



The Castle School

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Lettings Policy

Date: June 2018

Executive Headteacher: Sarah Watson

Review date: Summer Term 2019

The Governing Body regards the school's buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible.

However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its students. Any lettings of the premises to outside organisations will be considered with this in mind.

This policy sets out the arrangements for the use of the school premises by groups, individuals or organisations.

Any person/group seeking to hire premises during the school day is subject to the school's safeguarding policy.

The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school may be brought into disrepute. Decisions whether to permit lettings will be delegated to the Headteacher.

All hirers of the school premises will be made aware of the hire costs, terms and conditions, including insurance requirements, before the hire and the agreement signed.

Charges

The Governing Body is responsible for setting charges for the letting of the school premises. Charges for lettings will be revised annually and approved by the Finance Committee. The charges for lettings take into account all costs to the school including, heating and lighting costs, caretaker hours, cleaning costs, administrative charge and wear and tear.

Variations in prices can be agreed by the Premises Manager, in liaison with the School Business Manager, for service variations.

Charges to children and youth groups may be subsidised if funds are available. This is to be agreed by the Headteacher, based on individual circumstances.

Charges for lettings are based on a minimum two hour period (four hours minimum for regular weekend lettings) plus an hourly rate. Where a hirer rents more than one room the charge for the letting will be the letting fee of the most expensive room plus the hourly rate of each individual room let. A schedule of rates for lettings is detailed in Appendix A.

Insurance

The school is insured by the DfE's Risk Protection Arrangement to cover public liability for hire of the premises. All hirers must carry sufficient Third Party Liability insurance.

Health and Safety

All persons hiring the school premises will be expected to conform to the relevant Health & safety regulations.

Safeguarding

All persons hiring the school premises for events or activities for young people must have suitable and sufficient policies and procedure in place to keep the young people in their care safe from harm. The school reserves the right to view these in advance of any booking and if they are not found to be suitable and sufficient then the booking may be cancelled.

Booking arrangements

All bookings must be made in advance. Appropriate forms are available from the finance and premises offices (see Appendix B). Other than in exceptional cases, an invoice will be raised in advance of all lettings. For repeat bookings this will be for a maximum of one half term in advance. It is expected that payment will be made prior to the booking taking place or within 7 days of the booking taking place for one off bookings.

Cancellation of a booking

The terms and conditions of the letting should require at least one week's notice of the cancellation or alteration for one off bookings (24 hours' notice for regular bookings). If such notice is not received the lettings fee continues to be payable and will be charged to the hirer. The school reserves the right to cancel any letting at short notice should circumstances dictate.

Lettings charges for 2017/18

Area to be hired	Price for two hour (minimum) let	Hourly price thereafter
Mobile classroom	£87	£11
Classroom in Sealy/Jubilee/Qdos	£91	£13
Classroom or small hall in the main building	£115	£25
Main hall	£187	£50
New Hall only	£122	£34

Application to Hire Premises at The Castle School

Please return this completed form to the Premises Manager

Name of Club or Organisation	
Responsible Officer of Club or Organisation	
Postal Address (for billing) including postcode	
Telephone Number	
Person Supervising hire on Site	
Contact Number	
Emergency Alternative Contact Name	
Emergency Contact Number	
Qualification of hirer (if relevant) see 14 of 'Conditions of Hire'	
Public Liability Insurance Details (provider and policy number)	

Purpose of Hire			
Accommodation Required			
Equipment/Furniture Required			
Equipment etc to be brought onto premises by hirer (if any)			
Heating Required?			
Approximate number of people			
Date(s) of hire			
Start Time		End Time	

NB: Session times include preparation and clearing time.

Declaration:			
<i>I acknowledge that I have received, read and agree to the Terms and Conditions of Hire from The Castle School. I agree to pay for all costs associated with this hire and any damage or injury to property or persons caused as a result of this hire. I agree to give 7 working days' written notice of any cancellation or I will pay a cancellation fee.</i>			
Signed		Print Name	
Position		Date	
To be completed by the School:			
Lettings Reference Number			
Sight of Public Liability Insurance	Y/N		
Policy No		Sum Insured	
Date of Expiry of Policy			
Sight of relevant safeguarding documentation	Y/N		
Authorised By			
Lettings fee			
Any Other Costs			
VAT (if applicable)			
Total Due			
Invoice number		Date invoice raised	

CONDITIONS OF HIRE

1. In these conditions,
 - (a) “the establishment” means the school premises;
 - (b) “the Hirer” has the meaning defined at paragraphs 3 and 4 below;
 - (c) “the facilities” means the premises and/or equipment forming part of or belonging to the establishment which the Hirer has identified on his/her application form;
 - (d) “the responsible body” means the establishment’s governing body, its management committee or any other body charged with responsibility for the use of its premises by the community;
 - (e) “the school” means The Castle School Taunton.
2. All applications for the hire of the facilities must be in writing on the printed form.
3. The person signing the application form shall be deemed to be the Hirer and must be over 18 years of age.
4. Where the Hirer indicates that he or she signs the application form on behalf of any club or organisation, that club or organisation shall also be deemed to be the Hirer and shall be jointly and severally liable with the applicant for any breach or non-observance of these conditions.

Should there be any default of payment by that club, the person signing the form shall be deemed personally liable.
5. The facilities will be used solely for the event described on the application form. If this booking relates to a regular and continuing booking, this one undertaking shall be binding for all occasions when the facilities are used.
6. The Headteacher, or his/her representative, may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises.
7. The Hirer will be responsible for the provision of all such information, instruction and supervision as is necessary to ensure the safety of any activity for which the facilities are used.
8. The behaviour of all persons attending at the establishment for this booking is the responsibility of the Hirer and must have due regard for our neighbours and other users of the site.

9. The responsible body will not be liable for any loss or damage to any property arising out of the hire, nor any loss, damage or injury which may be incurred by, or be done or happen to, any person or persons using the centre during the hiring, arising from any cause other than the negligence of the school.
10. The Hirer shall be responsible for all damage or loss to any fixtures, fittings, equipment or property occurring during the period of the hiring however and by whomsoever caused, together with any additional expenses and/or consequential losses arising from the damage or loss.
11. Hirers should consider and put into place any insurance cover they may deem necessary.
12. The Hirer must familiarise himself/herself with the emergency procedures for fire, first aid and accident reporting and carry them out to the best of his/her ability.

The school does not accept any responsibility for providing first aid cover. The Hirer and their appointed session leader are responsible for making arrangements for the provision of first aid cover and must make their own arrangements for summoning assistance.

A written report must be made to the school of any injuries. Any incident that could have resulted in an injury or other serious consequence must be reported in writing to the school. Certain serious injuries or incidents may require reporting to the Health & Safety Executive and that it is the Hirer's responsibility to make such reports.

13. The capacity of the assembly hall is 450 people including any people performing on the stage or stewarding the audience. It is the hirer's responsibility to make sure that this number is not exceeded.
14. The facilities must be left clean and tidy and all equipment must be put back after use. If the facilities are not left to the reasonable satisfaction of the caretaker, the Hirer will be responsible for any payment necessary to have them cleaned and this sum will be added to the bill.
15. A qualified supervisor must be present during all activities of a hazardous nature, ie, karate, trampoline, gymnastics, swimming, judo or where the hiring organisation is a youth group.
16. The Hirer is responsible for ensuring that they and their associates adhere to their health and safety policy at all times and obey all rules and instructions from the school.

It is the Hirer's responsibility, prior to the time of use, to conduct and record relevant risk assessments on any area of use or activity involved within the letting which may pose risk to individuals. Copies of such risk assessments must be kept by the Hirer. The school holds no responsibility for risk assessments conducted by the Hirer. The Hirer is solely responsible for the adequacy, suitability and safety of all equipment brought on to the facilities.

17. It is the sole responsibility of the Hirer to obtain any necessary licence for the sale of drinks for the performance of plays and similar productions and for the playing of pre-recorded music.
18. The Hirer must ensure that there are sufficient stewards to prevent unauthorised persons from entering the facilities and to ensure that guests are restricted to the facilities and to the necessary means of access thereto.
19. It may be necessary for the school to cancel or postpone this hiring. No charge would be made but the school shall not be liable for any consequential loss sustained by the hirer.
20. Authority to accept or decline or postpone a booking shall rest with the Headteacher of the establishment or his/her representative whose decision shall be final.
21. The caretaker will be present to unlock the premises at the beginning of the hire and will lock up at the end unless other arrangements have been made. He/she will not normally be available during the period of the hire.
22. Payment will be made in advance of the hire. If the hire is for a regular let the establishment will invoice the hirer on a half termly basis.
23. The parking of vehicles on the school's property shall be permitted in approved, marked parking bays only, on condition that persons bringing such vehicles on to the premises do so at their own risk and that they accept responsibility for any damage to the school's property or injury to any person whether connected with the establishment or not, caused by such vehicles or their presence on the Academy premises. Note: availability of parking spaces is not guaranteed.
24. It is the responsibility of the Hirer to make sure they have suitable and sufficient policies and procedures in place to safeguard any young people in their care. This must include an appropriate Criminal Records Bureau (CRB) clearance for any individual associated with their activity working or volunteering with children.
25. Hirers must conform to all regulations appropriate to the use of the premises and must not engage in any activities that could bring the school into disrepute.
26. The responsible body reserves the right to vary these conditions at any time without notice or to make special arrangements in any particular case.

Responsibilities of the session leader

Fire

- Please familiarise yourself with call points and extinguishers in the area of the school that you have hired
- The person in charge must keep a record of the number of people on site at any time. This must include the number of people in the audience if applicable
- They must brief all those in attendance about the nearest fire escapes and procedures in the event of a fire
- The capacity of the assembly hall is 450 people including any people performing on the stage or stewarding the audience. It is the hirer's responsibility to make sure that this number is not exceeded.

In the event of discovering a fire:

- Raise the alarm by breaking a red call point
- Phone 999 (The address for the school is: The Castle School, Wellington Road, Taunton, Somerset, TA1 5AU)

In the event of hearing the alarm

- Session leaders should assist with evacuation of the school
- The session leader should make sure that the fire brigade has been called and also phone the member of the premises team on duty
- Everyone should congregate on the tennis courts
- The session leader should conduct a head count to ensure every member of their group is accounted for. This must include all members of the audience if applicable.

Security

- The site will be unlocked and locked by a member of the premises team (unless alternative arrangements have been made)
- Access must be restricted to the part of site that has been hired
- Whilst in attendance please be vigilant for unauthorised access. In the event of suspicious persons in the grounds or buildings please phone 999 and then contact the member of the premises team on duty
- Do not leave the building unlocked and unattended at any time
- A CCTV surveillance and recording system is operated by the school for the safety and security of those using the site in most areas of the building and surrounding grounds.

Housekeeping

- Please leave the area you have been using in a clean and tidy condition
- Please return any chairs, tables etc to where you found them
- Please make sure that your group only use the set of toilets that have been allocated to you by the premises team

Accidents/First Aid

- Please ensure that you have first aid cover in place and arrangements for summoning assistance.
- A written report must be made to the school of any injuries sustained. The report must contain details of the injury, names and address of persons injured, name and address of any witnesses, the time and place of the incident and any actions taken following the injury.
- Any incident that could have resulted in an injury or other serious consequence must be reported in writing to the school.

Kitchen

If the kitchen is being hired, then the following conditions apply.

- Under no circumstances are ingredients that contain nuts or may contain traces of nuts allowed in the kitchen. A number of our students have severe nut allergies and The Castle School operate a nut free kitchen to eliminate the risk of cross contamination. Only ingredients and products that are guaranteed to be nut free are allowed into the kitchen.
- Knives (excluding cutlery) must not leave the kitchen under any circumstances. Each group that hires the kitchen must have a system in place for accounting for knives at the end of the hire period. A written record of this must be kept and be available for inspection on request.