

# St Lawrence CE Primary School



## Lettings Policy

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Ref : STLAW.035  
Version 3.0

**Revised: October 2018**

**Consultation with staff and Governors**

**and adoption of policy: Autumn Term 2018**

**Review date: Autumn Term 2021**

### **1. Introduction**

At St Lawrence we welcome the use of the school building and grounds for the benefit of the school and local community.

We adhere to Telford and Wrekin terms and conditions of hiring our facilities.

### **2. Term time**

The school hall is currently let to a private provider who runs a before and after school club during the term time. This is mutually beneficial and the school does not intend to profit from this arrangement in order to ensure it is sustainable.

Therefore no lettings will be permitted during the school week when children are on site (8am to 6pm) for reasons of pupil safety.

### **3. None Term time**

It is not school policy to let the facilities during school holidays due to staffing for unlocking and locking the building. However arrangements may be made with clubs or groups who are hiring the school facilities for the benefit of the local community if appropriate. For example, for them to borrow a key to the gate only, to allow access to the field.

### **4. Weekends**

Weekend hire is not usually possible due to the absence of a caretaker to unlock / lock the building though may be possible at the discretion and availability of the cleaner in charge.

The hall and other facilities can only be hired for groups which serve and benefit the local community.

### **5. Forms**

Application forms and terms of hire are included overleaf.

Appendix 1

# School Lettings Application Form



Ensure that the Hirer has read and understood the Conditions overleaf before completing & signing this form.

School Copy   
Applicants Copy

**School:** St Lawrence C.E Primary School

**Name & address of Applicant:** .....

**Organisation represented:** .....

**Purpose for which Premises are required:** .....

**Date(s) required:**

**Time required:** Entry ..... Departure.....

**Is a charge to be made for admission?** Yes  No  **Is heating required?** Yes  No

**Rooms required:** *(State how many)*

Playground..... Sports Pitch *(indicate which sport/s)* .....

Small Hall .....

Kitchen .....

No. of Chairs to be moved?

## TO BE COMPLETED ONLY IF MUSIC IS TO BE PERFORMED OR RELAYED

I hereby acknowledge that as the Hirer of the above premises on the date and for the purposes indicated, I am responsible for the making of all arrangements with the Performing Rights Society Limited and, if records are relayed, also with Phonographic Performance Limited for obtaining licences and for paying royalties in respect of works performed, and I HEREBY UNDERTAKE to indemnify Telford & Wrekin Council against any actions or claims in respect thereof.

**Signed** ..... **Date** .....

## TO BE COMPLETED ONLY IF PORTABLE ELECTRICAL EQUIPMENT IS TO BE USED.

The Authority has a responsibility under the Health & Safety at Work Act to establish that any equipment bought onto its premises is safe for use. It is essential that electrical equipment is tested periodically by an approved registered electrical contractor. Confirmation is required before a letting is approved that any equipment to be used is tested and safe. Contractors should be members of National Inspection Council for Electrical Installation Contracting or the Electrical Contractors Association. I Certify that the electrical equipment to be used on Telford & Wrekin Council premises has been tested recently by a registered contractor and has been passed safe for use. The equipment consists of:

**Signed** ..... **Date** .....

## TO BE COMPLETED BY ALL HIRERS

I declare that I have studied the conditions accompanying this form and guarantee that they will be observed. I undertake to pay on demand (a) the charges at least one week before the date of the booking as assessed and (b) the cost of making good any damage which may have been done to the school buildings or furniture or other property of the Local Education Authority during or in consequence of the proposed occupation.

**Signed** ..... **Date** .....

## Lettings Policy

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**TO BE COMPLETED BY THE HEAD**

I agree to this application being granted and will give the necessary instructions to the Caretaker. The Caretaker will/will not\* be required to be in attendance for the full period of the letting.

\*Delete as appropriate

**Signed** .....

**Date** .....

CRB  
Checks  
completed.

Yellow  
Form Checklist  
Completed.

# Lettings Policy

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## **RESPONSIBILITY**

- 1) The person named in the Application Form hereto shall be the Hirer and will be personally responsible for ensuring that these conditions are complied with in all aspects.
- 2) The management committee of the organisation referred to in the Application Form hereto shall be jointly and severally liable with the Hirer for complying with these conditions.
- 3) The premises to be hired are those detailed in the Application Form.
- 4) The Hirer must ensure that he/she or some other person authorised in writing by him/her is present throughout the period of hire and must ensure that the premises are used only for the purpose stated in the Application Form hereto. The Hirer or other authorised person must remain at the premises until they are secured by the caretaker.
- 5) The Hirer must ensure that any licences, (music and dancing licences required for the purpose of hire) are obtained from the relevant authority and that the premises are not used for any activities that require a licence unless the appropriate licence has been obtained.
- 6) The School and its agents shall be allowed access to any part of the Premises at any time.
- 7) The Hirer agrees to compensate the School and Telford & Wrekin Council against any damage caused during the period of hire or as a result of any theft or any breach of this agreement to the building or to any apparatus, chattels or appliances belonging to the school, Telford & Wrekin Council or their staff.
- 8) The Hirer must ensure that the fire fighting and detection apparatus on the premises are not interfered with.
- 9) The Hirer must ensure that at no time during the period of hire is any emergency exit from the premises locked or obstructed.
- 10) The Hirer must ensure that all persons using the premises for the purpose of the hire are aware of the site of fire appliances and emergency exits.
- 11) The Hirer must take all reasonable precautions for the prevention of accidents or injury to any persons on the premises during the period of hire.

## **TERMINATION**

In the event of any breach of any of these conditions or in the event of any misstatement or material omission in the Application Form whenever discovered, the hiring may be cancelled forthwith at the absolute discretion of the School, without liability to the Hirer or any other person, and any deposit or hire charge already paid will be lost by the Hirer.

## **CONDITIONS OF LETTING**

### **1) General:-**

- a) Where extra cleaning or moving of furniture is necessary with a letting, a separate account will be rendered, this will include PTA functions.
- b) Hire periods must not exceed 3 hours per day and are subject to availability.
- c) Hire is not permitted during school holidays.
- d) Hire periods at weekends are subject to the availability of the caretaker.
- e) The meeting or function shall close not later than 8.30 p.m.
- f) In the event of the cancellation of a booking by the Hirer no monies already paid shall be refunded.
- g) The Head is responsible for deciding whether or not a member of school staff is required to be on site for the full period of the letting. If no staff member is available the letting application will not be granted.
- h) Detailed arrangements for the use of the premises shall be made by the organiser with the Headteacher, including where necessary arrangements for the erection and dismantling of stages.
- i) When school premises are let on a regular basis, any abuse of privilege on the part of the lessee(s) will lead to immediate cancellation of the letting, and retention of any monies paid.
- j) Continuous tenancies will be terminable by written notice of one calendar month on either side.
- k) Sub-letting is forbidden.
- l) The letting form must show the actual period of the letting to include time for preparation and for clearing up afterwards, it is essential that the times of entry and departure are strictly observed.
- m) The premises are not to be open to members of the general public during the letting period agreed. The main gates to the playground will remain locked and the front door on 'call to enter' at all times.
- n) The Hirer accepts full responsibility for and indemnifies the School and Telford & Wrekin Council against all costs, charges and claims in respect of injury or death to any person using The Premises except as may be caused by the negligence of the School, Telford & Wrekin Council, or their staff or agents.
- o) Neither the School nor Telford & Wrekin Council shall be responsible or liable for any damage to or loss of property, articles or objects placed or left on The Premises by the Hirer or any other person and the Hirer hereby indemnifies the School and Telford & Wrekin Council in that respect.

### **2) Alcohol on school premises:-**

- a) Permitted up to 8pm, for functions associated with and organised by the school or its parent body, and not open to the public.
- b) For other functions:
  - i) Not open to the public and not involving a "pay" bar – permitted up to 8pm.
  - ii) Not open to the public but involving a "pay" bar – to be referred to the Chairman of the Governors/Chairman of Schools Sub-Committee for approval. Recommendation is up to 8pm. Appropriate licences must be presented to the Head in advance.
  - iii) Open to the public and involving a "pay" bar – not permitted.
- c) No Sunday functions to be associated with alcoholic drinks.

In all cases notification of the serving of alcoholic drinks should be made in the first instance to the Headteacher.

### **3) Smoking** - Telford and Wrekin Council operate a no smoking policy on school sites.

### **4) Gambling** is not permitted on the premises.

**5) Insurance** - The Hirer shall be responsible for taking out any necessary insurance to cover for making good any damage done to the school premises, furniture, equipment or material, however caused during the period of the hire. The insurance must also cover for any claims for personal injury caused as a direct result of the hiring. A copy of the policy should be supplied to the school before the event if requested by the Headteacher.

### **6) Public entertainment :-**

- a) The organiser shall be responsible for the prevention of overcrowding, such as to endanger public safety and for keeping clear all gangways, passages and exits.
- b) Where the school premises are required for concerts, optical projection, music, film or drama, the organiser must guarantee that:
  - i) Permission has been obtained, where necessary from copyright holders for the public performance of plays, music, songs, gramophone records, etc.
  - ii) The requirements of the Licensing Authorities where necessary have been met.

## Lettings Policy

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iii) Where necessary, licences for performance by children have been obtained in accordance with the provisions of the Children and Young Persons Act 1993.

iv) No play shall be performed or film shown which is in any way offensive to public feeling, or detrimental to the public interest.

v) In the case of film shows only non-inflammable films are used, and that the organisers provide adequate fire extinguishers.

7) **Portable electrical equipment** - a safety certificate confirming that the equipment has been tested must be completed.

8) **Excluded accommodation** - The following parts of the school premises shall not be used unless special permission has been obtained:- Teachers rooms, playing fields, gardens, science, domestic science, craft or handicraft rooms, laboratories, dining rooms, kitchens, libraries. Medical or Dental Inspection rooms shall not be used by any outside individuals or bodies for any purpose whatsoever.

9) **Before leaving:-**

a) School premises shall be left in a clean and tidy condition ready for re-opening at the usual time of the next school session.

b) Floors shall not be treated in such a way as to render them dangerous for school purposes.

10) **Parking** - The parking of motor cycles, cars or lorries etc on school premises will be at the vehicle users / owners risk, and will be responsible for any damage caused by the use of such vehicles on the property, or to any persons.

### **CARETAKER**

The caretaker will be responsible for opening rooms for the lettings, and for locking up the school after the letting is over. No payment for the caretaker's services may be made direct to the caretaker by the person(s) using the premises, or by the Secretary.

The erection or dismantling of stages and other furniture and equipment except where required for school functions, is not regarded as within the normal duties of a school caretaker.

### Approval Information - Governors

Position	Chair of Governors/Parent Governor
Name	Mr Paul Evans
Signature	
Date	

Position	LA Governor
Name	Mrs Helen Ashby
Signature	
Date	

Position	Foundation Governor
Name	Rev H Morby
Signature	
Date	

Position	Foundation Governor
Name	Mrs P Jones
Signature	
Date	

Position	Co-opted Governor
Name	Mrs Alison Moore
Signature	
Date	

Position	Co-opted Governor
Name	Mrs Rachel Voiculescu
Signature	

Position	Staff Governor
Name	Mr Laith Al-Asmar
Signature	

### Approval Information - School

Position	Executive Head Teacher
Name	Miss Helen Osterfield
Signature	
Date	

Position	Head of School / Class 1 Teacher
Name	Mrs Alison Moore
Signature	
Date	

## Lettings Policy

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Position	Class 2 Teacher
Name	Mr Laith Al-Asmar
Signature	
Date	

Position	Class 3 Teacher
Name	Mrs Claire Standish
Signature	
Date	

Position	Class 1 & 3 Teacher
Name	Mrs Emily Barker
Signature	
Date	

Position	School Business Manager
Name	Mrs Amanda Care
Signature	
Date	

Position	School Administrator
Name	Mrs Michelle Stevens
Signature	
Date	

Position	HLTA
Name	Mrs Kerry Tudor
Signature	
Date	

Position	Cover Supervisor/Lunchtime Supervisor
Name	Mrs Tracey Jenkins
Signature	
Date	



## Lettings Policy

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Position	Cover Supervisor/Lunchtime Supervisor
Name	Mrs Caroline Sankey
Signature	

Position	Cover Supervisor/Lunchtime Supervisor
Name	Mrs Heather Kynaston
Signature	
Date	

Position	Teaching Assistant
Name	Mrs Anita Pollard
Signature	
Date	

Position	Apprentice
Name	Miss Olivia Meakin
Signature	
Date	