

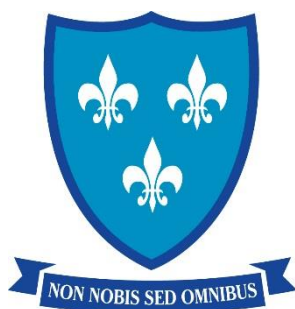
Staploe Education Trust

Excellence through partnership



Lettings Policy

Version:	3.0
Author:	Executive PA
Approved by:	Infrastructure Committee
Date:	July 2019
Review date:	July 2022



1.0 GENERAL

1.1 All enquiries and applications for the letting of school premises shall be made through the following person:

Soham Village College:	Executive PA
The Shade Primary School:	School Office
Weatheralls Primary School:	School Office
Kennett Primary School:	School Office

1.2 The Duty Site Team will be responsible for locking/unlocking the premises in respect of all lettings.

1.3 Staploe Education Trust Board recognises the role of its' schools within the community and welcomes the use of the school's premises for a variety of community and leisure purposes.

1.4 A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

2.0 TERMS & CONDITIONS

The terms and conditions on which the premises are let shall be as follows:-

2.1 BOOKINGS & FEES

(a) All Applications for the hiring of premises must be made through the person stated in 1.1, using the *Application Form* (Appendix C).

(b) Bookings can normally only be accepted for up to 6-months in advance and no later than 30 working days prior to the booking date.

(c) A Booking will only be accepted, subject to availability, upon completion of an application form and signed declaration. All bookings will be confirmed, in writing. *(Please do not make any arrangements until you have received written confirmation.)*

(d) The fees charged will be those in force on the day(s) of the hiring; the scale of charges is normally revised with effect from **1 April** each year.

(e) All charges are inclusive of caretaking, cleaning, lighting, heating and water (Where applicable).

(f) All charges will be invoiced and are payable within **30 days** of the invoice date.

(g) The hirer shall not assign the benefit or burden of the hiring or sub-let the premises or any part thereof.

2.2 SAFEGUARDING

- a) Any organisation/club or group whose attendees are children below the age of 18 are subject to the Trust's safeguarding procedures.
- b) They must provide a letter of assurance for the staff involved in the activity and a copy of their current child protection policy.
- c) No booking will be approved without the above documents.
- d) Staploe Education Trust will not hire or lease school premises or facilities to groups that have extreme ideologies, viewpoints or links. If we become aware of a Prevent concern regarding a group or individual using the premises and facilities or applying to do so, concerns will be reported to the relevant authorities.

Staploe Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects organisations or clubs hiring its premises to share this commitment.

2.3 CANCELLATIONS

- (a) Notice of cancellation must be given, in writing, to the persons nominated in 1.1 at least 14 working days before the hiring date. If notice is not received in time then the Hirer will be liable for any costs incurred.
- (b) The Headteacher of each school reserves the right, by notice to the hirer, to terminate the hiring at any time for reasons outside of their control and to return to the hirer any monies paid by way of deposit. The Headteacher shall not be under any liability to the hirer for any loss or damage they may sustain arising out of such termination.

2.4 PUBLIC LIABILITY INSURANCE

- (a) All Hirers must have adequate **Public Liability Insurance** cover as a condition of the Letting. Please enclose a copy of your own cover with the application.
- (b) If Public Liability Insurance is not held by your organisation/group, you must ensure that adequate cover is obtained. Written confirmation from the insurance company or broker concerned will be required by the school **prior to the Letting**.

It is advised that promotion of your event should not occur until confirmation of insurance has been received and approved by the school.

2.5 HIRERS' RESPONSIBILITIES

The Hirer shall:

- (a) Vacate the premises by the time stated on the Application Form, otherwise additional charges may be incurred by the hirer.
- (b) Obtain the necessary licence if alcohol is to be sold.
- (c) Be responsible for obtaining the licence of the owner of the copyright of any dramatic or musical work intended to be performed or sung and must indemnify the school against any infringement of copyright.
- (d) Make sure all doors and windows remain closed during events involving amplified music, except on exit and entry.
- (e) Appoint a person to carry out regular (at least every hour) monitoring of noise levels and keep appropriate monitoring records. They should do this by monitoring noise levels outside the premises and take appropriate measures to reduce and control noise emissions if considered likely to disturb neighbouring properties.
- (f) Ensure that any equipment brought onto the premises and used is safe and meets the standards of any statutory requirements regarding its serviceability, control and use. Any electrical equipment brought onto site must have a certificate of safety, which must be shown to the Duty Site Team.
- (g) Fireproofing of all scenery and props etc. to be used in any performances, in accordance with instructions issued by the County Fire Officer.
- (h) Smoking including electronic items are not permitted in any of the school buildings or grounds. The school's Smoking Policy must be observed.
- (i) Observe the school's Health & Safety Policy and ensure risk assessments are in place.
- (j) Only use rooms as agreed in the letting agreement. Access to kitchen areas is restricted to those over the age of 18 years.
- (k) Comply with all applicable notices and signs.
- (l) Immediately evacuate the premises by the nearest Fire Exit on the sounding of the **Fire Alarm**. (*The Fire Alarm is a continuous ringing of the bell*). Details of fire evacuation procedure will be provided by the school.
- (m) Make suitable arrangements for first aid.
- (n) Inform the Duty Site Team member immediately of any **accidents/incidents**.
- (o) Notify the school of any hazards identified during the letting.

- (p) Leave the premises and equipment as found.
- Furniture must not be moved without prior permission;
 - School equipment must not be used or moved without prior permission;
 - All litter must be placed in or close to the dustbin where waste items are too large for the dustbin.
 - The hirer is responsible for ensuring that access is not gained to areas of the school that have not been permitted as part of the hire agreement.
- (q) If any additional expense is incurred, arising from the letting, or any extra cleaning becomes necessary as a consequence of the use of the premises, the person/organisation hiring the school premises will be responsible for any such expense and charged accordingly.
- (r) Persons hiring premises or grounds will be held responsible for any damage to buildings, furniture, equipment or other property and a claim for the reinstatement, replacement or repair of such will be made whether as a result of the negligence of the Hirer or his/her invitees, employees or agents during the period of hire. The Hirer shall be deemed to have undertaken to pay the cost of such reparation by signing this hire agreement.
Please note that no nail or fastening of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture.
- (s) In respect of Item 2.5(m), the Hirer will be expected to insure this risk and hold legal liability insurance to cover claims directly arising from their group or organisation's activities.
- (t) The Hirer is responsible for the supervision of all persons attending the premises 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.
- (u) Any precautions required to ensure the users safety when using equipment are the responsibility of the Hirer. This includes, for example, the provision of information and training in the use of the equipment.
- (v) The Trust **cannot** accept responsibility for any loss, damage, accident or injury arising during the Hirer's use of the premises, or to any member of the Hirer's party and the hirer shall indemnify the Trust Board against all claims, demands, actions or proceedings.
- (w) Car parks are situated at as follows:

Soham Village College:	Both the Sand Street and College Close entrances of the College.
The Shade Primary School:	Has a car park at the main entrance.
Weatheralls Primary School:	Has a car park at the main entrance
Kennett Primary School:	No car park available

If your function involves many cars you are advised to contact the Police for advice.

All vehicles are parked at the owner's risk.

The Trust takes no responsibility for theft or damage to vehicles while parked on the premises.

3.0 **FORM OF AGREEMENT & INDEMNITY**

3.1 An Application Form must be completed for each letting, giving full details of use of premises/equipment.

3.2 The following indemnity will be included on the Application Form and must be signed by the Hirer before the booking can be accepted:-

"I certify that I am not less than 18 years of age. I have read and agree to be bound by the Terms & Conditions of Hire, for the time being in force, and I accept responsibility for the observance of the conditions and agree to pay on demand the letting charge hereby incurred.

I hereby indemnify the Trust Board of Staploe Education Trust 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 Trust Board does not seek to absolve itself or any employees from liability as owners/occupiers of the premises.)"

3.3 The School Advisory Body reserve the right to refuse any booking which is deemed unsuitable.

4.0 CATEGORY OF USER

SCALE 1: Lettings to **Private Organisations** or **Individuals**.

SCALE 2: Statutory Use, Community Users & Charities

- a) **Statutory Use:** e.g. Parliamentary Elections; Meetings of candidates for Parliamentary Elections; County Council, District Council & Parish Council Elections; Parish meetings and Parish Council meetings.
- b) Surgeries held by **MP's** or **Councillors**.
- c) Use by **District Councils** for Civic Receptions on one occasion per year.
- d) Fund Raising activities by recognised **Charities**.
- e) Use by **Community Users** (i.e. individuals and organisations who are regular users of the school).

SCALE 3: Partner Groups

- a) Staploe Education Trust charges our partners marginal costs only to cover staff, cleaning and utility costs. Our partners are identified as having a mutually beneficial relationship with the school(s) such as to raise income, educate our pupils or offer our pupils extra-curricular opportunities. The Operations Director will make a decision of whether a group adequately meets this criteria before they are made a partner of the school. A list of partner groups is kept by the Trust's Finance department.

5.0 SCALE OF CHARGES

5.1 The Scale of Charges will be revised annually at the beginning of April each year.

5.2 All lettings of the school premises shall cover the costs of heating, lighting, water, caretaking and cleaning costs.

Appendix A

Hire Charges from 1st April 2019

Soham Village College:

Monday – Thursday until 9.00pm and Friday until 12.00am

Venue	Room Capacity	Scale One (£/Hr)	Scale Two (£/Hr)	Scale Three (£/Hr)
Lodeside Hall Beechurst Hall	200 seated 100 standing	30.00	15.00	FOC
Lodeside Gym Beechurst Gym	30	28.00	14.00	FOC
Performing Arts Theatre (PAC)	150 seated	30.00	15.00	FOC
Classroom	25-30 seated	17.00	8.50	FOC
The Isle	25-30 seated	20.00	10.00	FOC
Music Room Drama Studio	25-30 seated	28.00	14.00	FOC
Sports Pitch (per game)	n/a	30.00	15.00	FOC
Sports Pitch and Changing Rooms (per game)	n/a	40.00	20.00	FOC

Saturday until 12.00am and Sunday until 9pm

Venue	Room Capacity	Scale One (£/Hr)	Scale Two (£/Hr)	Scale Three (£/Hr)
Lodeside Hall Beechurst Hall	200 seated 100 standing	43.00	19.50	25.00 per opening and locking up
Lodeside Gym Beechurst Gym	30	36.00	18.00	25.00 per opening and locking up
Performing Arts Theatre (PAC)	150 seated	39.00	19.50	25.00 per opening and locking up
Classroom	25-30 seated	20.00	10.00	25.00 per opening and locking up
The Isle	25-30 seated	30.00	15.00	25.00 per opening and locking up
Music Room Drama Studio	25-30 seated	36.00	18.00	25.00 per opening and locking up
Sports Pitch (per game)	n/a	39.00	19.50	25.00 per opening and locking up
Sports Pitch and Changing Rooms (per game)	n/a	50.00	25.00	25.00 per opening and locking up

Appendix B

Hire Charges from 1st April 2019

The Weatheralls Primary School and The Shade Primary School:

Monday – Thursday until 9.30pm

Venue	Room Capacity	Scale One (£/Hr)	Scale Two (£/Hr)	Scale Three (£/Hr)
Classroom	25-30 seated	20.00 first hour 15.00 for each additional hour	20.00 first hour 15.00 for each additional hour	20.00 first hour 15.00 for each additional hour
Hall	150 for dances where the only seating is provided around the perimeter 100 For receptions where tables and chairs are used	27.00 first hour 20.00 for each additional hour	27.00 first hour 20.00 for each additional hour	27.00 first hour 20.00 for each additional hour
Playing Field and Changing Rooms		25.00 per half day	25.00 per half day	15.00 per half day

There are no bookings taken from Friday through to Saturday.



APPLICATION TO HIRE SCHOOL PREMISES

This form must be completed by the person responsible for the intended function/activity and forwarded to the identified location within 1.1 of the Trust Lettings Policy at least 30 working days prior to the commencement of the booking.

Name of Applicant	
Society or Organisation	
Contact Telephone Number	
Contact Email Address	
Invoice Address	
Nature of Hire	
Selected School	
Dates Required	
Start Time <i>(Inclusive of set up time)</i>	
Finish Time <i>(Inclusive of clearing time)</i>	
Location Required <i>(hall, gym, etc)</i>	
Additional Requirements <i>(Tables, chairs, layout etc.)</i>	
Maximum Number of Participants	
Age Range of Participants <i>(under or over 18s)</i>	

INSURANCE PROVISION

It is a requirement of all lettings across the Trust, that appropriate insurance is held by the hirer.

Commercial Hirers:

Will be required to produce evidence of their current legal liability insurance before the booking can be accepted.

Non-Commercial Hirers:

Will be required to purchase public liability insurance through the individual school.

This will be charged at either 12.5% of the total letting charge or £1.30, whichever is the greater plus 12% Insurance Premium Tax as set by the Government.

Payment must be received prior to the booking taking place.

The hirer will be held responsible for damage to premises or equipment and will be charged for repairs or replacement as required.

Please tick as appropriate;

Commercial hire

Non-commercial hire

HIRE CHARGES

Once a booking has been accepted; an invoice will be raised for the full amount inclusive of room and equipment and forwarded to the hirer.

All invoices are payable within 30 days of the invoice date.

DATA PROTECTION

Any personal data entered on this form will be held by the school in accordance with Staploe Education Trusts Data Protection Policy.

HIRERS' RESPONSIBILITIES

The Hirer shall:

- (a) Vacate the premises by the time stated on the Application Form, otherwise additional charges may be incurred by the hirer.
- (b) Obtain the necessary licence if alcohol is to be sold.
- (c) Be responsible for obtaining the licence of the owner of the copyright of any dramatic or musical work intended to be performed or sung and must indemnify the school against any infringement of copyright.
- (d) Make sure all doors and windows remain closed during events involving amplified music, except on exit and entry.
- (e) Appoint a person to carry out regular (at least every hour) monitoring of noise levels and keep appropriate monitoring records. They should do this by monitoring noise levels outside the premises and take appropriate measures to reduce and control noise emissions if considered likely to disturb neighbouring properties.
- (f) Ensure that any equipment brought onto the premises and used is safe and meets the standards of any statutory requirements regarding its serviceability, control and use. Any electrical equipment brought onto site must have a certificate of safety, which must be shown to the Duty Site Team.
- (g) Fireproofing of all scenery and props etc. to be used in any performances, in accordance with instructions issued by the County Fire Officer.
- (h) Smoking is not permitted in any of the school buildings or grounds; which must be observed.
- (i) Observe the school's Health & Safety Policy and ensure risk assessments are in place.
- (j) Only use rooms as agreed in the letting agreement. Access to kitchen areas is restricted to those over the age of 18 years.
- (k) Comply with all applicable notices and signs.
- (l) Immediately evacuate the premises by the nearest Fire Exit on the sounding of the **Fire Alarm**. (*The Fire Alarm is a continuous ringing of the bell*). Details of fire evacuation procedure will be provided by the school.
- (m) Make suitable arrangements for first aid.
- (n) Inform the *Duty Site Team member* immediately of any **accidents/incidents**.
- (o) Notify the school of any hazards identified during the letting.
- (p) Leave the premises and equipment as found.
 - Furniture must not be moved without prior permission;

- School equipment must not be used or moved without prior permission;
 - All litter must be placed in or close to the dustbin where waste items are too large for the dustbin.
 - The hirer is responsible for ensuring that access is not gained to areas of the school that have not been permitted as part of the hire agreement.
- (q) If any additional expense is incurred, arising from the letting, or any extra cleaning becomes necessary as a consequence of the use of the premises, the person/organisation hiring the college will be responsible for any such expense and charged accordingly.
- (r) Persons hiring premises or grounds will be held responsible for any damage to buildings, furniture, equipment or other property and a claim for the reinstatement, replacement or repair of such will be made whether as a result of the negligence of the Hirer or his/her invitees, employees or agents during the period of hire. The Hirer shall be deemed to have undertaken to pay the cost of such reparation by signing this hire agreement.

Please note that no nail or fastening of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture.

- (s) In respect of Item 2.5(m), the Hirer will be expected to insure this risk and hold legal liability insurance to cover claims directly arising from their group or organisation's activities.
- (t) The Hirer is responsible for the supervision of all persons attending the premises 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.
- (u) Any precautions required to ensure the users safety when using equipment are the responsibility of the Hirer. This includes, for example, the provision of information and training in the use of the equipment.
- (v) The Trust **cannot** accept responsibility for any loss, damage, accident or injury arising during the Hirer's use of the premises, or to any member of the Hirer's party and the hirer shall indemnify the Trust Board against all claims, demands, actions or proceedings.
- (w) Car parks are situated at as follows:

Soham Village College: Both the Sand Street and College Close entrances of the College.

The Shade Primary School: Has a car park at the main entrance.

Weatheralls Primary School: Has a car park at the main entrance

Kennett Primary School: No car park available

If your function involves many cars you are advised to contact the Police for advice.

All vehicles are parked at the owner's risk.

The Trust takes no responsibility for theft or damage to vehicles while parked on the premises.

DECLARATION

I certify that I am not less than 18 years of age. I have read and agree to be bound by the Terms & Conditions of Hire detailed within Staploe Education Trusts Lettings Policy and Application Form, for the time being in force, and I accept responsibility for the observance of the conditions and agree to pay on demand the letting charge hereby incurred.

I hereby indemnify the Trust Board of Staploe Education Trust 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 Trust Board does not seek to absolve itself or any employees from liability as owners/occupiers of the premises.)”

Signature of Applicant.....

Date.....

OFFICE USE ONLY

Venue	
Date of Hire	
Cost per Hour	
Total Hire Charge	
Insurance @ 12.5% <i>(if applicable)</i>	
Insurance Tax @ 12%	
Total Insurance Charge	
Deposit Paid <i>(date received)</i>	
Invoice Value	
Invoice Number	
Invoice Settled	



Noise Monitoring Form

Group/Faculty: _____

Event: _____

Date: _____

Time					
Location of monitoring					
Noise Level Acceptable? Y/N					
Notes					

Name of Monitor _____

Signature _____