



TENAX SCHOOLS TRUST

LETTINGS PROCEDURE

The Finance & Audit Committee has agreed to supplement the budget by encouraging the letting of the school premises where possible, provided that any letting must not be detrimental to the Trust's ethos and vision, or the schools or its pupils. All educational use takes priority over any letting application.

Guiding Principles

All lettings will be at the discretion of the Headteacher or their representatives, who may refuse lettings if they consider it in the interests of the schools' to do so.

- All hirers must complete an Application to Hire Facilities Form, and for swimming pool hire an additional form should be completed. In the case of regular hirers, this should be done annually.
- All hirers must comply with the conditions of use
- All hirers must be aged over eighteen
- Public Liability insurance has been taken out to cover occasional/individual hirers who are not able to arrange their own insurance. The cost of this is 15% of the hiring fee and is passed directly onto the hirer. Large organisations and those who hire the facilities regularly are expected to have their own insurance cover and a copy of the relevant policy document must be shown to the Finance Manager as evidence
- The hirer must be aware of the fire evacuation procedures, call point locations and their responsibility regarding first aid
- All school buildings and associated premises are non-smoking areas
- The schools' are not responsible for any loss of or damage to vehicles parked on its premises, or their contents
- Outside areas will not be let unless in a suitable condition to be used
- Details of current lettings charges should be available from the Finance Office

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. The Finance & Audit Committee require that for all hiring involving groups working with children, appropriate level of disclosure has been obtained and DBS clearance for individuals working on the school premises.

Charges

- All charges will be subject to periodic review by the Headteacher and Finance Manager
- The calculation of charges will include consideration of the real costs of heat, light sewerage and water, and the cost of caretaking for the event
- Lettings to charitable and community groups will be considered at cost only

- Other charges are agreed by the Board of Directors and may include an element for profit above actual costs
- Discounts for groups that enhance our school and promote links with the local community

The application process

- The hirer completes the application form, which sets out the time and date of the proposed hiring and the precise definition of the premises and facilities to be hired, including changing rooms for sporting events, lavatories and kitchens
- The Headteacher considers the application, or Finance Manager on their behalf and a decision is made whether to permit the hire
- The Finance Manager is informed and will make the necessary arrangements for the letting.
- The Finance Manager or delegate will confirm arrangements with the applicant with the terms of the hire, including insurance requirements
- An invoice is issued prior to the letting and must be paid in advance
- A receipt should be issued where possible.

LETTINGS CONDITION OF USE

Applications for the use of school premises must be made to the Finance & Premises Manager, and responsibility for their approval rests with the Headteacher. School and PTA functions will take priority over any applications. The person signing the application will be deemed to be the Hirer, and must accept responsibility for ensuring compliance with these conditions.

THE HIRER MUST COMPLY WITH THE LAW OF THE LAND

- 1.2 Hirers will be informed, at the time the application is approved, of the charge for the use of the facilities required.
- 1.3 The school reserve the right to cancel any letting giving 14 days notice if the accommodation is required by the school, reimbursing the hiring fee.
- 1.4 Any intention on the part of the Hirer to cancel a letting must be notified to the Finance & Premises Manager at least 24 hours before the letting is due to take place. In the event of the Hirer failing to give at least 24 hours notice, no reimbursement of the hiring fee will be made, and if preparatory works have already been undertaken, the Hirer will bear the actual costs incurred.
- 1.5 The School Site Team are normally expected to prepare for lettings, and the hirer is responsible for leaving the hired area in a clean and tidy condition. The Finance & Premises Manager will then arrange any other necessary cleaning afterwards and where the school require, to be in attendance throughout the course of the letting. If the above conditions are not met, the Hirer will be charged a rate of £25 per hour for the necessary cleaning.

No payment should be made direct to the Site Team, since they will be paid by the School.

- 1.6 No structural alterations to school premises, fixtures or fittings or the use of the school display boards will be permitted. The hirer is responsible for providing their own display equipment if required, subject to discussion and agreement with the Finance & Premises Manager.
 - a. The Hirer is responsible for providing supervision during the course of the letting and must satisfy the Finance & Premises Manager that the arrangements being made are in accordance with the Health & Safety regulations.
 - b. The Hirer or their accredited representative must be in attendance at all times and must accept responsibility for any damage caused to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment, resulting from the let. Every precaution must be taken to avoid such damage and the Hirer will be required to meet the cost of making good any damage, however caused.
- 1.8 Hirers are responsible for arranging their own insurance for:
 - a. personal accident;
 - b. third party claims;
 - c. any loss or damage to the school grounds, playing fields, buildings, fittings, fixtures, furniture and equipment resulting from the letting and must indemnify the Lessor against any claim.

Public liability has been arranged by the school and this is reflected in the hire charges. Public liability only covers items a and b above and any damage to the school grounds etc., is the responsibility of the hirer.

A copy of insurance policy to be made available on request to the Lessor.

- 1.7 If it is intended to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public are admitted, Hirers are advised to consult the School Finance & Premises Manager in advance to ensure that the school premises are adequately licensed for the purpose before submitting a firm application.
- 1.8 Footwear which is likely to cause damage to school floors must not be worn. French chalk or its equivalent must not be put down when the hall is used for dancing.
- 1.9 Alcoholic liquor must not be sold or consumed on the school premises unless specific approval has been given by the Headteacher. If approval is given to the sale of alcoholic liquor, the responsibility of obtaining the necessary Licence rests upon the Hirer.

The use/throwing of confetti, "silly string" and similar products is not permitted within the school or the school grounds.

- 1.10 Suitable indoor equipment must be used. The School Finance & Premises Manager/Headteacher/Site Team has the right to prohibit the use of any equipment deemed unsuitable for use indoors.

ADDITIONAL CONDITIONS GOVERNING LETTING OF SCHOOL MEALS KITCHENS

- 2.1 Hirers who wish to have permission to use the kitchen without a member of the School Meals Staff present, should approach the School Finance & Premises Manager when the letting application is made.
- 2.2 If boilers, cooking ranges or hot cupboards are used, the member of the Hirer must be responsible for their use.
- 2.3 No food is to be stored in the fridges or freezers and no food to be left in the kitchen overnight.
- 2.5 Hirers are expected to provide their own cutlery, crockery, condiments, and cleaning materials etc.
- 2.6 All equipment and sinks must be left clean and tidy, leaving any used equipment out in order to be sterilized after use. The floor is to be swept and mopped after use.

Additional cleaning where necessary will be charged for at £25 per hour.

- 2.7 Outdoor clothes should be covered with a clean overall.
- 2.8 No person under the age of 15 years is allowed in the school kitchen.
- 2.9 No animals are allowed in the school kitchen.

ADDITIONAL CONDITIONS GOVERNING THE LETTING OF SCHOOL PLAYING FIELDS AND PLAYGROUNDS

- 3.1 It is the responsibility of the Hirer to ascertain the fitness and suitability of the ground, and to make the final decision as to whether the ground may be used, before the letting takes place. In the event of the ground being deemed unfit for use immediately before a letting is due to take place, (and this decision being agreed by the School), any letting charge already paid will be refunded and any account due will be cancelled.
- 3.2 Hirers must be responsible for ensuring that everyone taking part in lettings involved in the school playing fields and playgrounds, and all spectators, are properly and adequately supervised within the confines of the relevant Health & Safety Regulations.
- 3.3 Casual spectators not connected with the hiring must not be admitted.
- 3.4 Stakes or the like must not be driven into the ground, unless the School has specifically given permission.
- 3.5 Vehicles must not be driven over; parked upon the playing field or parked upon playgrounds unless permission has been specifically given.
- 3.6 Bonfires must not be lit, unless permission has been specifically given. Barbecues cannot be used unless permission has been specifically given.
- 3.7 Animals must not be allowed on the playing field or within the school grounds with the exception of Assistance Dogs.
- 3.8 No marking out of pitches may be done except by the authorised ground staff unless permission has been specifically given.
- 3.9 Playgrounds and playing fields must be left in a clean and tidy condition and free of litter after use.
- 3.10 Any loudspeakers must be moderated so as not to cause a nuisance.
- 3.11 Spiked boots/shoes must not be worn on any synthetic playing surface.
- 3.12 The School Finance & Premises Manager/ Headteacher must be consulted in advance if there is any doubt about the interpretation of the above conditions.

FIRE PRECAUTIONS

- 4.1 The Hirer, or a responsible person nominated them in writing, shall be in charge of and be upon the hired part of the premises during the whole time the premises are open to the public. There shall be during that time sufficient staff or competent attendants on duty on the premises. The person in charge shall not be engaged in any duties that will prevent them from exercising general supervision of the premises.

- 4.2 THE HIRER SHALL ASCERTAIN AND COMPLY WITH ANY SPECIAL FIRE PRECAUTION REQUIREMENTS CONTAINED IN MUSIC, SINGING AND DANCE, THEATRES OR ANY OTHER LICENCES APPROPRIATE TO HIS INTENDED USE OF THE PREMISES.
- 4.3 The seating accommodation, gangways, passages and stairways in the hired section of the premises shall be provided as recommended by The Regulatory Reform (Fire Safety) Order 2005 and guidelines set out in Fire Safety and Risk Assessment: Small and Medium Places of Assembly
- 4.4 All gangways, corridors, staircases and external passageways intended for exit shall be kept entirely free from obstruction and shall not be used as cloakrooms.
- 4.5 All exit doors shall be available for exit during the whole time that the public are on the premises, and shall be opened at the end of the function for the use of the persons present at function.
- 4.6 Doors and openings, other than exits, in sight of the audience, which lead to portions of the premises accessible to the public, shall have notices placed over them indicating the uses of such portions. Doors and openings leading to portions of the premises not accessible by the public shall have notices placed over them indicating 'No Thoroughfare.'
- 4.7 Mats or other floor coverings shall be secured to prevent rucking, and any drapes over exit doors or exits shall be hung to prevent them trailing on the floor.
- 4.8 Inflammable materials shall not be used for the decoration of the premises unless such materials have been rendered flame retardant and are maintained in that condition.
- 4.9 Any portable electrical items used during the let must have been PAT tested before use.
- 4.10 Temporary electrical installations which are necessary for any particular function must comply with the following conditions:-
- (a) All temporary electrical installations shall comply fully with the applicable recommendations and requirements of the current edition (with amendments) of the following:
 - i. The Institution of Electrical Engineers Regulations for the electrical equipment of buildings;
 - ii. The British Standard Specification and Code of Practice;
 - iii. The Electricity Supply Regulations and shall only be installed by an electrician. No temporary wiring shall be connected to circuits or fuse board feeding the main auditorium lighting.
 - (b) Temporary wiring shall be carried out using PVC insulated and sheathed cable to CMA manufacture, and switchgear and apparatus of a voltage rating not less than the maximum rms voltage difference, which can normally develop under fault conditions.
- 4.11 After the let, thorough checks should be made by the Hirer to ensure any doors or windows that have been opened during the let have been closed. All rubbish or other property belonging to the Hirer and participants of the let must be cleared from the school premises.
- 4.12 If there is any doubt about the application of any of the above Conditions, the advice of the School Finance & Premises Manager/Head of the School should be sought.

Health and Safety

Hirers are expected to adhere to Health and Safety law and guidelines as outlined by the Health and Safety Executive. A copy of the school's Health and Safety policy is available from the School Business Manager.

This guide is intended for use in respect of short term use of the premises which are intended to give no right of occupation beyond the expiry of the agreement. Further advice should be sought where it is intended to grant use of the premises for periods of more than a few consecutive hours or days at any one time.

Failure to comply with the terms and conditions of the lettings will result in the termination of any lease agreement.

SCHOOL:

HIRING ORGANISATION:

Contact name:

Contact telephone:

Address of contact person responsible:

PURPOSE OF HIRING:

DATES AND DAYS REQUIRED:

ACTUAL TIMES REQUIRED (to include preparation time and time for cleaning afterwards):

MAIN FACILITIES/ROOMS REQUIRED:

WILL ANY OTHER FACILITIES BE REQUIRED? Eg stage lighting/piano/specialist equipment

DO YOU REQUIRE HEATING: Yes No

DECLARATION BY HIRER: I acknowledge that I have received a copy of the conditions governing this hiring and understand them. I agree to abide by them and to pay the sum due before the hiring takes place. I agree to pay for the reinstatement following any damage to property caused as a result of this hiring.

Signed:

Date:

TO BE COMPLETED BY THE SCHOOL

This Hiring has been approved for, and on behalf of, the school.

Signature of Finance & Premises Manager _____

Date _____

The charge for this Hiring will be: £ _____

PAYMENT RECEIVED:

DATE: