



Templemoor Infant and Nursery School Lettings Policy

- the school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought in to disrepute
- the school premises will not be let for functions where a Public Entertainment Licence is required
- decisions whether to permit lettings will be made by the Headteacher
- all persons hiring the school premises will be expected to conform to the relevant Health and Safety regulations
- all persons hiring the hall will receive a premises induction including practices relating to fire
- there will be an annual review of lettings charges.

Templemoor Infant & Nursery School – Conditions of Hire

1. If the original hours of hiring are exceeded, then an additional charge equal to twice the hourly rate, will be made for each excessive hour or part thereof (e.g. 10 minutes overtime, the charge will be for 2 hours, 70 minutes overtime the charge will be for 4 hours, etc).
2. The hiring times must be from the time that the first person requires entry until the time the last person leaves the school grounds, and must include preparation and clearing up time.
3. All entrances to the school to be kept clear of vehicles at all times.
4. All doors must remain closed and not propped open, particularly the outside entrances.
5. Cars are parked at the owner's risk.
6. Hirers are requested not to park on Nursery Close.
7. All fire exits to be kept clear at all times.
8. The school retains the right to refuse or cancel any application or letting at any time in line with point 21.
9. The school may cancel or terminate at any time, any hiring if there is any omission from or misstatement in the application form: or if the premises are hired or used for any purpose for which they have not approved; or if payment is not made on time.
10. The hirer will be responsible for:
 - a) any damage which may be caused to the school premises or its contents by any visitor or
 - b) any loss or injury suffered by any person as a result of this hiring and the hirer shall indemnify the school in respect of any such damage, loss or injury.
11. The hirer shall be responsible for the behaviour of all their visitors at all times.
12. No smoking to be permitted in the school building or grounds.

13. No noise, which is audible outside the school building, may be permitted and the hirer shall ensure that all visitors enter and leave the school premises quietly. Excessive noise may cause hiring to be terminated.
14. No booking shall be extended beyond the hour of midnight.
15. All areas used by the hirer must be left in a tidy condition.
16. The hirer shall not cause, or permit, any person connected with the hiring to drive any nails, screws or other fixings to the walls or floors; or into any furniture or fitting; or do or permit to be done anything likely to cause damage to the building or any such furniture or fittings.
17. The hirer shall pay to the school on demand the cost of reinstating or replacing any part of the premises, or any property whatsoever belonging to the school, in or upon the premises, which be damaged, destroyed, stolen or removed during the period of hiring.
18. No dogs will be permitted except Guide Dogs.
19. Electrical equipment is not included in hire charges. All electrical equipment used by the commercial hirer or commercial equipment (e.g. DJ equipment) must be PAT tested. Domestic equipment (fused to a 30amp plug) should be in good working order with no signs of damage. Plugs/extension cables must not be overloaded and wires/flexes must be fully extended, properly maintained and safely located.
20. The use of additional heaters is not permitted.
21. Cancellation by either party must be notified within 14 days of letting, the hirer will still be responsible for the letting charge if cancellations are not made within this time.
22. The school reserves the right to withdraw availability of the school facilities and cancel the agreement in accordance with clauses 8 and 21.
23. All commercial hirers must have appropriate levels of public liability insurance (certificates must be seen).
24. There will be an annual review of letting charges.

Preventing Extremism and Radicalisation - When an agreement is made to allow non-school groups or organisations to use the school premises, appropriate checks will be made before agreeing the contract. It is the responsibility of the school to ensure the premises will not be used for any purpose which may be deemed contrary to English law. Usage will be monitored and in the event of any behaviour not in keeping with the Schools Preventing Extremism and Radicalisation Policy, the school will contact the police and terminate the agreement.

Equal Opportunities – School premises must not be let to any individual, group or organisation that does not subscribe and adhere to the schools statement on equal opportunities.

Political Use – School premises must not be let for political use, the only exception to this is as a polling station.

I acknowledge receipt of and agree to comply with the Lettings Policy and conditions of hire

Signed on behalf of _____	
Print Name	
Date	

PLEASE RETURN ONE SIGNED COPY TO KATE BECK

**TEMPLEMOOR INFANT & NURSERY SCHOOL
LETTINGS CONFIRMATION**

Contact

Name of Hirer	
Company	
Address	
Phone Number	
Email Address	

Letting

Date	Hire Times	Room	Frequency
Purpose of Letting:			
Dates letting not required:			

Agreed Charges

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Agreed Terms (Template – other terms to be added as appropriate)

- Payment required 1 month in advance by bank transfer (or as agreed)
- Premises (including the car park) will be opened 15 minutes before the hire start time and locked 15 minutes after the hire end time
- Hirer is given access to [list rooms].
- Storage space is not included in the letting.
- Other areas of the school are not to be used by customers unless there is a fire
- Hirer is given permission to remove school property from the hall into another area of the school to create space prior to each letting but is responsible for returning the items as found. Health and safety should be considered and fire exit routes remain clear.
- Hirers will receive an induction to the premises including fire practices and what to do in an emergency.

Children's Parties

- Payment required by _____ (£X fee plus £20.00 deposit.)
- A £20 cash deposit is required. This will be returned at the end of the letting can be collected from the school office on the next school working day once the premises has been inspected and has been left as found (clean and no damage). In the event that the premises is not found as left the deposit will be retained by the caretaker/keyholder and the hirer referred to the School Business Manager or Headteacher for a final decision.
- Hirer is given access to school hall and the disabled toilet adjacent to the hall. The school kitchen surfaces and sink.
- Hirer is given access to tables, chairs, sweeping brush and dust pan. Hirer is not permitted to use any other school equipment or kitchen equipment. Health and safety

should be considered by the hirer in respect of use of tables and chairs. The hirer should contact the school business manager if they require instructions on use of this equipment.

Templemoor's Letting Policy is enclosed with this form and must be read before agreement to hire is made either in writing or by verbal consent.

Signed	
Print Name	
Date	

Policy History

Policy Holder	Kate Beck
Committee responsible for Policy	Resources, Health and Safety

Policy Approval

Approved by Committee	7 th February 2017	Approved by Full Governing Body	21 st March 2017
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Policy Reviews

Review Number	Reviewed by Policy Holder	Reviewed and Approved by Committee	Ratified by Full Governing Body
1	CM Heap/K Lake May 2013		
2	K Lake September 2014	7 October 2014	November 2014
3	S Hodgson/K Beck 2016	27 January 2016	November 2016
4	S Hodgson/K Beck 2016	7 th February 2017	21 st March 2017

Policy Communication

September 2012	Website
14 February 2013	Email to all staff

June 2013	Website
February 2017	Website