

Littleport Community Primary School



Lettings Policy 2020

Ratified on: 12th November 2020

Signed:

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a horizontal line and a small flourish.

Chair of Resources Committee

Date: 12th November 2020

Review Date: November 2021

A review of charges will take place each April for September implementation.

1.0 GENERAL

- 1.1 All applications for the letting of school premises shall be made through the School Office. Any queries regarding bookings will be passed to the Headteacher.
- 1.2 The Site Manager will be responsible for locking/unlocking the premises in respect of all lettings.

2.0 TERMS & CONDITIONS

The terms and conditions on which the premises are let shall be as follows:-

2.1 BOOKINGS & FEES

- (a) All Applications for the hiring of school premises must be made through the Office Manager using the appropriate *Booking Form (Appendix 1)*, declaring the purpose of the hire and declaring the intended activities taking place
- (b) Bookings can normally only be accepted for up to 6 months in advance
- (c) A Booking will only be accepted, subject to availability, upon completion of a Booking Form and signed indemnity. All bookings will be confirmed, in writing, by the Office Manager (*Please do not make any arrangements until you have received written confirmation.*)
- (d) The fees charged will be those in force on the day(s) of the hiring; the scale of charges is normally revised with effect from **31st August** each year. This will be reflected in the Scale of Charges
- (e) All charges are inclusive of caretaking, cleaning, lighting, heating and water (where applicable)
- (f) All charges will be invoiced and are payable within **30 days** of Invoice Date
- (g) The hirer shall not assign the benefit or burden of the hiring or sub-let the premises or any part thereof

2.2 SAFEGUARDING

- a) Any organisation/club or group whose attendees are children below the age of 18 are subject to the School's safeguarding procedures. A copy of the School's Safeguarding Policy will be provided for any organisation/club/group this is applicable for
- b) They must provide a copy of current DBS for the staff involved in the activity and a current safeguarding/child protection policy that is acceptable to the School
- c) No booking will be approved without the above documents

Littleport Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects organisations, groups or clubs hiring the school to share this commitment.

2.3 DEPOSIT

- (a) A non-refundable deposit of 20% of the hire charge is required at the time of booking. (Cash or cheque to be made payable to Littleport Community Primary School)

2.4 CANCELLATIONS

- (a) Notice of cancellation must be given, in writing, to the Office Manager at least 14 days before the hiring date. If notice is not received in time then the Hirer will be liable for any costs incurred. Deposits are non-refundable
- (b) The Governing Body reserves the right, by notice to the hirer, to terminate the hiring at any time for reasons outside of their control and to return to the hirer any monies paid by way of deposit. The Governing Body shall not be under any liability to the Hirer for any loss or damage they may sustain arising out of such termination

2.5 PUBLIC LIABILITY INSURANCE

- (a) All Hirers must have adequate Public Liability Insurance cover as a condition of the Letting. Please enclose a copy of your own cover with this application
- (b) If Public Liability Insurance is not held by your organisation/group, you must ensure that adequate cover is obtained. Written confirmation from the insurance company or broker concerned will be required by the Head of Operations prior to the Letting

2.6 HIRERS' RESPONSIBILITIES

The Hirer shall:

- (a) vacate the premises by the time stated on the Booking Form
- (b) obtain the necessary licence if alcohol is to be sold
- (c) agree and confirm the responsible Designated Premises Supervisor
- (d) be responsible for obtaining the licence of the owner of the copyright of any dramatic or musical work intended to be performed or sung and must indemnify the School against any infringement of copyright
- (e) ensure that any equipment brought onto the premises and used is safe and meets the standards of any statutory requirements regarding its serviceability, control and use

- (f) fireproof all scenery and props etc. to be used in any performances, in accordance with instructions issued by the County Fire Officer
- (g) observe the School's '**NO SMOKING POLICY**'. All those who use the premises are kindly asked to refrain from smoking on the premises at all times. This includes the use of e-cigarettes and vaping
- (h) observe the School's Health & Safety Policy (a copy of which will be provided when the Booking is confirmed)
- (i) comply with all applicable notices and signs
- (j) immediately evacuate the premises by the nearest Fire Exit on the sounding of the **Fire Alarm**. (*The Fire Alarm is an audible alarm*)
- (k) inform the Site Manager immediately of any accidents/incidents
- (l) leave the premises and equipment as found
- (m) If any additional expense is incurred, arising from the letting, or any extra cleaning becomes necessary as a consequence of the use of the premises, the person/organisation hiring the school will be responsible for any such expense and charged accordingly
- (n) Persons hiring premises or grounds will be held responsible for any damage to buildings, furniture, equipment or other property and a claim for the reinstatement, replacement or repair of such will be made whether as a result of the negligence of the Hirer or his/her invitees, employees or agents during the period of hire. The Hirer shall be deemed to have undertaken to pay the cost of such reparation by signing the Booking application. **Please note** that no nail or fastening of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture. Care must be taken to protect the hall and gym floor. This includes not dragging equipment and only wearing soft shoes/non-marking soles or bare feet only. Ball games are prohibited in all rooms
- (o) Hirers are also responsible for notifying the Site Manager of any defects with equipment or the property that they identify whilst using the facilities. Notification should be given to the Site Manager immediately whilst also using the Safety Report (Appendix 2)
- (p) In respect of Item 2.6(m), the Hirer will be expected to insure this risk and hold legal liability insurance to cover claims directly arising from their group or organisation's activities
- (q) The Hirer is responsible for the supervision of all persons attending the premises for the purpose of the hiring whilst they are on the premises or on any part of Littleport Community School's site, and for preserving good order
- (r) The School cannot accept responsibility for any loss, damage, accident or injury arising during the Hirer's use of the premises, or to any member of the Hirer's party and the hirer shall indemnify the Governing Body against all claims, demands, actions or proceedings

- (s) Depending on when the Booking takes place, the Hirer's party may have access to the School's car park. If the car park is not available, the Hirer's party should find suitable alternative parking being respectful of the School's neighbours. For weekend lettings using the School's field, the large gates to the playground are left open to allow access for emergency vehicles only. Under no circumstances should cars be parked on the School's playground. All vehicles are parked at the owner's risk. The School takes no responsibility for theft or damage to vehicles while parked on the premises. Lettings using the School field may also have access to a toilet block at the Hirer's request.
- (t) In some circumstances, private security guards may be required at the Hirer's expense. The Governing Body will require confirmation that a recognised company has been employed. If this is not provided or the security guards do not attend, the letting will be cancelled and no refund will be given. The Governing Body shall not be under any liability to the Hirer for any loss or damage they may sustain arising out of such termination

3.0 FORM OF AGREEMENT & INDEMNITY

- 3.1 A Booking Form must be completed for each letting, giving full details of use of premises/equipment.
- 3.2 The following indemnity will be included on the Booking Form and must be signed by the Hirer before the booking can be accepted:-

"I certify that I am not less than 18 years of age. I have read and agree to be bound by the Terms & Conditions of Hire, for the time being in force, and I accept responsibility for the observance of the conditions and agree to pay on demand the letting charge hereby incurred.

I hereby indemnify the Governing Body of Littleport Community Primary School against all claims in respect of injury, loss or damage (including damage to the premises and equipment) arising from this letting.

(In requiring this undertaking the Governing Body does not seek to absolve itself or any employees from liability as owners/occupiers of the premises.)"

- 3.3 The Governing Body reserve the right to refuse any booking which is deemed unsuitable. The Governing Body does not have to provide a reason as to why any Booking has been refused.

4.0 CATEGORY OF USER

SCALE 1: Lettings to **Private Organisations** or **Individuals**.

SCALE 2: Statutory Use, Community Users & Charities

- a) **Statutory Use:** e.g. Parliamentary Elections; Meetings of candidates for Parliamentary Elections; County Council, District Council & Parish Council Elections; Parish meetings and Parish Council meetings
- b) **Surgeries** held by **MPs** or **Councillors**
- c) Use by **District Councils** for **Civic Receptions** on one occasion per year
- d) **Fund Raising** activities by recognised **Charities**

- e) Use by **Community Users** (i.e. individuals and organisations who are regular users of the school)

5.0 **SCALE OF CHARGES**

- 5.1 The Scale of Charges will be revised annually at the beginning of each financial year in April.
- 5.2 All lettings of the school premises shall cover the costs of heating, lighting, water, caretaking and cleaning costs.

HIRING OF SCHOOL / SCHOOL PREMISES – 1 September 2020 to 31 August 2021

A) CATEGORY OF USER

SCALE 1: Lettings to **Private Organisations** or **Individuals**.

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B) SCALE OF CHARGES – TERM TIME ONLY

NORMAL HOURS			OUTSIDE NORMAL HOURS*	
Monday-Thursday (until 22.00hrs) Friday (until 21.00hrs)			WEEKDAYS & WEEKENDS**	
ROOM	SCALE 1 £	SCALE 2 £	SCALE 1 £	SCALE 2 £
Main Hall	First hour - £36	First hour - £28	First hour - £36	First hour - £28
Group Room / Classroom / Activity Hall	First hour - £22	First hour - £11	First hour - £22	First hour - £11
School Field	N/A	N/A	To be agreed between School and Hirer	To be agreed between School and Hirer
School Forest	To be agreed between School and Hirer	To be agreed between School and Hirer	To be agreed between School and Hirer	To be agreed between School and Hirer
Any subsequent additional hours to be charged at 50% of the first hour.				

*Weekends will be subject to a minimum 3 hour charge at the discretion of the school

** Bookings outside normal hours *may* be charged extra for caretaking/cleaning

ADDITIONAL CHARGES

Setting up/Clearing up time:	This must be allowed for when completing the Booking Form otherwise charges for any additional time will be added to the final invoice.
Insurance:	Charged at 12.5% of Lettings charge + 6% Insurance Premium Tax. (minimum £10). Excess £100 for each and every claim.

D) **EQUIPMENT HIRE** (Subject to availability)

Piano: £TBA	Stage Lights/lighting desk: £TBA	PA System: £TBA	Projector: £TBA
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Please note that the use of ladders and tower scaffold is strictly forbidden unless a current recognised certificate is produced at time of booking.

E) **USE OF PREMISES DURING SCHOOL HOLIDAY PERIODS**

By negotiation and subject to availability.

Appendix 1

HIRE OF SCHOOL PREMISES – BOOKING APPLICATION FORM

Name of Hirer:		Tel No:
Organisation:		Date of Proposed Hire:
Rooms required (please circle):	Hall	Group Room
	Activity Hall	School Field
	Other (please state):	
Hours of Hire (including setting up and clearing away)	From:	To:
	From:	To:
If any of the following are required, please indicate:	Tables (how many?) Chairs (how many?)	Water Boiler: Staging:
Nature of function:		
Approximate number attending: (NB See conditions of hire for limits on numbers):		
Name and Address to whom invoice should be sent:		
Insurance: I have already arranged insurance cover, the policy number of which is as follows: with(name of company) (A copy of the certificate of insurance must be provided to the school office manager).		

☐

Tick if
required

I wish the school to arrange insurance cover and add 12.5% (plus 6% government insurance tax on premium) to the total account. (min £10.00) Excess £100 for each and every claim.

(Not available on all lettings, please ask for details)

I certify that I am not less than 18 years of age. I have read and agree to be bound by the Terms & Conditions of Hire, for the time being in force, and I accept responsibility for the observance of the conditions and agree to pay on demand the letting charge hereby incurred.

I hereby indemnify the Governing Body of Littleport Community Primary School against all claims in respect of injury, loss or damage (including damage to the premises and equipment) arising from this letting.

(In requiring this undertaking the Governing Body does not seek to absolve itself or any employees from liability as owners/occupiers of the premises.

A deposit of £20 is required with this application.

Signed: **Date:**

Appendix 2

LITTLEPORT COMMUNITY PRIMARY SCHOOL SAFETY REPORT

Please use this form to bring any safety matters to the attention of

- (a) the Senior Member of Staff
- (b) the School's Site Manager

Your name:

Date of the report:

Use this space to tell us what is unsafe and why

Do you consider that the apparatus or situation is so unsafe that it is necessary to take
the apparatus out of use, abandon the activity or similar? YES/NO

What remedial action do you suggest the Senior Staff Member or Site Manager should take?

Please pass this form to the Site Manager and ensure that you receive a signed copy of the report.

Signature of Reporter:

Date:

Signature of Site Manager:

Date:

COVID-19 Lettings Policy Addendum

This policy addendum outlines the roles and responsibility of Littleport Community Primary School and the Hirer to ensure that lettings can run in the safest way possible. All Hirers must agree and adhere to this COVID-19 Lettings Policy. Please read this carefully and take the time to formulate your own plan as to how you will run sessions safely in school facilities. Your usage may be spot checked by our Site Manager or the School and it must adhere to the following requirements.

Please note that if this policy is not adhered to, we will contact you with a warning in writing detailing where the policy has been breached. If there is a further report of a breach we then reserve the right to suspend your booking for a minimum of a 2 week period, up to and including indefinitely, if this policy is not adhered to.

Social distancing

Current recommendations around COVID-19 and social distancing include keeping at least 2 metres separation between people when out in public.

School staff will ensure that social distance is always observed between themselves and a Hirer, as well as between different groups. Our staff will also ensure that each Booking will be allocated one set of toilets where possible for the duration of their booking and we ask that Hirers and their party only use their designated toilet.

It is each lead Hirer's responsibility to ensure that social distance is observed with their attendees and anyone associated with their booking on site. Hirers must accept this responsibility before attending the site, and the School will work with Hirers to advise them on how to make this possible in the spaces they use but the responsibility for implementation will rest with the Hirer.

Access

- All persons must be off the school site by 22.00hrs (Mon-Thurs & weekends) 21.00hrs (Fri).
- All Hirers are required to wait in the school office for their session, where the Site Manager will collect them and see them to their space.
- Parents and/or guardians are **not** permitted to enter the school building for pick up and drop off, and should wait outside the school building at all times and maintain 2 metres distance at all times.
- All persons will be asked to clean their hands using hand sanitiser or using the nearest toilet on the way in, which may result in a different access route being used.
- The Site Manager will meet the Hirer in their space at the end of their session and see them out of the building.
- Access to changing rooms will not be permitted for any bookings so all persons must come to their session 'ready'.
- Hirers and their party must only use the spaces that they've booked - if there is not enough space to run a safe, socially-distanced session, the Hirer must turn away some attendees.

During your letting:

- Each letting group will act as a "bubble". Please ensure all members of the bubble remain with their group and do not interact with others on site.
- We strongly recommend that Hirers and their party use face covering when leaving their booked space and accessing shared spaces (e.g. toilets and corridors).

- Where a letting is indoors, we advise that windows are open to increase ventilation.
- Hirers must bring their own antibacterial hand sanitiser and wipes for use during their letting.
- Any equipment used must be pre-agreed with the School. Equipment must not be shared between 'bubbles'.
 - When this equipment use is agreed, Hirers must bring appropriate cleaning materials to disinfect the items used at the end of their session
 - If Hirers need to move any equipment to create spaces to run socially distanced sessions, we ask that this too is wiped down and returned exactly as found at the end of the session

Cleaning and maintenance:

- The Site Manager will identify touch points, such as door handles and taps, for each specific space and ensure that these are cleaned with disinfectant before and after any customers attend the site.
- The Site Manager will check toilets before each letting, to ensure there is an adequate supply of soap and paper towels.
- If Hirers are using any equipment, they must ensure that it is wiped down with disinfectant at the end of their session. This includes tables and chairs.

Suspected cases of COVID-19

We ask that anyone who falls within the clinically vulnerable or extremely clinically vulnerable group will be advised to stay at home. In addition to this, anyone who has displayed symptoms within the last seven days, or lives with someone who has displayed symptoms within the last fourteen days, must not attend the site. This includes if the person displaying symptoms receives a negative result to the test.

We ask all Hirers and staff to remain alert to the symptoms of COVID-19 and take the following action should they develop either a high temperature, a new persistent cough or lose their sense of smell and taste whilst on site.

- The individual must leave the School site immediately. If they are awaiting collection, they must wait outdoors in isolation from others.
- The Hirer must report this incident to the Site Manager immediately.
- The rest of their 'bubble' will be expected to self-isolate for 14 days and will not be able to visit the School during this time.
- The areas used by this bubble will be blocked off until a deep clean can be undertaken. This includes:
 - The access route taken by the group
 - The space(s) used by the group
 - The toilets associated with these spaces
 - Any equipment agreed for use for this group

As Hirer of the School premises, I agree to the following whilst on site:

- Ensure that I have the contact details (phone numbers) for all of my attendees, and in turn have provided my correct contact details to the School for track and trace purposes.
- Ensure that I send the School a risk assessment before my first booking, and if any changes are made to the document, this is shared with the School as soon as possible.
- Maintaining social distancing at all times, particularly from any other users and School staff on site.

- Putting measures in place to ensure that my entire activity/session is run in a socially distanced fashion so far as is possible, including avoiding gathering of any attendees and parents picking up students during pick up and drop off times.
- Ensuring that my activity is **run according to all current government guidelines**, and that attendee numbers are in line with government and/or governing body guidelines.
- Ensuring that I bring my own antibacterial hand sanitiser and disinfectant wipes for use during my letting, and that these are used to sanitise any School equipment used.
- Ensuring that each of my attendees is aware of this responsibility and they have been briefed on this policy, but particularly;
 - That they should **not attend site if they have any symptoms of the virus**
 - **That should they develop symptoms having attended the School site they inform you, the organiser, immediately**
 - The need for them to social distance
 - The importance of handwashing regularly
 - The need to travel to the venue safely, avoiding public transport if possible
- Ensuring that I am aware that should anyone display symptoms on site they should leave the site immediately and the Site Manager is informed.