

# **Ridgeway Primary School Lettings Policy and Agreement**

This policy was ratified by the Governors at their Resources Committee Meeting  
25<sup>th</sup> October 2019  
Signed: Chair of Finance Committee –

**The Governors of Ridgeway Primary School are anxious that the school should be used to the full, and offer its facilities for private use and business meetings as well as for the use of the wider community.**

Facilities available to hirers:-

### **The School Hall**

The school hall has a floor area of **180 square metres** with seating available for approximately **200 People**;

We can provide an **Overhead Projector with a large screen**

**Photocopying** facilities are available.

The maximum number of persons permitted in the hall at a function is **200**: actual numbers will depend on the nature of the event and the layout adopted.

***Kitchen facilities are available by special arrangement.***

### **The Community Room**

The Community Room has a floor area of **57 square metres** to accommodate approximately **20 People**;

**4 Folding tables each seating 6 people are available**

We can provide an **Overhead Projector with screen and internet access**;

***Kitchen facilities are available.***

### **Grounds**

We have a grassed playing field, with two football pitches marked out.

### **Parking**

Parking is available in the car park outside the main entrance for 12 cars. A further 17 cars can be parked in the carpark at the bottom of the drive.

Further parking can be accessed in the carpark in Lawnswood Avenue

### **Other Facilities**

The school also has an ICT suite with 24 computers available on request.

**LETTINGS POLICY**

1. It is the policy of the Governors that certain parts of the school premises and its facilities shall be available for use by outside bodies at the discretion of the Head Teacher subject to them not being required for any organised activity within the school and consistent with the school ethos.

For the purposes of this policy the premises and the facilities will be referred to as the Facilities.

It is a basic principle that the Facilities are provided for use in the normal educational and extra curricular life of the school, hence any use by external bodies, groups or individuals, will always be of a lower priority than any internal use.

2. For the purposes of this policy, the use of the Facilities by organised bodies formed with the sole purpose of supporting the School will be deemed to be use by the school itself. Use by any other bodies associated with the School e.g. Clubs, Associations, etc will be deemed to be use by external bodies.

3. The use of the facilities by the School will normally not be subject to any charge. Use of the Facilities by external bodies will always be subject to the charges detailed in the Appendix attached.

**The charges detailed will be reviewed annually by the Resources Committee and Headteacher.**

4. The booking of all use of the Facilities, both by the School and external bodies beyond those scheduled by the School Timetable and Calendar will be the responsibility of the Office Service Manager. Once a signed application is received, written confirmation of a subsequent cancellation will be required.

It is the responsibility of all individuals organising events not scheduled but which involve the use of the Facilities, to submit a Letting Application in good time. If notification is not received sufficiently far in advance it is liable to result in the Facilities requested not being available for use.

5. Upon receipt of a Letting Application the Office Service Manager will inform the person making the request that the booking is confirmed or otherwise and the estimated charges involved.

6. The Office Manager or the Head Teacher will inform the Site Supervisor of the specific needs of a booking. The Site Supervisor will safeguard the Facilities of the School by all reasonable means during any hiring and will immediately report any damage incurred.

7. Following the Hiring, an invoice will be raised for the charges incurred plus any additional damage charges. "Damage" will include the causing of unreasonable cleaning requirements following a hiring. The Site Supervisor will survey and note the condition of the premises / facilities with the hirer at the end of the event. Invoices should be settled within 30 days and legal action may be taken to pursue the debt.

8. The Head Teacher has the right to terminate any hiring if, in their opinion it is not being properly or safely conducted.

**RIDGEWAY PRIMARY SCHOOL**

**LETTING APPLICATION**

*Please complete this form clearly in block capitals*

Name: .....

Address .....

.....

.....

Post Code .....

Telephone Number – Daytime .....

Evening .....

Organisation (if any) .....

Facilities Required .....

Nature of Function .....

Date(s) required .....

Hours Required .....

*(Please include time required to set up and clear away)*

Date of Application .....

**I certify that I am not less than 18 years of age and accept responsibility for the observance of the Letting Conditions, and that I agree to pay on demand the lettings charge hereby incurred.**

***Hirer's liability insurance (tick if required)***

I hereby indemnify the Governors of Ridgeway Primary School and the Local Authority against all claims in respect of injury, loss or damage, (including school property) arising from this letting. In requiring this undertaking the Local Authority does not seek to absolve itself from liability as owners / occupiers of the premises.

Public liability insurance is not being provided by the County Council's Third Party Hirer's Insurance Policy and I can confirm that I have arranged Public Liability Insurance in the name of the individual / organisation hiring the school premises for a limit of indemnity of at least £2,000,000.

Signed .....Date .....

Name (block capitals please) .....

Cancellations

*We require 48 hours notice for cancellations or the full fee will be charged.*

*We reserve the right to charge an administration fee for cancellations.*

## **RIDGEWAY PRIMARY SCHOOL**

### **LETTING CONDITIONS**

1. The rooms normally available for general hire are the Hall, Community Room, school field and IT suite.

The Hall is suitable for social events, rehearsals, large meeting, sporting activities etc. Disabled toilet facilities are available in the entrance hall.

The Community Room is suitable for small meetings, adult education etc. Disabled toilet facilities are available in the foyer.

2. Health & Safety and risk assessments relevant to the letting will be recorded in a Hazard Exchange document which will be retained by both parties. This will include:

The hazards that exist on the site which may be a risk to those letting the premises and any associated control measures in place which must be followed by those letting the premises.

The hazards created by those letting the premises presenting a risk to the regular users of the premises or those present during the Letting, and any control measures the Letting will have in place to reduce the risks.

3. Hirers must leave the premises in the same condition as they are found. This refers to furniture, fittings and general cleanliness.
4. In all lettings arrangements taking place after school hours, inside the school building, the site will be opened and closed by the Site Supervisor, who will check the site to ensure everyone has left the premises before locking the site after a letting.
5. Cleaning of the premises is to be carried out by the school personnel and the hiring fee will normally include the cost of cleaning up afterwards.
6. Those letting the premises must provide supervision for those taking part in the letting activity who might arrive before the scheduled start time. This is to ensure that those waiting do not become distracted and stray into unauthorised areas of the site.
7. Where spectators are invited to observe activities – e.g. football matches on the school field, those letting the premises must be able to take responsibility for the spectators as well as those participating.
8. Anyone letting the premises should report any adverse incidents – such as trespassers - on site to the site supervisor at the end of the letting.
9. Any defects found or created during a Letting should be reported to the site supervisor at the end of letting.
10. During extreme weather it may be necessary to cancel a letting if the site is deemed to be unsafe.
11. Anyone letting the premises will be provided with the fire procedures for the premises and they must then take responsibility to communicate the procedures to all those present.

12. Those letting the premises will not have access to a landline and must have emergency procedures in place for how will they raise the alarm in an emergency.
13. In an emergency those letting the premise will contact the site supervisor.
14. If an accident occurs on the site during a letting, the site supervisor should be contacted who will record the accident on My Health & Safety.
15. Those letting premises must provide their own first aider and first aid facilities.
16. The hirer must sign a letting agreement form after agreeing to the conditions of hiring.
17. The hirer may cancel a booking upon giving 48 hours notice in writing. Less than 48 hours notice will result in the full fee being charged. An administration fee maybe charged for cancellations.
18. The school governors reserve the right by notice to the hirer to terminate the hiring at any time for reasons outside the control of the school governors and to return to the hirer any monies paid by way of deposit but the governors shall not be under any liability to the hirer for loss or damage they may sustain arising out of such termination.
19. Any damages to the premises, facilities and equipment, will be paid for by the hirer.
20. No access to other classroom areas will be permitted.
21. Furniture must not be taken from the classrooms without prior agreement.
22. School equipment can only be used with prior consent of the headteacher.
23. The school is a "Smoke Free" area. No Smoking is allowed on the premises, including the external areas.
24. The hirer is responsible for carrying out their own risk assessments.
25. The school accepts no responsibility for any loss or damage to property owned by any person using the premises during the period of the letting. Property shall be brought onto the premises at the sole risk of the owner.
26. The hirer must not block any exits nor place obstructions on the corridors and ensure access is clear for emergency services.
27. Any electrical appliances used by or on behalf of the hirer must have been checked for electrical safety and appropriate certificates shown to the school to confirm that it complies with the Electricity at Work regulations. This is the hirer's responsibility.
28. No fixings should be attached to the walls or floor, but the temporary fixing of additional material to the walls or floor can be carried out by prior arrangement with the school.
29. Parking of cars must be restricted to the designated parking area. Access routes for emergency vehicles are to be kept clear.

30. The parking of vehicles on school premises is entirely at the owner's risk. The owners of such vehicles will be held responsible for any damage they may occasion to the school's property or injury to any person, whether connected to the school or not, while their vehicle is on the school's premises.
31. The governors reserve unto themselves and their officers, servers and agents a right to entry to every part of the premises at any time when duly authorised to enter.
32. The hirer is not permitted to sub let the premises. The premises can be used only for the purpose outlined in the application.
33. Any hirer who uses the school must be properly insured to carry out such activity.

## **PREMISES LETTING CHARGES 2019/2020**

### **Group A**

#### **The following qualify for free letting:**

a) All school events (extra-curricular clubs provided by the school, or provided by external bodies for the sole use of children at Ridgeway – even when a fee is charged, parent consultations, governors meetings, performances, fundraising etc)

b) Parent Council meetings and PTFA functions.

### **Group B**

#### **The following qualify for free letting:**

a) These lettings are for those hirers who book a room/space either as a one off or on a regular basis; i.e. once a month/week where the person/group hiring is non-profit making organisation, although a donation may be asked for.

A cost of £20 to cover the cost of cleaning materials and labour may be charged if further cleaning is required after the event when 'free hire' of the hall is given for dances or discos;

### **Group C**

#### **The following lettings would be subject to a charge**

These lettings are for private and commercial groups. The person/group may be charging a fee to the public in order to make a profit. The charges will be at the discretion of the Governors according to the individual requirements of the hirer. **There may also be a charge of £20 for caretaking provision (cleaning and locking/ unlocking of the premises) if this falls outside of school hours and cleaning falls outside of normal school cleaning.**

### **MONDAY TO FRIDAY EVENING**

**Hall:** £25 for the first two hours then £15 per additional hour up to a maximum of 6 hours. After which by negotiation with the Headteacher;

**IT SUITE:** £10 per hour

**School Field:** by prior negotiation  
From £20 per use + VAT (per pitch);

### **Special Arrangement Lettings**

#### **Karate**

This is a long standing letting on a Monday evening for a 2 hour karate club. Governors agree to maintain their existing letting fee of £22.50 for a two hour letting period.

**Updated October 2019**

**Joanne Jelves**

**Headteacher**