damage to property, we request that footwear likely to cause damage to floors is not worn, e.g. stiletto heels
- Hirers should provide their own equipment. Use of any additional school equipment must be agreed in advance with the caretaker and returned in the same state at the end of the hiring.
- It is the responsibility of the hirer to ensure that any portable equipment, including electrical equipment used is compliant with current regulations.
- USE OF THE SCHOOL KITCHEN. If a hirer wishes to make use of the school meals service kitchens/facilities, a member of EduCaterers staff must be in attendance and the hirer will be charged for the wages involved.
- The caretaker will open the premises at the agreed time, remain there until the hirer or their representative arrives, and will return to close and securing the premises at the conclusion of the period of hire. The erection or dismantling of staging, or the removal of chairs and furniture from one part of the premises to another, except where required for educational purposes, is not regarded as falling within the normal duties of a caretaker. Where these services are necessary, the caretaker is entitled to additional payment, the cost of which will be passed on to the hirer.
- All rubbish must be removed from the premises by the hirer. (Rubbish must not be put in the school dustbins.)
- The premises must be left in satisfactory order for re-opening at the usual time.
- Events must finish and the premises be ready for securing by 10.00pm, unless otherwise agreed in advance. An unsociable hours supplement may be added after 10.00pm.
- The Governors will inform neighbours of any late events.
- The hirer must notify the caretaker if the function ends earlier than expected and must remain in charge of the premises until the caretaker arrives. The premises must not be left without supervision.
- If educational premises are required for concerts or for dramatic, musical, film or any other public entertainments, or if visual aids are used, the hirer must comply with all conditions laid down in Warwickshire's 'Children, Young People and Families Directorate Policy and Conditions for the Hiring of Educational Premises and Grounds Out of Normal Hours'

- For community schemes and activities (e.g. playgroups and holiday play schemes), the hire of educational premises is subject to the additional conditions laid down in Warwickshire's 'Children, Young People and Families Directorate Policy and Conditions for the Hiring of Educational Premises and Grounds Out of Normal Hours'
- Failure to comply with these terms and conditions, or any abuse of privilege may lead to immediate withdrawal of facilities granted and loss of damage deposit.
- School reserves the right to make further checks on hirers of school premises with due regard to 'Keeping Children Safe in Education' requirements.

Insurance
Any hiring will need to produce evidence of public liability insurance to comply with the conditions set out in Warwickshire's 'Children, Young People and Families Directorate Policy and Conditions for the Hiring of Educational Premises and Grounds Out of Normal Hours'.

If the hirer does not maintain public liability insurance, 10% of the letting fee must be paid for cover.

Hiring Agreement

To be issued with the following documents:
- 'Warwickshire application form for use of education premises outside normal hours'
- 'Warwickshire's 'Children, Young People and Families Directorate Policy and Conditions for the Hiring of Educational Premises and Grounds Out of Normal Hours'
- Water Orton Primary School Policy for Hiring of School Premises
- Health and Safety Pack

Agreement for hiring of: .....

Purpose: .....

(Details as completed in 'Warwickshire application form for use of education premises outside normal hours')

Costs:
Full / Concessional rate (delete as applicable and state hourly rate) £ .....

Damage deposit (state amount if applicable): £ .....

Additional cleaning charge (state amount if applicable): £ .....

Unsociable hours supplement (state amount if applicable): £ .....

Evidence of Public Liability Insurance provided? Yes / No (delete as applicable)

If no, add insurance cost (10% of letting fee) £ .....

Total cost: £ ..... **Date paid:** .....

Declaration:
I agree to pay the costs stated above in full.
I confirm I have understood and will abide by the terms and conditions stated in the documents listed above.
I understand that any failure to comply with the Terms and Conditions and Health and Safety instructions, or any abuse of privilege may lead to immediate withdrawal of facilities and loss of damage deposit.

Signature of hirer: .....

Name (block Capitals): ..... Date: .....

Signed on behalf of Water Orton Primary School: ..... Date: .....

One copy to be given to hirer; one copy to be retained by school office. (Attach to completed copy of 'Warwickshire application form for use of education premises outside normal hours')