



## **Wanborough Primary School Facilities Lettings Policy**

### **Rationale**

The governors have agreed to the letting of the school premises where possible, provided that any letting must not be detrimental to the school or its pupils. The aim is to promote community cohesion and provide an invaluable service to the community.

### **Code of Conduct**

All potential hirers have to be aligned to the wider school principles. Proposed use or actual use that is outside of these principles and that might bring the school in to disrepute shall not be permitted.

### **Guidelines**

- All lettings will be at the discretion of the Governing body, who may refuse lettings if they consider it in the interests of the school to do so.
- Where demand for booking is high, priority shall be given to established community groups, then new community groups, private bookings, commercial bookings. This priority is for guidance and exceptional circumstances are permitted to be taken in to consideration.
- Lettings after midnight will not be permitted.
- All hirers must comply with the agreements set out on the application form.
- All hirers must be aged over eighteen.
- All hirers must secure insurance cover for the letting, including for public liability.
- All school buildings, associated premises and grounds are non-smoking areas.
- The school is not responsible for any loss of or damage to vehicles parked on its premises, or their contents
- The school playing fields will not be let unless in a suitable condition to be used.

- Details of current letting charges are available from the School Business Manager.
- The Head's decision in respect of any particular booking as Senior Manager is final.

### **Charges**

- All charges will be subject to periodic review by The Governing body. The minimum increase will be in line with inflation.
- 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.
- The charge for all lettings to charitable and community groups will be at the head teacher's discretion, with costs to break even as a minimum required.
- Other charges are agreed by The Governing body to include an element for profit above actual costs.

### **The application process**

- A booking / bookings will be provisionally made via the school office to confirm availability.
- A Booking Form and Lettings Policy is emailed or sent to the Organiser for completion prior to the booking being confirmed.
- All forms and appropriate attachments must be completed and meet with Swindon Borough Council Guidelines on Lettings in order for a booking to commence.
- Hirers must abide by the capacity regulations and not exceed the maximum permitted numbers per facility booked (these are as listed below). The application is considered by the School Business Manager and/or the Head Teacher on behalf of The governing body, and a decision is made whether to permit the hire to take place (all relevant documentation and agreements must be met).
- The caretaker is informed. If the caretaker is not able to service the hiring, a key holder will be identified, who will receive payment at the same rate as the caretaker.
- Payment is made in full if it is a one-off booking and sent with the Booking Form.
- If a block booking is made, an invoice (monthly) will be issued requesting payment. Payment must be made within 30 days of the invoice date.
- A receipt of payment is available upon request, alternatively a Statement of Accounts is issued with monthly invoice to hirer.

### **Appendix: capacity**

The number of people permitted to attend an event will depend on the nature of the activity. This guidance reflects that given by Fire Prevention Officers for halls/meeting rooms used for assembly functions.

School Hall 111 seated adults/children without stage or 72 adults with stage.

## Conditions of Hire

The hirer shall not use the premises for any other purpose than the purpose stated in the application and shall ensure that all activities shall be conducted in an orderly and lawful manner.

The hirer is responsible at all times for full provision of health and safety measures under the Health and Safety at Work 1974 Act and the Management of Health and Safety at Work Regulations 1992, and all other relevant health and safety statutory law as available on request. All hirers must have appropriate arrangements for monitoring who is on the premises during hire periods.

It is the hirer's responsibility to set up any of their equipment and set it down after their event within the hire period. If any school equipment/furniture such as chairs or tables are required the Caretaker will set up prior to booking and remove thereafter to return the room to its original position at the end of hire period, as requested on the booking form. If more are required at the time please inform the Caretaker. Any hirer who takes it upon themselves to move school equipment/furniture should do so at their own risk, taking due care and attention for themselves and others.

Payment must be made in advance for a one off booking and sent in with the completed booking form. The exception being hirers/organisations that have made a block booking in which case payment can be made via cash, cheque or BACS upon receipt of an invoice.

The School Business Manager must receive cancellations in writing not less than 7 working days before the date of hiring. In the event of cancellation, the first £15 of any hiring fee will be forfeited to cover administrative and other costs. Cancellations received less than 7 working days before the hiring will forfeit the hiring costs in full.

Payment, by cheque made payable to Wanborough Primary School, or by cash in a sealed envelope with details of hirer and amount enclosed, or via BACS payment through the bank. Payments to be sent to School Business Manager, Wanborough Primary School, The Beanlands, Wanborough, Swindon, SN4 0EJ or use the post box in School Reception Area.

The Governing Body reserves the right to cancel any confirmed hiring (whether regular or occasional) at any time prior to the commencement of the hiring by written notice given to the hirer. As much notice of cancellation as possible will be given by the Governing Body to the hirer but no minimum period is stipulated and the Governing body shall be entitled to give notice to cancel any hiring as aforesaid without incurring any liability whatsoever to the hirer.

Booking will not be accepted for public holidays. If an exception is made and a booking is agreed on a public holiday an additional charge may be made to cover the cost of

Caretaking rates on a public holiday. This will be at the discretion of the Governing body.

Written applications on the appropriate booking form should be received at the school office at least ten working days prior to the date of booking and the booking form must meet the agreed criteria of Swindon Borough Council Safeguarding Audit Team.

Numbers stated on the booking form should not be exceeded.

Bookings for a one off social events must be paid in full and sent in with the completed booking form. If any damage has been made to the facilities/furniture during your booking the hirer will be asked to sign a form confirming the details of the damage and agree to accept the cost of replacing or repairing the said damage.

The facilities must be left as found; tables wiped and floors swept, if necessary. Any spillages must be reported to the Caretaker immediately.

Alcohol must not be consumed unless an appropriate licence is obtained from Swindon Borough Council and smoking is not permitted in any part of the premises or grounds including the car park.

Hirers shall indemnify The School from and against any damages, costs or expenses which may be made against The School in respect of personal injury, death or loss of or damage to property sustained by any persons and occurring during or in consequence of the hiring and which shall arise from any act or omission by the Hirer or persons using any of the Community Facilities as a result of the hiring.

The hirer is responsible for insuring their property and equipment against all usual risks and hirers must take out Public Liability Insurance to cover themselves should a member of the public suffer any loss or injury due to your negligence. It is not a policy for Personal Accident. A copy of the School's Public Liability Insurance Certificate is displayed in the School Office.

If the hirer has not arrived within 30 minutes of the arranged time, the booking will be cancelled and full costs incurred. Premises must be vacated by the agreed time. Please make sure you leave as quietly as possible.

The School has priority over facilities booked by hirers. In the event that the School require the use of any of the facilities (ie. hall/pitch/computer suite or classroom) at a time which has been previously booked by the hirer, then the hirer's booking will be required to give way to the School booking and any amount paid will be returned in full to the hirer, or carried over as credit as agreed if the hirer is able to make a future booking. Where possible the School will provide a reasonable notice period of intention to cancel the hirers booking for a one off date. The School will give the Hirer four weeks' notice in writing to cancel the hirer's booking permanently.

The Governing Body support new community initiatives and will allow voluntary and 'not for profit' organisations a reduced hire charge for an agreed period prior to the commencement date of the booking to enable the group to become established. All other groups will be at the discretion of the Head teacher.

In the interest of safety, no additional cooking facilities may be brought into the building by the hirer or any person on their behalf.

Any equipment the hirer would like to bring with them must be listed on the Booking Form. The hirer will not, without prior permission\*, introduce any electrical equipment for use on the School premises, alter fixed installations, remove/cover up any fire and safety notices or equipment (eg fuses from heaters) or take any actions which may create a hazard for persons using the premises or the staff or pupils. \*permission will not be unreasonably withheld but The Caretaker may at any time spot check equipment brought in, for example check electrical equipment has a current PAT test sticker.

Where the event or activity has elements of increased risk a hirer will be required to submit a Risk Assessment to the Head Teacher and proof of public liability Insurance cover.

If you require equipment to be stored on site this must be agreed in writing. You may be asked to reduce your storage at any time. Charges may apply. Any equipment stored must be appropriately labelled.

Any decorations, scenery, stage properties and costumes shall be made of fireproof materials and used so that they will not readily catch fire.

The use of inflatable play equipment is not permitted in indoor facilities. Use of inflatables outside the school will be permitted provided the booking form is completed accurately and a copy of the Public Liability Insurance is attached to the Booking Form.

Groups must provide suitable protection for the hall floor to avoid damage, otherwise a charge will be made to cover the costs of repair. Staples, sellotape, blu tack etc., is not to be used anywhere without school's permission.

The governing body reserve a right of entry to the Hall during the period of hiring for its employees. The hirer shall comply with any directions given on behalf of the governing body.

## **Safety Instructions**

At all times emergency exits and doorways must be kept clear and free from obstruction.

The hirer must make himself or herself familiar with the fire instruction on the site and must ensure their group is also aware, including location of fire extinguishers and fire alarm call points. Each group must keep a register of those present and know who is on site at any time. The Caretaker or staff member may ask to see sight of your register for purposes of Safeguarding and Health & Safety at any time during your booking.

In the event of a fire or emergency evacuation situation, the hirer must ensure the building is immediately and safely evacuated and that the emergency services are called. If hirer is using an external provider (ie disco), please ensure that they do not use a smoke machine or any other items of equipment that may accidentally trigger the smoke alarms.

If the adult who is responsible for the letting becomes concerned about the welfare of a child who is attending, they should contact the NSPCC on 0800 800 5000.

If anyone has an accident or needs first aid, a kit is available in the first aid room and all accidents must be notified to the Caretaker to be recorded in the Users' Accident Book. The Caretaker is not first aid trained, but will be happy to telephone for an ambulance.

**The School Governors thank you for your cooperation in these matters. It is our aim to maintain our facilities to the very highest standards for your enjoyment. If we fail to reach these aims then please contact Andrew Drury, Head Teacher or Amanda Lever on 01793 790269 and we will do our best to rectify the situation as soon as possible.**

**Approved: November 2022**

**Review date: November 2024**