

Cottenham Primary School



Lettings Policy

Dated:	Summer 2 2022									
Reviewed by:	Headteacher, School Business Manager, Chair of Premises, Health and Safety Committee									
Next Review date:	Summer 2 2023									
Equality Review Checklist	<p>In reviewing this policy due consideration must be given to the impact that changes may have on issues of equality for the protected groups:</p> <table><tr><td>Age</td><td>Disability</td><td>Religion or belief</td></tr><tr><td>Race</td><td>Pregnancy and Maternity</td><td>Sexual orientation</td></tr><tr><td>Sex</td><td>Gender reassignment</td><td>Marriage/civil partnerships</td></tr></table> <p>If the equality of a protected group is likely to be compromised by changes to the policy then please complete an equality risk assessment, tick in the box and circle the characteristics affected: <input type="checkbox"/></p>	Age	Disability	Religion or belief	Race	Pregnancy and Maternity	Sexual orientation	Sex	Gender reassignment	Marriage/civil partnerships
Age	Disability	Religion or belief								
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Lettings Policy and Conditions of Hire

1. Hire administration

All applications for the hire and use of the school facilities must be made with the School Office to assess requirements and availability and by completing a booking form. Completed booking forms must be returned to the School Office within 14 days of making a provisional booking otherwise the facilities may be offered to a new enquiry. A booking is only confirmed when the booking form is returned and authorised.

2. Booking times

Times must be strictly adhered to and must include any time required for setting up, cleaning and putting away equipment afterwards. Any changes to the booking times must be made with the School Office or Site Manager. All events must end by 10pm and the car park vacated by 10.30pm unless by prior agreement with the school.

3. Hire charges

Hire charges are reviewed annually. Full payment prior to the booking date will be required for all bookings. Otherwise, hirers will be asked to make full payment within seven days of the event or on receipt of an invoice. Cheques for payment should be made payable to **Cottenham Primary School**. Charges are made from the time access is required until the area is cleared after use. A minimum of one full hour will be charged and hire charges will be rounded up, as appropriate.

TABLE OF CHARGES – REFER TO APPENDIX A

- Hire charges are rounded up to the nearest hour and include use of the car park and toilet facilities. A booking must include time for setting up and clearing away.
- Site Manager costs and cleaning are included in the charge. The school will also charge extra if damage is incurred.
- There may be other circumstances when an additional charge is necessary, for example if additional cleaning, above a reasonable level, is required at the end of an event. Any additional cleaning charges will be at the discretion of the school.
- Bookings including additional accommodation/equipment are negotiable.
- Booking forms are available from the School Office.

4. Cancellation

Hirers must give 2 weeks notice in writing to the School Office for the cancellation of regular and one off bookings. Regular groups must, where possible, give at least 24 hours notice to the School Office or Site Manager if they are not coming in for a booking, otherwise charges will be incurred. It is also important for security of the building that the School Office and Site Manager are made aware if a group is not coming in on a particular day.

5. Contact details

Please inform the School Office of any changes to the contact details of the hirer, organiser, club secretary or treasurer.

6. Licensed bars

The hirer is responsible for obtaining a licensed bar for bookings. Proof of licence must be shown to the School Office at least one week prior to the event and displayed at all times during the event along with the bar price list. Bar facilities must close at least half an hour before the end of a booking. Failure to provide a copy of the licence will result in the bar being refused.

7. Health and Safety

Please observe safety regulations and read the notices displayed on the wall or notice boards around the school. **Do not block or lock any fire exits.** Fire drills will be undertaken from time to time. Please evacuate the building whenever the alarm sounds and assemble on the school field (daytime) and car park or playground (evenings).

8. First Aid

Any booking will require the hirer to provide a named First Aider, responsible for the administration of any First Aid during the booking. Evidence of validated First Aid qualifications will need to be provided to the School Office at the time of booking. Hirers will also be responsible for providing First Aid supplies and any specific medication and relevant permission to administer.

9. Smoking

There is a no smoking policy for the whole site. Smoking is not allowed in the school or anywhere within the grounds.

10. Electrical appliances

All portable electrical appliances on site must have a safety certificate. If regular groups use any of their own equipment, please inform the School Office and this can be included in the biennial portable appliance tests (PAT). The school have the right to refuse any equipment on site that appears to be sub-standard or without a certificate.

11. Insurance

Groups should have their own insurance to cover public liability, equipment and damage, as appropriate, along with any necessary licences. Copies of these must be shown when making a booking. Cambridgeshire County Council operate an insurance scheme which can be requested at the time of booking, this will be charged at 10% of the total lettings cost. Please ask at the School Office for details.

12. Security

Please do not leave the building unattended. There must be a handover to another group or the Site Manager. The Site Manager's contact details will be displayed. Please also ensure individuals look after their own personal property and do not leave them on display in parked vehicles. The School and Governing Body cannot be held responsible for any loss or damage to property or accidents occurring during the occupation of the premises.

13. Accessibility

Accessibility to our services and facilities is important. There are disabled access toilets and the building is wheelchair accessible.

14. Child protection

We take child protection very seriously and have a record of the Enhanced Disclosure and Barring Service disclosures and County Council forms for all people and groups working with children. Any hirers who use the school during the school day will need to undergo an Enhanced DBS check, and receive safeguarding induction from the school's Designated Personnel for Safeguarding, prior to the use of facilities. The school may require the hirer to provide DBS information prior to the booking if the booking is for out of school hours.

15. Car parking

For the safety of the children access is not permitted to the school car park during the school day. Please leave the car park quietly as the school is located in a residential area. Users of the car park use the site at their own risk. All vehicles must be removed from the site as the premises are secured at the end of the evening.

16. Cleanliness

Cleanliness is essential. Each group is responsible for cleaning up any mess after their session. All equipment must be cleaned and put away, with all surfaces wiped clean. Please ask for approval with the School Office if activities will include art, craft, food or any other potentially messy substance.

17. Equipment

Please enquire at the School Office if you wish to use any school equipment. Use of school equipment must be agreed in advance of the event. Please take care of items and report any breakages to the School Office or Site Manager as soon as possible.

18. Damage

Any damage discovered or caused must be reported as soon as possible to the School Office or Site Manager and there will be a charge for repair or replacement if caused by the hire participants.

19. Special arrangements

Please discuss any special arrangements and the use of the facilities with the School Office or Site Manager, such as decorations and bringing equipment on site. Please note that candles are not permitted as smoke detectors are fitted throughout the school. Also, no food products containing nuts are allowed on the school site.

20. Responsibility

The person hiring the premises or grounds will be held responsible for any damage or accidents occurring during the occupation of the premises. Hirers must take any necessary arrangements regarding insurance and licences to cover their activities and meetings. Reimbursements of any costs incurred will be required. Please be considerate to our neighbours.

22. Rights

The County Council, School and Governing body reserve the right to refuse any booking.

APPENDIX A

TABLE OF CHARGES 2020-21

	HALL	STUDIO	ROOM	PLAYGROUND AND/OR FIELD
Scale A	£42	£37	£21	£116 per term
Scale B	£19	£15	£10	£53 per term

Cottenham Primary School Booking Form

Hirer's name				
Address				
Telephone number				
Type or name of event				
Date of event				
Total duration of event	From		Until	
Number of tables required:		Number of chairs required:		<i>(Leave blank if not applicable)</i>

Rate A – Commercial or profit making event	Rate B – Educational or community social event
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Section 1 - Base tariff: please enter total hours in the box next to the area you wish to book. Remember to include time for setting up and clearing away. All charges are rounded up to the nearest full hour.

<i>Number of hours</i>	<i>Area</i>	<i>Rate A Hourly rate</i>	<i>Rate B Hourly rate</i>
	Hall	£42	£19
	Studio	£37	£15
	Room	£21	£10
	Playground and/or field	£116 per term	£53 per term

Section 2 – Additional charges. A fixed unlocking and locking charge will be added to all bookings unless the event includes a dance, disco or licensed bar. In the case of events with a dance, disco or licensed bar hourly Site Manager charges will apply, calculated using standard overtime rates. Please tick the appropriate box below.

Event on Monday to Saturday, (no dance, disco or bar)	£10
Event on Sunday or Bank Holiday, (no dance, disco or bar)	£15
Event including a dance, disco or licensed bar	£20

Declaration:

I have read and agree to abide by the Lettings Policy and Conditions of Hire.

I understand that the any extra cleaning costs may be charged.

I have arranged my own insurance to cover public liability, equipment and damage, as appropriate
(copy of policy documents attached).

I have obtained the necessary licences *(delete if not applicable).*

Signed

Date

Once completed and signed, please return this form to the School Office to secure your booking.