



Letting of school Facilities

All lettings of school equipment and facilities must be in accordance with the school's terms of letting and the rates currently in force as prepared and approved by the Resource committee and formally approved by the governing body. Free use and charges below economic cost are only very rarely permitted.

In normal circumstances, it is school policy not to hire out premises or grounds to the general public.

In the rare event of a booking, the headteacher would consider all enquiries and the level of costs involved before granting a booking. Letting rates are subject to review by the finance committee.

- ◆ All hiring of school equipment and facilities will be recorded in the school lettings file by the administrator.
- ◆ When a letting is provisionally booked the hirer must complete a hire form;
- ◆ Sales invoices are generated by the administrator and all monies must be received before the let takes place. The administrator records monies paid and issues a receipt.
- ◆ All receipts are banked intact by the administrator.

Schools premises and land-lettings procedures

The control of school lettings is the responsibility of the administrator under the direction of the headteacher. Fees are negotiated within the scales agreed by the Governing Body.

Procedures

- ◆ When an enquiry is made a lettings form, price list, Terms and Conditions Document and Indemnity Form are sent to the applicant.
- ◆ The administrator raises an invoice which is due upon receipt.
- ◆ It might be appropriate for a damage fee to be charged in addition to the lettings fee. (this is refundable when the letting is completed satisfactorily) This decision is made by the headteacher.

Policy Date: 4th February 2016

Review Date: Spring 2017

Heacham Junior School

Conditions of Lettings

1. The use of premises must be restricted to the use and accommodation specified on the letting permit.
2. The wearing of footwear and use of equipment likely to cause damage to floors is forbidden.
3. Representatives of the school governors shall, at all times, have free access to the premises for the purpose of inspection.
4. The school governors reserve the right to cancel any letting.
5. The Hirer shall be required to pay for any breakage, losses or damage to property arising out of the letting.
6. The school governors shall not be responsible for the loss or damage to any property whatsoever or death or injury to any person whatsoever. Hirers may wish to provide their own insurance against their liability towards the public and their own employees in this respect.
7. The Sub-letting of any premises is prohibited.
8. Licences are generally required for:
 - (a) Performing plays;
 - (b) "Public dancing, music or other public entertainment of a like kind" under the Local Government (Miscellaneous Provisions) Act 1982;
 - (c) Games of bingo.

Hirers must ascertain from the Local Borough Council (KLWNBC) whether or not a licence is required to these users, or for any other use to which premises are to be put, and if so, to obtain and ensure full compliance with the necessary licence if the premises are not already licensed.

9. Alcohol shall not be sold or supplied on educational premises without the express consent of the school governors and the obtaining by the hire of an occasional licence.

10. As the premises are not licensed under the Cinematography Acts no inflammable films or material of inflammable nature shall be used.
11. Hirers of education establishments are required to furnish details direct to the Performing Rights Society of "all musical works, whether published or in a manuscript, performed at the premises vocally, instrumentally or mechanically, at entertainments for which a charge is made".

Where appropriate, a form should be completed and forwarded direct to the Performing Rights society Ltd. immediately after the letting has taken place.

12. When commercial sound recordings (records or tape recordings) are publicly used an application for a licence to use such recordings must be submitted to Phonographic Performance Ltd., Evelyn House, 62 Oxford Street, London, W1N 0AN. Application forms may be obtained in request.
13. The charge for accommodation includes the use of furniture only within the room. In the event of the hirer requiring additional furniture a separate charge will be made according to circumstances.
14. The hirer shall proceed to remove all chairs or other furniture, decorations and any other materials introduced into the premises, within a reasonable time after the period of hire.
15. School Kitchens: Where a kitchen is let it will be subject to the administrator's special agreement.
16. School playing fields;
 - (a) the hirer must ensure that the use of the playing field will not prejudice its use for normal purpose;
 - (b) full supervision by a responsible adult must be undertaken whilst the field is being used;
 - (c) motor vehicles must not be taken on to the school playing field.

Heacham Junior School Lettings Form

Application to hire the school premises.

Applicant's name and address:

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Applicant's contact No:

Day Evening

Organization's Name:

Details of your Public Liability Insurance

Company:
Renewal date of policy:
Policy Number:

Date(s) of proposed hire:

Purpose:

Times Start:.....

Finish:

Cost per hour

Facilities required (please be explicit):

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Catering:

The school can offer most types of service and will be pleased to quote on request.

Self catering is only available by special arrangement with the headteacher.

Declaration

I declare that, to the best of my knowledge, the above information is correct.

Signed:..... Date:

Heacham Junior School
Agreement for Indemnity

THIS AGREEMENT FOR INDEMNITY is made on the day of
Two thousand and
Between
Of

(hereinafter called 'The Hirer') of the one part and the Governors of Heacham Junior School (hereinafter called the School) of the other part,

WHEREAS at the request of the Hirer the School has agreed to hire to the Hirer part of the School premises for an activity organised or conducted by the Hirer or the Hirers representatives.

WHEREAS the Hirer has agreed to indemnify the School as hereinafter appearing.

NOW IT IS HEREBY AGREED by the hirer

1. That he/she and his/her representatives will keep the School fully and effectually indemnified from and against any loss which the School may suffer by the claim of any third party entering the School premises for whatever purpose connected with the activity organised or conducted by the Hirer, and howsoever such claims arise.
2. That if and insofar as claims are made against the School the hirer will meet the cost of all such claims by the provision of adequate insurance, proof of which will be furnished to the School before obtaining access to the premises..
3. That the Hirer is responsible for all damage to School buildings and or any property thereon or attached thereto occurring during the period of the hiring or while persons are entering or leaving such property, however and by whoever caused.
4. That at the expiration of hiring, the Hirer shall leave the building in a clean and orderly state. All the Property of the Hirer and the Hirers agents must be removed at the end of the hiring unless special arrangements are made. The school can accept no responsibility for any property left by the hirers or their representatives on the premises.

SIGNED

by the said

in the presence of

address of witness

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Signed by: (for and on behalf of the School)