



HAYFIELD LANE PRIMARY SCHOOL



LETTING POLICY

This policy sets out the regulations by which the school will allow third parties the use of the school premises and facilities. Any such letting should be first approved by the Head Teacher along with any fees outside those detailed in the Letting Charges section. Applications should be made prior to the commencement of the letting, allowing sufficient time for the Head Teacher to approve the use of the school's facilities.

- 1) Education premises may be let only for such educational, social and cultural purposes as approved by the Governing Body.
- 2) Lettings are subject to any statutory requirements relating to the use of electoral purposes, preference outside school hours will be given to LA services and to the extra-curricular activities of the school.
- 3) The hire of the premises shall be in accordance with the school's approved charges unless otherwise agreed with the Head teacher or Board of Governors
- 4) In all cases the hire of the premises shall be conditional upon completion of an application form by which the hirer undertakes:
 - To abide by the school's regulations
 - To make good any damage to premises, furniture or equipment arising from any neglect act or omission for which the hirer is responsible and
 - To accept the decision of the Governors should any question arise at any point.
- 5) In the event of a cancellation, at least 48 hours' notice is required. Otherwise the normal charge will be payable as if the letting had taken place.
- 6) No letting shall continue after 10:00pm
- 7) When the school community room/hall is hired for public events, the hirer shall ensure that sufficient stewards are available at exits and entrances. The maintenance of order shall be the entire responsibility of the hirer. The hirer must comply with the school's Health and Safety Policy, statutory fire regulations and the School Emergency Plan.
- 8) No intoxicants are allowed on the school premises without the prior approval of the Governors. It shall be the hirers responsibility to ensure that the necessary license is obtained.
- 9) The performance of musicals and other works will be subject to the terms of the license granted to the school by the Performing Rights Society. It is the responsibility of the hirer to ensure that they obtain any such license or permission for which the school is not covered. Information about all licensing applications can be obtained from the Clerk to the Justices, Law Court, Doncaster.
- 10) The hirer must assume responsibility for providing any chairs of seats addition to those in the room hired and must undertake removal of such chairs at the end of their session use. No acceptance or removal of any property can be taken by the Governors, staff or pupils of the

school. A fee will be charged for storage of any property not removed at the end of the hire period.

- 11) If the position of any movable furniture is altered during the course of the letting, the hirer shall be responsible for replacing any items and will move them ready for school use.
- 12) Certain items of school equipment may be used **ONLY BY PRIOR CONSENT**. No alterations or additions shall be made to lighting or other electrical installations.
- 13) No chalk, polishes or other preparations shall be used on the floor or outside areas. Stiletto heels should not be worn as they are likely to damage the floor. No cleaning products other than school items are to be used.
- 14) The Board of Governors cannot be held responsible for any act or negligence on the part of the hirer. **Hirers are therefore required to take out their own Liability Insurance and any other appropriate insurances. Proof of which must be provided with the booking form, along with appropriate Risk Assessments.**
- 15) No activity shall be permitted that is potentially dangerous to participants or third parties.
- 16) The parking of vehicles on school premises is only permitted subject to prior agreement. Any damaged caused to grassed areas will be the responsibility of the hirer.
- 17) The hirer shall not sub-let any part of the accommodation.
- 18) The accommodation shall be open to inspection at all times by the Governing Body and Local Authority Officers. The Board of Governors shall have the authority to terminate lettings or series of lettings with immediate effect if in their opinion they are justified in doing so.
- 19) Smoking or vaping is not permitted during lettings or in any part of the school or school grounds.
- 20) Hirers are required to sign the LETTING FORM on conclusion of the letting.
- 21) Limits for the school hall are 200 people and the community room (The Zone) 100 people. Gangways are not less than a metre wide, allowing access to fire doors.
- 22) Please note that in the case of regular weekly bookings there may be some occasions where alternative rooms have to be provided/cancellations made. We will try to keep this to a minimum.
- 23) Hirers must keep a fire register of people in attendance and adhere to GDPR regulations regarding the storage of this information.

APPLICATION TO USE THE SCHOOL PREMISES

To: The Head teacher
Hayfield Lane Primary School
Auckley
Doncaster
DN93NB

I/we wish to apply for the use of the following accommodation:

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| Term | Date and time of first session | Date and time of last session |
|-------------------|--------------------------------|-------------------------------|
| Autumn (Sept-Dec) | | |
| Spring (Jan-Mar) | | |
| Summer (Apr-Jul) | | |

Please note that school buildings are not available on BANK HOLIDAYS. The booking time should be made from the time you wish to enter and leave the premises, not the time you expect your attendees to arrive and leave.

- 1) Do the sessions include holidays? YES/NO
2) What is the purpose of the letting?

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3) What is the approximate number of people expected to attend?

4) Will the reproduction of any musical/choral music be included? YES/NO

Name

Organisation

Position:

Address

Postcode

Day time telephone number.....

Mobile number

This form should be submitted to the school as soon as possible and not less than 14 days before the date of the first booking and should be marked for the attention of the SCHOOL BUSINESS MANAGER.

I/we agree:

- 1) To pay the appropriate charges which will be invoiced in advance of the dates of use of the premises. Please make cheques payable to DMBC. I understand that lack of payment will result in the immediate removal of the letting.
- 2) To pay the school the cost of making good any damage to the premises, furniture, fittings or other property of the school arising from the use of our premises
- 3) To sign the appropriate Site Manager claim form as presented, as a basis for confirming charges made.
- 4) That the use of the accommodation shall be subjects to the regulations laid down in the Lettings Policy (a copy of which we have received and read)
- 5) To abide by the decision of the Governors should any questions arise on any point.
- 6) To give at least 48 hours notice in the event of a cancellation otherwise charges will be levied.
- 7) That our information will be stored in line with GDPR compliancy regulations and will contact the school Business Manager in writing to remove information should we request this.
- 8) To only use electrical items that have been PAT tested before use in the premises. This will be checked by the Site Manager.
- 9) To read and abide by information set out in the Emergency Plan and Fire Safety Procedures.

PRINT NAME:

SIGNATURE:

DATE:

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For school use:

Date presented to Governors-

Signature of Governor-

Signature Approval of Head teacher

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SCALE OF LETTINGS CHARGES APRIL 2023 – MARCH 2024

| REGULAR USERS | | |
|---|-----------------|--|
| | £17 per hour | THE ZONE (Including use of zone car park) |
| | £8 per hour | TOILETS |
| | £22.00 per hour | HALL |
| | £22.00 per hour | PLAYGROUND/FIELD |
| NON- REGULAR USERS | | |
| | £27.50 per hour | THE ZONE (Including use of zone car park) |
| | £10.00 per hour | TOILETS |
| | £27.50 per hour | HALL |
| | £27.50 per hour | PLAYGROUND/FIELD |
| | £22.00 per hour | CARETAKING COSTS |
| Saturday bookings – fees increased by 50% Sunday bookings – fees increased by 100% | | |
| Registered Charity Use – By negotiation | | |
| Private Booking (for profit) – By negotiation | | |