



Bassingbourn Primary School

## Lettings Policy

**Policy ratified: September 2017**

**Date of review: September 2019**

**Signed by the Head Teacher:**

**Signed by the Chair of Governors:**

## **Lettings Policy**

The school lets out part of its premises and related equipment for public use outside normal school hours. These lets are short term and generally charged on an hourly basis.

The premises available for hire are:

*The Main Hall*

*The Activity Hall*

*Classrooms*

*The School Field*

*Changing Rooms*

*Outside Areas*

To comply with fire safety guidance the capacities of the main hall and activity room are as set out below:

Type of Function	Capacity
<b>MAIN HALL</b>	
Stage Shows with audience in rows Including cast	170 Seats
Dinners only	180 Seats
Dinner dances	200 - however if all participants will all be seated at some time then the space available to allow for a dance floor is reduced to 150.
<b>ACTIVITY HALL</b>	60

The school grounds are available for hire as follows:

Type of Function	Capacity
Caravan Rallies	50 units
Car Boot Sales	100 pitches
Car Parking	30 vehicles
Football	1 $\frac{3}{4}$ size pitch (please refer to 2.6 Vehicle Parking/Restrictions)

Each let is made on the hirer's acceptance of the terms and conditions of hire as noted below.

## **Terms & Conditions of Hiring School Accommodation**

### **1 APPLICATION**

The Hirer must be over 18 years of age.

All applications for hire should be addressed to the School Office.

The school will hold provisional bookings for a period of 7 working days.

The Hirer must complete the Lettings Application Form, at least 7 days before the proposed hire.

The hirer must state the purpose for the hire.

The Hirer must pay the full fee for the booking no later than 4 weeks prior to the date of use.

If the hire is less than 4 weeks away from the date of application, the full fee will be payable.

For block bookings, the full payment will be required with the same notice as above to the start of the block booking.

A refundable deposit will be required to cover damages and other losses that occur during the period of hire. This deposit will be refunded within 7 days of an event as long as terms and conditions are adhered to. Deposit may be withheld if terms and conditions are breached.

The school and the governors reserve the right to refuse any application.

## **2 CONDITIONS OF HIRE**

Applications for the hire of the hall, any of the listed hireable rooms in the building or outside areas must be in writing on the enclosed form. Appendix 1

The scale of charges and hours of letting are set out in Appendix 2. Revision of charges will be made with effect from 1<sup>st</sup> January each year.

A deposit up to £100 may be requested and would be payable within 4 weeks of the hire date.

Applications may not be made earlier than 53 weeks before the date of the hiring and are taken in the order in which they are received.

In the event of a revision of the charges for the hire after the date of application and before a hiring is confirmed by the school governors the hirer shall pay the revised charges.

The Hirer or a nominated responsible person must be in attendance throughout the duration of the hire.

The Hirer will not sub-let or assign any part of the accommodation and shall not use it for any other purpose than that for which it has been hired.

The Hirer will at all times allow access to the premises and services to school or council staff to perform any duties other than participate in the activity taking place.

The hirer shall, upon request, provide a copy of the programme of any entertainment given by the hirer. Once approved, the entertainment provided must conform to the programme.

The Hirer will ensure that the number of people attending a function /activity does not exceed the maximum permitted on the hired accommodation.

If the hirer is not in possession of Liability Insurance, there will be a surcharge of 15% of hire cost for the Insurance Premium plus Insurance Premium Tax

9.5% of Insurance Premium. Where a nil hire fee is agreed a minimum premium of £2.50 per booking will apply. Please indicate clearly on the hire application form if this option is to be taken up. This policy carries an excess of £100 for each and every claim for damage to the premises or contents caused other than by fire or explosion.

The school is not responsible for any loss or damage to personal possessions whilst on the premises.

Clubs providing for children both within school hours and after school need to adhere to After School Clubs Policy and need to sign to agree to work within the school safeguarding policy and code of conduct, Appendix 3

## **2.1 LICENCES/LEGALITIES**

The conditions attached to the premises licence and the stage play licences shall be duly observed. A copy of such licences may be seen on application and the hirer shall be deemed to have had notice of all such conditions. (Please note that the school's PRS & PPL licenses do not cover 3<sup>rd</sup> party usage, therefore it is advised that a hirer obtains their own licence, if applicable.)

No Alcohol is to be consumed on school premises without express permission. Such requests must be made at the point of application.

The school will not allow the sale of alcohol within its boundaries, without an alcohol/drinks license - a copy of which to be supplied to school.

If a licence is required by the Hirer details should be provided so that school can keep track of licencing of its premises given annual limits. For information regarding licencing: [www.scams.gov.uk/content/temporary-event-notice](http://www.scams.gov.uk/content/temporary-event-notice)

You must apply for a Temporary Event Notice (TEN) if you want to carry out a 'licensable activity' on unlicensed premises in England or Wales.

Licensable activity includes:

- selling alcohol
- serving alcohol to members of a private club
- providing entertainment, eg music, dancing or indoor sporting events
- serving hot food or drink between 11pm and 5am

The process of applying is formally known as 'serving' a Temporary Event Notice.

You will also need a TEN if a particular licensable activity is not included in the terms of your existing licence (e.g. holding a wedding reception at a community centre).

The hirer shall not use the premises or any part thereof for a performance for which copyright subsists without the consent of the owner of the said copyright or in any manner infringe any subsisting copyright.

The Hirer shall be expected to comply with the regulations of the Performing Rights Society.

The school premises are not licensed for public entertainment. For certain types of events an occasional licence must be obtained from the Council's Environmental Health and Consumer Services Division. Hirers are responsible for ensuring the conditions adhered to the licence are fully observed.

If any part of the premises are to be used for purposes of gaming or games of chance of any description the hirer shall be responsible for securing that the provisions of the Gambling Act 2005 or any subsequent amending Act are fully observed and complied with.

The premises are subject to the normal Sunday trading laws for the time being in force and only restricted items may be sold on a Sunday. Details of these may be obtained from the District Council Offices.

## **2.2 HIRER'S RESPONSIBILITIES**

The hirer is not permitted to use any form of fixings, such as nails, tacks, bolts, that damages the fabric of the building.

(Note: The school have provided, at various points in the main hall, a number of screws and hooks to which decorations may be fixed and the caretaker will indicate these to any hirer).

No items likely to cause damage to floors, walls and equipment must be brought into the school without the hirer having taken adequate protective measures. In case of doubt, the school must be informed at the point of hire, the items should only be brought into the school once permission is granted. The Hirer will be responsible for any damage caused to floors, walls even if protective action had been taken.

The hirer is not permitted to make any alterations or additions to the fabric of the building.

Electrical equipment must not be brought into the premises unless:

(a) The arrangement has been approved in advance with the hirer

The hirer is responsible for inspecting and certifying the safety of any non-electrical equipment brought on to premises by them or their invitees or their agents.

The hirer shall repay to the governors on demand the cost of reinstating or replacing or repairing any part or parts of the premises, including any of the furniture and fittings therein contained, which shall be damaged, destroyed, stolen or removed as a result of the negligence of the hirer or their invitees, servants or agents during the period of hire.

The Hirer shall not assign the benefit or burden of the hiring or sublet or share possession of the premises or any part thereof.

The hirer shall indemnify the school governors and Cambridgeshire County Council against all claims, demands, actions or proceedings in respect of any loss, damage or injury caused by or to any persons which shall occur while such person is in or upon part of the premises or arise from any accident or occurrence which happens while such person is in or upon any part of the premises or in respect of any loss or damage suffered or sustained by any person by reason of use of the premises by the hirer.

The cloakrooms will be in the care and custody of the hirer, who must provide their own attendants and be responsible for any loss that may occur.

The hirer shall provide, at his own expense, items of furniture or equipment that is not available for use in the school.

Where school furniture or equipment is used, with agreement, the hirer will ensure that all items are returned back to the storage areas.

All areas used are to be left in a clean and tidy condition at the end of the function. The hirer must leave the accommodation in the condition it was hired in. Additional cleaning and damages may result in the loss of deposit.

The wearing of stiletto or metallic heels is not allowed in any area without carpeted floors. Footwear of any kind that is liable to cause damage to the flooring in any part of the school is prohibited. When the premises are hired for the purposes of auction sales, horticultural shows or other events of a like nature the hirer must protect the flooring with a suitable covering.

If you run a club/group that involves children, you and your staff/helpers must have had the necessary checks carried out by the Disclosure and Barring

Service and be able to provide the school with a copy of the DBS, ID and third party liability insurance details.

Times and duration of hire vary with the accommodation hired. However, all lets must be cease at midnight and, as such all activities must cease by 11.30pm to allow sufficient time for clearing up.

The Attention of the Hirer is drawn to County/District Council By-Laws relating to excessive noise and public nuisance.

## **2.3 PROVISION OF STEWARDS**

The hirer is responsible for maintaining order throughout the period of hire and shall ensure that events are properly supervised, with sufficient stewards if so required.

The hirer will ensure that the event or its guests do not cause a nuisance to the local community.

The hirer shall provide such number of attendants and stewards as may be necessary to secure the efficient supervision of the premises during the hiring, including:

- The orderly and safe admission and departure of persons to and from the premises and the orderly and safe clearance of the premises in case of emergency.
- The safety of the premises and the preservation of good order and decency therein.
- Ensuring that all doors giving egress from the premises are kept unfastened and unobstructed and immediately available for exit during the whole time the premises are in use.

## **2.4 HEALTH AND SAFETY**

The school has a no smoking policy and as such all events must conform to this policy. Smoking and the use of E-cigarettes is not permitted on the school premises or within the boundary of the school.

Users of premises are reminded of their responsibilities under the Health and Safety at Work Act 1974

No persons shall intentionally interfere with or misuse anything provided in the interests of health safety or welfare in line with the relevant statutory provisions.

Hirers should have their own First Aid Supplies.

First Aid provided and ALL accidents, no matter how insignificant, must be recorded and the school informed after the event.

Hirers should have access to a mobile phone or use the phone in the foyer in the case of an emergency.

## **2.5 FIRE INSTRUCTIONS**

In case of a fire the hirer will adhere to the fire instructions displayed in the premises

## **2.6 VEHICLE PARKING/RESTRICTIONS**

Parking of vehicles must be restricted to the designated parking area(s) as stipulated from time to time by the school. The parking of vehicles at the rear of the premises is prohibited.

The speed limit for vehicles within the school grounds is 5mph.

The governors reserve the right to restrict vehicle movements/parking on grassed areas if weather conditions are likely to cause damage to the surface.

## **3 CANCELLATIONS**

The school may, at any time, cancel any booking, in which case the hirer will be reimbursed the full amount paid for the booking. The school will not be held responsible for the loss of any estimated income or actual expenses arising from the cancellation.

Cancellations by the hirer will be accepted but will incur the charges based on the length of notice given. Refunds of booking fees will be as follows:

- More than 4 weeks notice- Full refund of fees paid to the date of cancellation.
- Less than 4 weeks - No refund

The school can at anytime during the hire, or the period building up to the hire, terminate the hire without notice if the hirer is in breach of the conditions of hire.

#### **4 GENERAL**

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

The school governors may, by prior arrangement, allow a hirer reasonable time to clear up and remove property at the end of the hiring. The governors do not undertake safe custody of property remaining on the premises.

The hirer must not do in or near the premises any act or thing which may cause the County council or the school or the school governors to incur or become liable to pay any penalty damages compensation costs charges or expenses.

The hirer must comply in all respects with the provisions of any statutes and other obligations imposed by law or by any byelaws applicable to the hirer's use of the premises.

#### **5 EMERGENCY CONTACT DETAILS**

In the event of emergency during the period of hire, the hirer should contact:  
The Site Manager - Steven Kinsey on 01763 244093 or 07800 538593



Policy Given

Reporting accidents

DBS needed and seen

IF THERE IS ANY DAMAGE OR BREAKAGES ON THE DAY THE SITE IS BEING USED  
PLEASE REPORT IT TO THE SITE MANAGER OR THE PERSON IN CHARGE ON THE DAY



## LETTING CHARGES

(charges apply from 1<sup>st</sup> January 2016)

### NON PROFIT MAKING REGULAR ACTIVITIES - AFFILIATED GROUPS

	Monday to Friday	Weekend
<b>Main Hall</b>	£18 for 1 <sup>st</sup> hour (£12 for subsequent hours)	£23 for 1 <sup>st</sup> hour (£12 for subsequent hours)
<b>Activity Hall</b>	£17 for 1 <sup>st</sup> hour (£10.50 for subsequent hours)	£21 for 1 <sup>st</sup> hour (£10.50 for subsequent hours)
<b>Classrooms</b>	£13 for 1 <sup>st</sup> hour (£7 for subsequent hours)	£18 for 1 <sup>st</sup> hour (£7 for subsequent hours)
<b>School Field and changing rooms</b>	£13 per hour	£18 per hour

### PROFIT MAKING REGULAR ACTIVITIES - NON AFFILIATED GROUPS

	Monday to Friday	Weekend
<b>Main Hall</b>	£20 for 1 <sup>st</sup> hour (£14 for subsequent hours)	£25 for 1 <sup>st</sup> hour (£14 for subsequent hours)
<b>Activity Hall</b>	£18 for 1 <sup>st</sup> hour (£12 for subsequent hours)	£23 for 1 <sup>st</sup> hour (£12 for subsequent hours)
<b>School Field and changing rooms</b>	£18 per hour	£23 per hour

Regular use means weekly or monthly

### PRIVATE AND OTHER TYPES OF HIRE (e.g. Fundraising etc.)

For one-off private hire, a deposit of £100 is required at the time of application.

#### HIRERS' LIABILITY INSURANCE

This must be purchased for all non-commercial hire arrangements.

Details available from the School Office tel: 01763 242460

\* Cheques made payable to Bassingbourn Primary School  
Existing group arrangements will remain by mutual agreement  
Youth Groups receive reduced hourly rates

## Policy for After School and lunch time clubs at Bassingbourn Primary School

### **1. Rationale.**

At Bassingbourn Primary School, we believe that After School Clubs can help to enhance a child's learning and enjoyment at school. It can help children to acquire and develop new and existing skills, and can expose children to activities that they may not otherwise encounter.

### **2. Clubs Offered.**

At the start of each year in September, all parents will receive a full listing of clubs and procedures to follow for signing children up for clubs and times and dates that the clubs are running.

At the beginning of each term, any new clubs will be announced during whole school assembly and detailed in the school newsletter.

### **3. Joining Arrangements.**

Children who are interested in joining any of the clubs will take a permission slip home and return it, completed and signed, to the staff member in charge. The permission outlines for parents the following information

- Staff in charge
- Day and time
- Venue
- Arrangements should the club be cancelled last-minute
- How to withdraw a child from a club
- How a child makes his or her way to the club
- Pick up procedures
- Contacting the school should their child be ill

### **4. Start Dates.**

All clubs will outline their start and end dates in order to help parents with their planning.

### **5. Registration.**

A register will be taken by the staff member in charge. The register will clearly record whether:

- The child is present
- The child is absent and the club organizer has been reliably informed.
- The child is absent but the club organizer has not been reliably informed.

- Children in the third category must be followed up. The staff member will send a child to the office with the register and office staff will ring home.
- All permission slips, with details of phone numbers and medical needs must be kept with the register.

## **6. Attendance.**

It is expected that a child will commit to attending the club joined for at least a term. They will be expected to attend unless they are ill or a parent has written to the club organiser to inform them of their absence.

Parents are requested to inform the club organiser in writing if their child wishes to leave the club before the end of term. This will ensure that staff are not looking for a child and concerned for their whereabouts.

## **7. Absences**

Parents are requested to inform the club organiser in advance if their child is unable to attend one of the sessions. Children must not decide they do not want to go and walk themselves home without their parents or staff knowledge.

This can be done either by sending a note via the child to the club organiser or by phoning the staff in the school office who will then pass on the message.

## **8. Cancellation**

- Parents will be notified, in advance, of any sessions that need to be cancelled.
- If a session needs to be cancelled on the day itself e.g. due to the unexpected illness of the club leader, the school will notify parents by phone or School Comms and the children will follow the arrangements agreed with parents on their permission slips. If parents cannot be contacted staff in school will supervise the children until they are collected as normal.
- Should a session be cancelled at the last-minute e.g. due to adverse weather conditions, the club organiser will supervise the children until all children have followed the arrangements agreed with parents.

## **9. Supervision and Safety**

- The school does not support children walking home on their own in the dark and will not allow them to do this unless a parent makes the decision to let them walk unsupervised home on their own. If this is the case, the parents must send a letter to the club organiser informing them that this is their decision.
- The club organiser will ensure that all children leave the building safely as per the arrangements agreed with parents.

- Siblings of children attending clubs are to be collected as usual at the end of the normal school day. Neither the school nor the club organiser is responsible for the supervision of siblings during the club session.
- A 'first-aider' will always be on school premises for the duration of the club session
- In case of fire, the children will be led on to the playground where the club organiser will check the club register.
- The club organizer will always have a phone on them in case of emergency.

#### **10. Lunchtime Clubs**

- Teacher-led lunchtime clubs follow all regular school procedures.
- Permission slips are not required for lunchtime clubs.
- Should a teacher have to cancel a lunchtime club, children should follow their normal lunchtime procedure.