



# **Lettings Policy**

(incl application form)

## ***Stafford Junior and Roselands Infants Schools***

Believing in Excellence means that the Trust has key values that all members of our schools' community live by.

These are:

- Respect;
- Resilience;
- Responsibility.

Date of Policy	July 2024
Date agreed by Chief Executive Officer	July 2024
Date of next review	July 2025

## Conditions governing the hiring of Stafford Junior School or Roselands Infants school premises

### General Conditions

It is the responsibility of the Primary Executive Headteacher (PEH) to review this policy on an annual basis.

1.1 Applications for the use of school premises at either Stafford Junior School or Roselands Infants' School must be made on a facilities hire application form, and responsibility for their approval rests with the PEH or Senior Leadership Team. The person signing the application will be deemed to be the Hirer, and must accept responsibility for ensuring compliance with these conditions.

1.2 Hirers will be informed, at the time the application is approved, of the charge for the use of the facilities required. Invoices will be sent to the hirer and should be paid by return. If there is damage, or the need for caretakers/cleaners to work longer than expected after the letting, the Hirer will pay any subsequent account supplied after the event.

1.3 Stafford and Roselands schools reserves the right to cancel any letting if the accommodation is required for urgent official or academic business or contravenes our school policies. In these circumstances the Hirer will be reimbursed their hiring fee.

1.4 Any intention on the part of the **Hirer** to cancel a letting must be notified to the Executive Headteacher at least 24 hours before the letting is due to take place. In the event of the **Hirer** failing to give at least 24 hours' notice, no reimbursement of hiring fee will be made and if preparatory works have already been undertaken the **Hirer** will bear the actual costs incurred.

1.5 The school site team will prepare for lettings, to do any necessary cleaning afterwards, and where the school requires, to be in attendance throughout the course of the letting. **No payment should be made direct to the site team, since they are paid by the Trust.**

1.6 No structural alterations to school premises, fixtures or fittings will be permitted and notices must be fixed only to the boards provided.

1.7

(a) The **Hirer** is responsible for providing supervision during the course of the letting and must satisfy the Executive Headteacher that the arrangements being made are adequate.

(b) The **Hirer** or his accredited representative must be in attendance at all times and must accept responsibility for any damage caused to the school grounds, playing fields, fields, buildings, fixtures, fittings, furniture and equipment resulting from the letting. Every precaution must be taken to avoid such damage, and the **Hirer** will be required to meet the cost of making good any damage, however caused.

1.8 **Hirers** are responsible for arranging (and providing document copies to the Executive Headteacher) their own insurance for:

- (a) personal accident;
- (b) third party claims;
- (c) any loss or damage to the school grounds, playing fields, building fixtures and fittings, furniture and equipment resulting from the letting.

1.9 If it is intended to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public are admitted, **Hirers** are advised to consult the Executive Headteacher in advance to ensure that the school premises are adequately licensed for the purpose before submitting a firm application.

1.10 Footwear which is likely to cause damage to school floors must not be worn.

1.11 Members of the Public must not be admitted to the school after 9.30pm and the the Premises must be vacated by no later than 30 minutes after the agreed end of session time.

1.12 Alcoholic liquor must not be sold or consumed on the school premises unless specific approval has been given by the CEO or Trustee Board. If approval is given to the sale or consumption of alcoholic liquor, the responsibility for obtaining the necessary license rests upon the **Hirer**.

1.13 School premises must be left clean and tidy after use.

1.14 Smoking is not permitted in any area of the school building or grounds.

1.15 **Hirers** are unable to use the school meals kitchen or access any areas outside that hired by themselves without the express agreement of the Executive Headteacher.

## **2 Additional Conditions governing the letting of School Playing Fields and Playgrounds**

2.1 If there is any doubt as to the fitness of the ground the **Hirer** must consult the Executive Headteacher or Site team who will make the final decision as to whether the ground may be used, before the letting takes place. In the event of the ground being deemed unfit for use immediately before a letting is due to take place, any letting charge already paid will be refunded, and any account due will be cancelled.

2.2 **Hirers** must be responsible for ensuring that everyone taking part in the lettings involved in the school playing fields and playgrounds, and all spectators are properly and adequately supervised.

2.3 Casual spectators not connected with the letting must not be admitted.

2.4 Stakes or the like must not be driven into the ground, unless permission has been specifically given.

2.5 Vehicles must not be driven or parked upon the playing field at any time. Vehicles must not be parked upon playgrounds unless permission has been specifically given.

2.6 Bonfires must not be lit unless permission has been specifically given.

2.7 Animals must not be allowed on any part of the school premises with the exception of assist dogs.

2.8 No marking out of pitches may be done except by the authorised ground staff unless permission has been specifically given.

2.9 Playgrounds and playing fields must be left in a clean and tidy condition after use.

2.10 Any loudspeaker must be moderated so as not to cause a nuisance.

2.11 The Executive Headteacher must be consulted in advance if there is any doubt about the interpretation of the above condition.

### **3 Additional Conditions governing the long term lettings for the purpose of Club Provision (eg Breakfast Club, After School Club)**

3.1 The **Hirer** must provide evidence that they are compliant with all legislation for running Club Provision. This includes insurance, policies and risk assessments. The checklist will be signed to ensure fully compliant.

3.2 **Hirers** must be responsible for ensuring that everyone taking part in the lettings involved are properly supervised at all times. All adults must have full DBS clearance and meet the requirements of the Federation's Single Central Record. Copies of these documents will be kept for the purpose of the Federation's Safeguarding procedures.

3.3 **Hirers** must sign in and out via the Stafford app. Parents must remain off site and will phone the after School Club mobile for collection purposes.

3.4 **Hirers** may use the school car park to park. This is done at their own risk and the school maintains no liability for any damage that occurs whilst they are parked in the school car park.

3.5 If there is any doubt as to the fitness of the premises including the garden, the **Hirer** must consult the Executive Headteacher who will make the final decision as to whether the premises may be used, before the letting takes place. In the event of the ground being deemed unfit for use immediately before a letting is due to take place, the school will look to provide a suitable space within the school building. If this is not possible then any letting charge already paid will be refunded, and any account due will be cancelled.

3.6 **Hirers** will provide all their own equipment including toys, paper, resources and food. The Hirer will provide any cleaning materials associated with these activities. School will provide the use of the premises including storage space, services and basic hygiene consumables (toilet roll, hand towels).

3.7 **Hirers** must leave the house and garden clean and tidy after each session. The house will be cleaned by the school's contract cleaners. The garden will be mowed by the school's grounds maintenance contractor.

3.8 In the case of After School and Breakfast club provision it is the expectation that the school ethos and standards for conduct are maintained at all times. The Executive Headteacher will monitor the quality of provision and will meet regularly with the lead provider to discuss this aspect of the hire agreement.

3.9 The school will, wherever appropriate, help promote the After School / Breakfast Provision to Federation parents and the wider community at no additional cost to the hirer.

3.10 Places at the provision should be offered to Federation children as first priority. If on occasion places are offered to children from outside the Federation this should be on the understanding that their conduct is in line with our school ethos and expectations.

3.11 Any reduction in hire charges (see 5.1) that is based on a fixed start up period and the school's desire to host the services offered by the After School provider will be set out in writing, with clearly detailed timescales / review dates for this reduction, and will be agreed in advance of the commencement of provision. In addition, any fixed term or ad hoc payment conditions linked to the number of attendees and take up of places will be set out in writing and agreed at the outset of each hire agreement period.

3.12 The school will give at least 2 terms notice or 16 weeks, whichever is the greater, of the need to cancel the long term hire, provided that no exceptional unforeseen circumstances have arisen.

3.13 The **HIRER** will give at least 2 terms notice or 16 weeks, whichever is the greater, of the need to cancel the long term hire, provided that no exceptional unforeseen circumstances have arisen.

3.14 Each hire agreement period is for a maximum of one academic year. At the end of each hire agreement period, any changes to terms of the agreement will be clearly communicated by both parties and future agreements made.

#### **4. Fire Precautions**

4.1 The **Hirer**, or a responsible person nominated by him in writing, shall be in charge of and be upon the hired part of the premises during the whole time the premises are open to the public and there shall be during that time sufficient staff or competent attendants on duty on the premises. The person in charge shall not be engaged in any duties, which will prevent him from exercising general supervision of the premises. **THE HIRER SHALL ASCERTAIN AND COMPLY WITH ANY SPECIAL FIRE PRECAUTIONS REQUIREMENTS CONTAINED IN MUSIC, SINGING AND DANCE, THEATRES, OR ANY OTHER LICENCES APPROPRIATE TO HIS INTENDED USE OF THE PREMISES.**

4.2 The seating accommodation, gangways, passages and stairways in the hired section of the premises shall be provided as approved by the Chief Officer of the East Sussex Fire Brigade, acting on behalf of the Hiring Authority.

4.3 All gangways, corridors, staircases, and external passageways intended for exit shall be kept entirely free from obstruction and shall not be used as cloakrooms.

4.4 All exit doors shall be available for exit during the whole time that the public are on the premises, and shall be opened at the end of the function for the use of the persons present at the function.

4.5 Door and openings, other than exits, in sight of the audience, which lead to portions of the premises accessible to the public, shall have notices placed over them indicating the uses of such portions. Doors and openings leading to portions of the premises not accessible by the public shall have notices placed over them indicating "**No thoroughfare**".

4.6 Mats or other floor coverings shall be secured to prevent rucking, and any drapes over exit doors or exits shall be hung to prevent them trailing on the floor.

4.7 Inflammable materials shall not be used for the decorations of the premises unless such materials have been rendered flame retardant and are maintained in that condition.

4.8 All electric fires, gas fires, stoves and open fire places in the premises shall be provided with adequate protective guards.

4.9 Temporary electrical installations, which are necessary for any particular function, - must comply with the following condition:

- (a) All temporary electrical installations shall comply fully with the applicable recommendations and requirements of the current edition (with amendments) of the following:

- (i) The Institution of Electrical Engineers Regulations for the electrical equipment of buildings;
- (ii) The British Standard Specification and Code of Practice;
- (iii) The Electricity Supply Regulations; and shall only be installed by a qualified electrician.

No temporary wiring shall be connected to circuits or fuseboards feeding the main auditorium lighting.

(b) Temporary wiring shall be carried out using PVC insulated and sheathed cable to CMA manufacture, and switchgear and apparatus of a voltage rating not less than the maximum rms voltage difference, which can normally develop under fault conditions.

All additional stage lighting equipment that may be required shall be kept entirely separate from the existing installation, portable dimmer units being provided where required; no extensions shall be permitted from the existing dimmer equipment without the approval of the County Architect.

(c) All temporary equipment shall be bonded to the main system of earthing in accordance with Part 4 of the IEE Regulations.

(d) All temporary installations which have been installed shall be disconnected from the permanent installation immediately after the occasion for the occasion which they have used.

(e) Any special requirements or installations that are to be approved, or any item that requires clarification, shall be brought to the notice of the Director of Property Services seven days prior to the proposed date of the required installation.

(f) Residual Circuit Breakers must be used when appliances and electrical equipment are connected into the premises' electrical circuit.

4.10 The **Hirer** shall ascertain the position of telephones, escape routes, fire alarm systems and fire fighting equipment which shall be in the charge of some suitable person specially nominated for the purpose, who shall ensure that the appliances and equipment are always available for use. In the case of staff performance and exhibitions and exhibitions the Local Fire Officer shall be consulted as to whether any special fire fighting equipment should be provided.

4.11 Thorough checks should be made by the **Hirer** at the end of the letting to ensure that no smoldering fires and that all doors and windows are properly secured.

4.12 The school operates a **No Smoking** policy and therefore smoking is not allowed on the school premises – This includes all E-Cigarettes

4.13 If there is any doubt about the application of any of the above conditions, the advice of the Executive Headteacher should be sought.

## 5. LETTINGS CHARGES

Letting charges are detailed below. The Primary Executive Headteacher and the Chief Operating Officer can agree any charges outside of the charges shown below.

All applications for use of School premises must be made via a lettings application form, as shown in this policy

All lettings are subject to school approval, depending on staff resources available

### **The following charges apply;**

Monday to Friday 3.00pm to 6pm during term time

Monday to Friday 7.30am to 6pm during school holidays

<b>Venue</b>	<b>Cost</b>
Classrooms	£12.50 per hour
Hall	£20.00 per hour
Field includes use of changing rooms	£20.00 per hour
MUGA includes use of changing rooms	£20.00 per hour



**Roselands & Stafford**  
Federation



## Roselands & Stafford School Facilities Hire Application Form

Please return to: Finance and Business Support Manager, Stafford Junior School, Ringwood Road, Eastbourne. BN22 8UA.

Name of applicant / and organisation		
Address of applicant / organisation		
Telephone/Contact Number/s		
Reason for hire		
Dates: school days		
Dates: holidays		
Times	From:	To:
Special requirements		
Any other special instructions:		
DECLARATION BY HIRER: I acknowledge that I have received and read a copy of the conditions governing this hiring and understand them. I agree to abide by them and to pay the sum due before the hiring takes place. I agree to pay for the reinstatement following any damage to property caused as a result of this hiring.		
	Signatures	Date
Signed by applicant		
Signed by Executive Headteacher		



Checks for office use only:

Public Liability:

Qualifications:

Policies:

Maximum Numbers of users:

DBS checked

Added to SCR:

Additional Checks: