



Icklesham CEP Schools

Lettings & Charging policy

Adopted 29 January 2019

Review Date January 2020

The governors of the school wish all persons to obtain education and enhanced learning through the establishment without incurring unnecessary costs.

School trips are organised on a termly basis and are mainly kept to local visits in order to keep costs minimal. Educational/curriculum visits are paid through the school budget with the request of parental/carer contribution. No child will be excluded from a trip due to inability to make a contribution.

Key Stage 1 School meals are now provided free of charge under the government's new UIFSM proposals.

School lettings will be considered on an individual basis by the Headteacher and where needed referred to the governing body. Charges are made to cover the cost of all expenses, including but not exhaustive to, caretaker unlocking/locking, electricity, cleaning and wear & tear of facilities.

Costs will be identified and agreed prior to a letting agreement being signed

Terms and Conditions of Hire

(Updated Nov 2015)

1. General conditions

Applications for the use of the Schools' premises must be made to the Headteacher. The person signing the application will be deemed to be the Hirer, and must accept responsibility for ensuring compliance with these conditions.

THE HIRER MUST COMPLY WITH THE LAW OF THE LAND

- 1.1. Hirers will be informed, at the time the application is approved, of the charge for the use of the facilities required. Hirers will be invoiced monthly in advance (or other basis to be agreed). Payments are requested before hire commences or on the day of hire. New Hirers may be required to pay a refundable deposit appropriate to the value of their hire. If there is damage, or the need for extra cleaning after the letting, the Hirer will pay any subsequent account to cover these costs.
- 1.2. Hire is for the periods as stated in the application. The notice period for cancellation of this agreement by either party is set at a minimum term of 30 days. Non-attendance during the agreement or notice period which has not been previously agreed (see condition 1.4) following a booking will be chargeable, excepting that under the Schools discretion items such as adverse weather, fire and flood and or structural or mechanical failure that may affect attendance.
- 1.3. Icklesham CEP School reserves the right to cancel any letting if the accommodation is required for urgent official or academic business. In these circumstances, every effort will be made to advise the Hirer as soon as possible.
- 1.4. Any intention on the part of the Hirer to cancel a letting must be notified to the Headteacher at least 30 days before the letting is due to take place. In the event of the Hirer failing to give at least 30 days' notice, the Hirer will bear the actual costs of the hire period irrespective of whether the facility is used or not.
- 1.5. Hire will be automatically terminated and all hire costs will become payable if School staff, grounds, equipment, and buildings are either verbally or physically mistreated. Hirers are to be respectful of the privacy, security and nuisance of neighbours and the general community without exception.
- 1.6. The School Business Manager and site staff will prepare for lettings, and a representative will be in attendance throughout the letting, unless other local arrangements are made where the hirer assumes responsibility for securing the facility. It is the hirer's responsibility to leave the premises clean and tidy and ready for School use.
- 1.7. Any payment made on the day of attendance should be clearly marked with the hirers name and the amount, and a receipt issued by the Schools representative. Cheque payments are preferred and should be made payable to "Icklesham CEP School". All payments must be marked for the attention of the School Business Manager. No credit terms will be extended and any non-payment, which in the Schools opinion is unjustified, will allow the School to terminate hire, at which point all outstanding charges will become payable.
- 1.8. No structural alterations to school premises, fixtures or fittings will be permitted and

notices must be fixed only on the boards provided. Any School furniture or equipment moved by the Hirer must be replaced where it was found.

- 1.9. The Hirer is responsible for providing supervision during the course of the letting and must satisfy the School Business Manager or site representative that the arrangements being made are adequate.
- 1.10. The Hirer or their accredited representative must be in attendance at all times and must accept responsibility for any damage caused to the school grounds, playing 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.
- 1.11. School equipment must not be used unless specific permission has been obtained.
- 1.12. Hirers are responsible for arranging their own insurance for:
 - personal accidents;
 - third party claims;
 - Any loss or damage to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the letting.
- 1.13. A copy of the insurance certificate must be given to the School.
- 1.14. The Hirer is responsible for ensuring that all safeguarding requirements in relation to children and young adults has been carried out, including suitable checks (Criminal Records Bureau, List 99 and the new childcare disqualification process). Where applicable the hirer will provide safeguarding information prior to hire. Without exception, hire will not commence without suitable arrangements being in place.
- 1.15. The Hirer is responsible for providing First Aid cover appropriate to the activity. The nominated person must be trained in First Aid to a suitable level.
- 1.16. The Hirer must have a method of contacting the emergency services, i.e. a mobile phone or ensure access to a landline phone is available.
- 1.17. 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 to be admitted, Hirers must consult the School Business Manager or their representative in advance to ensure that the School premises are adequately licensed for the purpose before submitting a firm application.
- 1.18. The School has no responsibility to provide storage for Hirers equipment and in instances where storage is provided, a charge may be levied and responsibility and liability remains with the Hirer/Organisation.
- 1.19. Footwear which is likely to cause damage to School floors must not be worn. French chalk or its equivalent must not be put down and **non-marking soles** must be used on indoor dance and sports surfaces.
- 1.20. Hirers are responsible for the safety and security of the areas that they operate in and for instructing and restricting access to non-hire areas.

- 1.21. Members of the public must not be admitted to the premises after 9.00p.m.
- 1.22. Alcohol must not be sold or consumed on the premises unless specific approval has been given by the Governing Body. If approval is given to the sale or consumption of alcoholic liquor, the responsibility for obtaining the necessary licence rests upon the Hirer.
- 1.23. No smoking is allowed on the premises or site.

2. Fire Precautions

- 2.1. The Hirer, or a responsible person nominated by them 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 that will prevent them 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 THE INTENDED USE OF THE PREMISES.

- 2.2. The seating accommodation, gangways, and passages 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 Hirer.
- 2.3. All gangways, corridors, and external passageways intended for exit shall be kept entirely free from obstruction and shall not be used as cloakrooms.
- 2.4. 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.
- 2.5. Mats and 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.
- 2.6. Inflammable materials shall not be used for the decoration of the premises unless such materials have been rendered flame retardant and are maintained in that condition.
- 2.7. All portable electrical items used on the premises, must be tested and certified as compliant with current Portable Appliance Testing regulations.
- 2.8. No electric fires, gas fires, stoves or open fireplaces shall be used on the premises.
- 2.9. 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. Thorough checks should be made by the Hirer at the end of the letting to ensure that no smouldering fires are left burning and that

all doors and windows are properly secured.

2.10. The hirer is responsible for their own first aid provision and for risk assessments and the school bears no responsibility for either.

2.11. If there is any doubt about the application of any of the above conditions, the advice of the Headteacher/School business Manager should be sought.

2.12. School decisions are final and no further correspondence will be entered into.

Applications to hire educational premises are required to be made by completing this form and returning it to the School at least 7 days before the period of hire required

Details of Hirer / Organisation

Name of Hirer / Organisation:

Contact address:

Tel number:

Email:

Website:

Named person representing the hirer/organisation:

Name :

Phone :

Mobile:

If above person does not participate who will assume responsibility:

Name :

Phone :

Mobile:

Purpose of Hiring:

Period of hire: Day:.....**Start time:** **Finish time:**

Frequency of hire: ((delete as appropriate)) Daily / weekly / monthly / other

Total duration of Hire: (DD/MM/YY): From: **To:**

Location of Facilities Required: (delete as appropriate) and operating hours

Icklesham CEP School, High Fords, Icklesham, East Sussex TN36 4BX

Date.....

Time.....

Weekends available by special arrangement and at additional cost, please enquire.

Cost of hire:

Deposit sum enclosed: £.....

Facilities required: : (Circle as appropriate) **Sports Hall / Playground / Classroom /**
Other-please state.....

It is a condition of hire that the Hirer/Organisation has public liability insurance to cover the hire period.

Please complete the following and attach copy of the policy document or cover note

Name of insurer:

Policy number:

Amount of insurance cover provided:

Date of expiry of policy:

Policy document attached: **Yes / No** (delete as appropriate)

Is the Hirer intending to sell any foods, goods, refreshments or alcohol at the Premises? Yes / No (delete as appropriate) **(If yes, see terms and Conditions of hire)**

Will the Hirer conduct public entertainment? Yes / No (delete as appropriate)

If yes, the hirer/organisation may be required to apply for and submit copies of PPL, MCPS or PRS licences.

Safeguarding Children and Young adults

Definition - Any hire that is attended by children or young adults under the age of 18 years

It is the hirer's responsibility to supply information detailing their policies and procedures with regards to safeguarding children and ensuring that there are arrangements for the hirer to liaise with the School on safeguarding matters.

Children and Young adults will attend and or participate in the hire? **Yes / No** (delete as appropriate)

Policy and Procedures: enclosed / to follow / N/A : (delete as appropriate)

Hire will not be confirmed without receipt of a satisfactory safeguarding policy.

Hirers are required to note the following:-

The Terms and Conditions of Hire are an integral part of this agreement. Hirers must satisfy themselves that they are fully aware of them, and by signing they undertake to observe and perform the requirements as set out therein.

Verbal or physical mistreatment of School staff, buildings, grounds and equipment will automatically terminate hire. Hirers are to be respectful of the privacy, security and nuisance of neighbours and the general community without exception.

Until such time as the signed Hire Agreement is received by the School, together with any deposit or payment required, there is no firm booking with the School for the hire. This means that the School is free to accept alternative bookings for the facilities without any obligation to the Hirer, and accepts no responsibility whatsoever for any costs incurred by the Hirer in anticipation of the hire proceeding.

All deposits are fully refundable provided there are no outstanding hire costs.

All hire is subject to staffing availability

It is emphasised that a No Smoking Policy is in force throughout the School buildings and grounds.

Payment Terms

Payment is required in advance

By cheque: Made Payable to: Icklesham CEP School

BACS payments: Icklesham CEP School: Natwest Bank, Sort code 60.13.09, Account no. [04297563](#)

Please enter your establishment name as the payment reference.

Termination of Contract

Hire is for the periods as stated in the application. The notice period for cancellation of this agreement by either party is set at a minimum term of 30 days. Non-attendance during the agreement or notice period which has not been previously agreed (see condition 1.4) following a booking will be chargeable, excepting that under the Schools discretion items such as adverse weather, fire and flood and or structural or mechanical failure that may affect attendance.

Declaration of Hirer

I acknowledge that I have received a copy of the terms and conditions governing hire and understand them. I agree to abide by them and to pay all sums due. I agree to pay for the reinstatement following any damage to property caused as result of this hire. I confirm that I am an authorised signatory for the organisation effecting the hire and am duly empowered to commit them to contract.

Signature of Hirer / Authorised representative of the Hirer

.....

Print name:

Date:

For office use only

To the Hirer/Organisation

Your application for hire is approved under this Agreement – thank you for supporting Icklesham CEP School

School Representative

All sections of this form must be completed

Date