



Lettings Policy 2017

Policy Contact Person	Mr Charlie Lindsay
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Governor's Signature	
Date Signed	
Signed original stored in Business Manager's Office	



INTRODUCTION

The conditions set out below were approved by the Governors of Sandown School. Hirers should bear in mind that Sandown is a no-smoking site, including vapour/electronic cigarettes and that insurance is the responsibility of the hirer. Animals are not allowed on the property, with the exception of assistance dogs.

CONDITIONS GOVERNING THE LETTING OF SANDOWN SCHOOL

General Conditions

Applications for the use of Sandown premises must be made on Form L1 to the Head of the school. The person signing the application will be deemed the Hirer and must accept responsibility for ensuring compliance with these conditions.

Hirers will be notified on the Forms at the time the application is approved, of the current charge approved by the Governing Body for the use of the facilities required. The Governing Body reserves the right to alter letting charges after lettings have been agreed and Hirers will be notified of any increased charges.

Accounts will be issued after the completion of an occasional or short-term letting, or periodically (monthly) in the case of a regular long term letting. The Hirer must undertake to settle the account promptly.

All bookings are regarded as provisional until official confirmation is sent to the Hirer by the Bursar. The Governing Body reserves the right to cancel any letting if the accommodation is required for urgent official or academic business. No compensation will be paid to the Hirer in the event of such a cancellation.

Any intention on the part of the Hirer to cancel a letting must be notified to the Bursar of the school at least 24 hours before the letting is due to take place. In the event of the Hirer failing to give adequate notice, an account may be issued in respect of any expenses incurred by the school in connection with the cancelled letting.

The school Site Manager is expected to prepare for lettings, to do any necessary cleaning afterwards, and where the Governors require, to attend throughout the course of the letting. **NO PAYMENT SHOULD BE MADE DIRECT TO THE SITE MANAGER, SINCE HE WILL BE PAID BY THE AUTHORITY.**

No structural alterations to school premises, fixtures or fittings will be permitted and notices must be fixed only to the boards provided.

The Hirer is responsible for providing supervision during the course of the letting and must satisfy the Head that the arrangements being made are adequate.

The Hirer or the accredited representative must be in attendance at all times and must accept responsibility for any damage caused to the school buildings, fixtures, fittings, furniture and equipment resulting from the letting. 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.

Hirers are responsible for arranging their own insurance for

- a) personal accidents
- b) third party claims
- c) any loss or damage to the school grounds, buildings, fixtures, fittings, furniture and equipment resulting from the letting.

The school is not licensed for public performance. All lettings are treated as private functions.

Footwear that 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.

Alcoholic liquor must not be sold or consumed on the school premises unless specific approval has been given by the Governors. If approval is given to the sale or consumption of alcoholic liquor, the responsibility of obtaining the necessary license rests upon the Hirer.

School premises must be left clean and tidy after use. Additional charges will be incurred for cleaning if necessary.

First Aid

Hirers are responsible for any first-aid accidents or incidents that may occur during the hire of the premises.

Licences

There are a variety of licences that may be required for different types of functions. The onus is on the Hirer to ensure which are necessary and must produce documentary evidence before the letting takes place. The Hirer will indemnify the school and LA against any action brought about by failure to obtain the necessary licence (s). The following categories of letting may require a licence:-

Theatre licence
Copyright/Royalty licence
Cinematography licence
Alcohol
Music, Singing and Dancing

Additional Conditions Governing the Letting of the School Canteen

When use of the cooking area or canteen is proposed, hirers should approach the Bursar of the school when the letting application is made.

Hirers will normally be expected to provide their own cutlery, crockery and condiments.

The cooking area, all equipment and sinks must be left clean and tidy after use.

The canteen floor, tables and chairs should be left clean and tidy after use.

No smoking is allowed in the cooking area.

No animals are allowed in the cooking area or canteen.

The Hirer must be aware of, and comply at all times with, the Food Hygiene Amendment Regulations S1 1990, the Food Safety Act 1990 and the Health and Safety at Work Act 1974.

The Hirer must be adequately insured against damages/replacement/repairs of any catering equipment.

Hirers are not permitted to use the fridge, freezer, or dry storage areas without the prior agreement of the Head. Care must be taken NOT to switch off any refrigerators, or freezers and Hirers will be responsible for any claims made by the Governing Body.

Additional Conditions Governing the Letting of School Playing Fields and Playgrounds

If there is any doubt as to the fitness of the ground, the Hirer must consult the Head or Site Manager who will 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 by the Head or Site Manager immediately before the letting is due to take place, any letting charge already paid will be refunded and any account due will be cancelled.

Hirers must be responsible for ensuring that everyone taking part in lettings involving the school playing fields and playgrounds, and all spectators, are properly and adequately supervised.

Casual spectators not connected with the letting must not be admitted.

Stakes or the like must not be driven into the ground without prior permission.

Vehicles must not be driven over or parked upon the playing field unless specified prior to booking, at any time or on the playground whilst children are playing.

Bonfires must not be lit, unless permission has been specifically given.

Animals must not be allowed on the playing field without permission of the Head.

No marking out of pitches may be done except by the authorised ground staff.

Playgrounds and playing fields must be left in a clean and tidy condition after use.

Any loudspeakers must be moderated so as not to cause a nuisance.

Fire Precautions

The Hirer, or a responsible person nominated by 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 and there shall be during that time a sufficient staff of 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. THE HIRER SHALL ASCERTAIN AND COMPLY WITH ANY SPECIAL FIRE PRECAUTION REQUIREMENTS CONTAINED IN MUSIC, SINGING AND DANCING THEATRES OR ANY OTHER LICENSES APPROPRIATE TO THE INTENDED USE OF THE PREMISES.

All gangways, corridors, staircases and external passageways intended for exit shall be kept entirely free from obstruction and shall not be used as cloakrooms.

All exit doors shall be available for exit during the whole time that people are on the premises, and shall be opened at the end of the function for the use of the persons present at the function.

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 to the public shall have notices placed over them indicating "No thoroughfare".

Mats or other floor covering shall be secured to prevent rucking, and any drapes over exit doors or exits shall be hung to prevent them trailing on the floor.

Flammable 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.

(a) All temporary electrical installations must only be installed by a qualified electrician and shall comply fully with the applicable recommendations and requirements of the current edition (with amendments) of the following conditions:

- i) The Institute of Electrical Engineers Regulations for the electrical equipment of buildings.
- ii) The British Standard Specification and Codes of Practice.
- iii) The Electricity Supply Regulation
- iv) All temporary electrical appliance connected to our mains supply must have a current PAT label attached.

No temporary wiring shall be connected to circuits or fuse boards 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.

All additional stage lighting equipment that may be required shall be kept entirely separate from the existing installation, portable dimmer units being provided where required: no extensions shall be permitted from the existing dimmer equipment.

(c) All temporary equipment shall be bonded to the main system of earthing in accordance with Section D of the IEE Regulations, each clamp being provided in accordance with BS 951.

(d) All temporary installations which have been installed shall be disconnected from the permanent installation immediately after the occasion for which they have been used.

(e) Any special requirements or installations that are to be approved, or any items that require clarification, shall be brought to the notice of the Head seven days prior to the proposed date of the required installation.

The Hirer must ensure they are aware of the position of telephones, escape routes, fire alarm systems and firefighting equipment to be responsible for themselves and any attendees at their event in the event of an emergency situation e.g. where an evacuation is required.

Thorough checks should be made by the Hirer at the end of the letting to ensure that all doors and windows are properly secured.

Letting Charges – 2016/2017

General

- a) Caretaking - opening and closing of the school
- overtime including enhanced rates for weekends

- b) Cleaning - the school must be clean ready for use by children and staff the following day. It is the responsibility of the Hirer to leave the school in a usable condition. Charges will be incurred if additional cleaning is necessary.

Additional:

1. The charges shown apply Monday-Saturday
2. Charges on Sunday and Bank Holidays are 33% higher
3. Additional charges will be made if the School Kitchen facilities or staff are required
4. Youth groups may pay a concessionary rate at the discretion of the Chair of Governors

Schedule of Charges

Caretaker to Lock/Unlock Premises:

Large Hall (no heating)	@ £18.00 per hour – minimum 1.5 hours
Large Hall (with heating)	@ £21.00 per hour - “ “ “

Additional Caretaker attendance @ £10.00 + VAT per hour

Please note there is no VAT payable on hiring of the school hall.

School Playing Field @ £5.00 per hour

Football Pitches/Playground @ £5.00 + VAT (schools, associations and affiliated organisations using the pitches regularly are exempt from the VAT element under current legislation)

If markings or lines are required on the field, there will be an additional charge.

Please contact the Head regarding any other hiring charges.