



LETTINGS POLICY

Policy Summary

The Governing Body recognises that its premises are a valuable resource within the community and as such welcomes the opportunity to enable other users to benefit from them.

By letting our premises we intend to:

- Maximise the use of the school for the benefit of the community
- Ensure that the educational use of the buildings are prioritised
- Generate a profit to supplement the school's delegated budget and not be a loss to it

A letting is defined as 'any use of the school buildings and grounds by parties other than the school'. Use of the premises for activities such as staff meetings, Governing Body meetings or where pupils are supervised by school staff, are considered school-related and do not require a letting agreement.

The Governing Body is responsible for the Letting's Policy, for agreeing lettings charges and for reviewing them annually.

The Headteacher, School Business Manager and Facilities Manager are responsible for management of the Lettings Policy with due consideration to the following:

- School activities – priority will at all times be given to school functions.
- The availability of the facilities.
- The availability of staff to open and close the premises.
- The school's Safeguarding and Child Protection and Health and Safety Policies.
- Health and safety considerations in relation to the number of users, type of activity, qualification of instructors.
- The appropriateness of the letting and whether it is deemed compatible with the ethos of the school.
- The school reserves the right to refuse or cancel a booking where any of the above are not satisfied.

The Lettings Manager is responsible for liaising with clients, taking bookings, arranging lettings and payment, keeping the lettings diary and liaising with the Facilities Manager.

The Facilities Team reportable to the Facilities Manager are responsible for overseeing the uses of the premises during the booking and securing the building afterwards.

Prior to the commencement of a letting, the Hirer is required to sign confirming that the Conditions of Hire have been read and understood. Applicable charges and deposit must be paid in full 14 days prior to the date of hire.

All deposits received will be held separately in a School Fund bank account, subject to return to the Hirer.

1 Conditions of hire

1.1 Application to hire

- 1.1.1 Each Hirer is required to complete a HIRER'S BOOKING FORM giving details of the person or organisation applying to hire the facilities, the date and time of hire and for multiple dates, the start and end dates.
- 1.1.2 The time booked for the hire must allow for setting up and clearing away as no additional time is allowed.
- 1.1.3 All users of the facilities must vacate the site within 15 minutes after the end of the hire period.
- 1.1.4 The Hirer must be over 25 years of age.
- 1.1.5 The Hirer must be in attendance during the booking and will be the point of contact for the site member on duty and be responsible for ensuring their users fully comply with the terms and conditions of hire.
- 1.1.6 If the intended use of the facilities involves children under the age of 18 years, the Hirer is required to produce, if requested, a valid DBS certificate and/or a Safeguarding Statement.
- 1.1.7 All Hirers using the facilities for more than 10 sessions in one academic year must have their own adequate Public Liability insurance with the limit for any one incident set at a minimum of £5,000,000. A copy of a valid certificate of insurance must be provided.
- 1.1.8 For lettings of less than 10 weeks or where a valid Certificate of Insurance is not supplied, an insurance surcharge of 5% will be applied.
- 1.1.9 The facility should not be used for any purpose other than that for which it has been hired, nor should it be sub-let or assigned to another person or organisation.
- 1.1.10 The Hirer agrees to be responsible for the preservation of good order for the duration of the letting and to ensure that no nuisance arises to the neighbours of the school.

1.2 Booking Process

- 1.2.1 Provisional telephone bookings will be held for a period not exceeding 7 days.
- 1.2.2 The Hirer must meet with a member of the lettings team and provide two ORIGINAL proofs of ID – one photographic, e.g. a valid driving licence and one proof of address, e.g. a utility bill less than 3 months old. Copies of ID will be taken and safely destroyed or returned to the client following the booking. The completed HIRER'S BOOKING FORM, signed CONDITIONS OF HIRE and any required supporting documentation must also be provided.
- 1.2.3 Any request for chairs and tables must be specified on booking.
- 1.2.4 A cash only security deposit of between £300 and £500 will be required at the time of booking. A full refund will be made to the Hirer only within 7 days following the booking subject to deduction for damage or additional cleaning charges. Any breach in any of one of the following will result in the loss of the whole deposit:-
 - The school is a no smoking site.
 - If the full balance is not paid by the due date.
 - If the car park is used for any other purpose than parking cars (without prior consent).
 - If the premises and equipment are not left as found.
 - The school has a zero tolerance policy if verbal abuse or aggressive behaviour is shown towards any member of staff. Mayfield School has a zero tolerance policy.
 - If sound systems are not switched off by 23:00 hours.

- If the time booked is exceeded.
- If the school's electrical circuits are overloaded. When using extension cables and plugs please advise the lettings team before the start of the event.

Photographic evidence may be taken by the lettings team of any cause for concern during or following the event and provided to the client should the deposit be retained by the school.

- 1.2.5 The school will issue a **BOOKING CONFIRMATION** to the Hirer. It is the duty of the Hirer to ensure that the information is correct and notify the school if there are any errors.
- 1.2.6 The school will issue an invoice for all confirmed bookings which must be paid by the date specified on the invoice (usually 14 days before the hire date). Failure to pay the invoice by the due date may result in cancellation of the booking. Payment may be made in cash or cheque payable to 'Mayfield School'.
- 1.2.7 For regular or block bookings, invoices will be generated termly in advance and payment will be due prior to first date of hire shown on the invoice.
- 1.2.8 Where sports facilities are hired for a period of less than 10 consecutive weeks, the booking will be subject to VAT at the current rate in force at the time of hire, as specified by HMRC.
- 1.2.9 A receipt will be issued for all invoice payments.

1.3 Cancellation of hire

- 1.3.1 Cancellations more than seventy two (72) hours before the start of the booking period will be subject to a 50% cancellation fee. There will be no refund for bookings cancelled within seventy two (72) hours of the start of the booking period.
- 1.3.2 The school can at anytime during the hire, or period leading up to the hire, terminate the hire without notice if the Hirer is in breach of these conditions of hire. Under these circumstances no refund will be made.
- 1.3.3 For block bookings, there will be instances where the school use will take priority (e.g. parents' evenings, etc.) and a session may need to be cancelled. The school will notify the Hirer in advance so that alternate arrangements can be made.
- 1.3.4 If a hire is cancelled by the school for any reason other than the above, it will give a full refund.
- 1.3.5 The school will not be responsible for any loss of income or expenses incurred resulting from such cancellations.

1.4 Licence Requirements

- 1.4.1 Any request to consume alcohol must be made at the time of application and included on the **HIRER'S APPLICATION FORM**.
- 1.4.2 Alcohol must not be consumed on the premises without express written permission.
- 1.4.3 If permission to consume alcohol is granted, it may not be sold on the premises unless an occasional licence has been obtained from the local Licensing Authority.
- 1.4.4 The premises are not licensed for public entertainment. It is the Hirer's responsibility to make application to the Local Authority for an occasional licence.
- 1.4.5 Gambling is not allowed without written permission from the school and the relevant licence from the Licensing Authority.
- 1.4.6 The Hirer must ensure that any conditions imposed by copyright legislation are adhered to and the proper licence(s) are in place.
- 1.4.7 In all instances, the Hirer is responsible for ensuring that conditions attaching to the granting of any licence are fully observed.
- 1.4.8 The Hirer will be required to provide a copy of any relevant licences to the school prior to the commencement of hire.
- 1.4.9 The premises are not permitted to be used for personal gain or profit making.

1.5 Other Conditions

- 1.5.1 It is the Hirer's responsibility to carry out a risk assessment before the event and to ensure that all matters with regard to health and safety, safeguarding, fire safety, first aid and other issues relevant to the booking have been considered.
- 1.5.2 Any issues concerning the condition of the hired space must be reported to the lettings team at the start of the booking.
- 1.5.3 The use of naked flames or flammable liquids, solids or gases, including candles, gas burners and fireworks is strictly prohibited.
- 1.5.4 No bolts, nails, tacks, sellotape, screws, etc. shall be used on the premises, nor any notices displayed without express permission.
- 1.5.5 No items likely to cause damage to the floors, walls or other finishes shall be brought into the facility without the Hirer having taken protective measures.
- 1.5.6 The wearing of stiletto heeled shoes is strictly prohibited in the Sports Halls.
- 1.5.7 Football boots, blades and other muddy footwear are not permitted on the Astro turf.
- 1.5.8 Food and drinks are not permitted in the Sports Halls or within the fenced areas of the Astro turf or MUGA facilities.
- 1.5.9 It is a requirement that the Hirer leaves the school in a tidy and clean condition after use. No food, rubbish, or other belongings should be left on the premises. Waste sacks should be used and disposed of following the instructions of the school.
- 1.5.10 No school equipment will be used without direct permission from the school.
- 1.5.11 Where use of furniture is required, it must be requested at the time of booking. It is the Hirer's responsibility to arrange, set out and put back furniture used to its original location.
- 1.5.12 The Hirer accepts full responsibility for any damage to or theft of the school's property during the period of the hire unless the Hirer satisfies the school that such damage was present at the commencement of the hire or resulted from an action of an employee of the school. The Hirer must report any damage occurring no later than 24 hours following the hire. If the deposit does not cover in full the cost of making good such damage, the Hirer shall pay the extra cost.
- 1.5.13 Where children or young people are present, the Hirer must ensure that they are supervised by a responsible adult at all times and not left unsupervised.
- 1.5.14 It is the responsibility of the Hirer to provide adequate First Aid cover suitable for the activity being performed.
- 1.5.15 In the event of an accident, the school's Accident and Incident Report form (available from the lettings team) should be completed and returned to the lettings team.
- 1.5.16 The school does not accept liability for any loss or damage to any equipment brought onto the premises, or theft or damage to vehicles parked on the premises.
- 1.5.17 Instances of physical or verbal abuse or threatening behaviour towards members of staff or other clients will not be tolerated and may result in immediate termination of hire.
- 1.5.18 The lettings team will not under any circumstances accept any inducements to alter the terms agreed in any way.

I agree to adhere to the terms and conditions and safety notice provided. I accept that failure to adhere to any of the conditions of booking will result in the deposit being retained by the school and future bookings being refused.

Signed:
(Client)

Print name:

Date:

Signed:
(School representative)

Print name:

Date:

2 Safety Notice

The Hirer is responsible for ensuring that their users are familiar with the emergency procedures, including emergency exits and assembly points.

The Hirer must ensure that the maximum number for the facility being hired is not exceeded under any circumstances. The Hirer must ensure that users do not park or wait in any area likely to impede the access of emergency services. Should any emergency services be requested, the Hirer must raise the alarm and contact the lettings team immediately.

For the security and safety of all, the site is monitored by 24 Hour CCTV. Recorded images may be made available to police to help with crime prevention or to provide evidence to support any prosecution related to criminal activity.

If the fire alarm is activated, either automatically or manually, everyone should evacuate the building using the nearest available exit indicated by signage throughout the building. The Assembly Point for all users is the grass field at the rear of the property to the side of the MUGAs and Astro turf pitch.

The Hirer or their appointed person is responsible for ensuring all their users are accounted for and report any missing persons to the lettings team immediately.

The Hirer is responsible for relaying this information to ALL members of the public during the period of their let.

Emergency telephone numbers:

Facilities Manager (David Drewe)	07455 444322
Site Manager (Bob Fowell)	07910 386176
FSA (Andy Hardiment)	07910 009446
FSA (Joe Moss)	07910 009807
FSA (Stephen Kelly)	07504 402863

3 Hirer's Booking Form

Name of Hirer:	
Address:	
Telephone number:	
Mobile number:	
Email address:	
Organisation:	
Invoice address (if different from above):	

Details of Hire

Facility required:	
Purpose of Hire:	
Start Date:	
End Date:	
Time of Hire:	From: _____ To: _____
Day(s) of week:	
Number of lettings:	

Age range of those attending:	
Numbers attending:	
Supervision arrangements (if children under 16 present):	

Are you intending to consume alcohol on the site?	
If yes, will alcohol be sold at the event?	
Are you intending to have music at the event?	
If yes, will this be a live performance?	
Will members of the general public be allowed access?	
Do instructors require special qualifications?	
Do you or your organisation's members hold enhanced DBS checks?	
Does your organisation have a Safeguarding Statement?	
Do you have Public Liability Insurance?	
Date of Insurance Certificate Expiry:	
Equipment to be brought in by Hirer:	
Furniture requirements:	
Other requests:	

Payment

Total Hire Charge:	
VAT:	
Insurance:	
Deposit Paid:	

Declaration

I hereby apply to use the above facilities on the dates and times shown. I have read the booking conditions and understand that I am responsible for the people using the school facilities under the terms of this let. I agree to be bound by the letting conditions and with the instructions of any of its officers. I confirm that the activity in question will not involve excessive noise or traffic around the school site and agree to pay the hire charge set out above.

Signature of Hirer:	
Name (print):	
Date:	

Office use only	
ID 1	
ID 2	
DBS required	
Safeguarding Statement Received	
School's Child Protection Policy sent	
Alcohol approval	
Events license	
Public entertainment license	
Instructors qualifications	
Insurance documents	
Furniture request	
Other requests	
Booking confirmation sent	
Booking Reference	

4 Event Handover/Handback Form

Booking Reference	
Name of Hirer:	
Address:	
Name of representative at handover:	
Job title:	

Handover

I confirm that I have inspected the accommodation and facilities hired and subject to the defects and deficiencies listed below, I consider that they are acceptable and are fit to be used. I understand that the Hirer will be responsible for the full cost of making good any additional defects, deficiencies and shortages caused by the Hirer or those taking part in or attending the Hirer’s activities.

Signature of Hirer:	
Date/Time:	
Signature of school’s representative:	
Date/Time:	
Defects and deficiencies noted:	

Handback

I confirm that I have inspected the accommodation and facilities hired and the defects and deficiencies listed below are considered to be additional to those noted in the course of the inspection before the start of the activity.

Signature of Hirer:	
Date/Time:	
Signature of school’s representative:	
Date/Time:	
Additional defects and deficiencies noted:	

Office use only	
Deposit received	
Additional costs	
Deposit refunded	