

Kings' Forest Primary School

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Headteacher: Mrs. Eileen Whiting

LETTINGS POLICY REGULATIONS AND PROCEDURES GOVERNING LETTINGS POLICY

1. The Governors encourage the use of the school's physical resources to enhance the quality of life in the wider community, providing there is no detriment to the school's ongoing enjoyment of its own resources.
2. Priority will be given to users who promote educational, public, welfare or social interest but consideration will always be given to lettings that contribute to the income of the school. Lettings will not be permitted to organisations which have been barred from school premises by the Local Authority or which have doctrines contrary to the values which the Governors wish to promote within the school.

PROCEDURES

- All lettings will be approved by the Governing body or a delegated representative.
- All applications must be on the form provided by the school.
- The hirer must personally sign the application form and may not sub-let the premises or the grounds.
- Applications will only be accepted for a maximum of one year at a time. The governing Body may cancel the letting at any time in the case of misuse or misconduct by the hirer.

CHARGES

- All lettings will be charged at an economic rent, currently £27 per hour and £10 for each part hour after the first hour. For meetings that are of benefit to the local community, a flat rate of £30 for meetings that do not extend beyond two hours.
- All charges must be paid in advance, by cheque payable to the school. In the case of a single, block booking, an invoice will be issued.
- Charges may be reviewed annually.
- The Governing Body will not refund money for the term in which it is paid unless the school becomes unavailable to the hirer.
- Termination of the letting should be in writing to the Chair of the Governors at the above address.
- A returnable deposit is required in advance of the booking. This deposit will be used to cover costs created by the hirer e.g. incorrect setting of alarm resulting in a callout, damage to property that is less than £50

CARE OF PREMISES

The hirer will ensure that there is a responsible adult present and able to supervise at all times during the letting.

- The hirer is required to pay the Governing Body the cost of making good any damage to property which may be as a result of the letting. The hirer is required to leave the premises tidy and in the condition in which they were found.
- The hirer is responsible for removing any rubbish from the premises. The hirer will be required to reimburse the Governing Body for additional costs incurred in cleaning the premises or clearing the grounds after a letting.
- No desks, fixed furniture or equipment shall be used or interfered with other than that previously agreed in advance of the letting arrangement. Standing on seats, furniture, window sills is not permitted.
- There should be no permanent fixings used for display purposes that may disfigure the premises.

- Chalk, resin or polishing materials shall not be used on floors.
- The electrical, mechanical installations of the premises are not to be supplemented or altered, nor should any public address systems be installed without the prior approval of the Governing Body.

EQUIPMENT AND ACCOMMODATION

- Specialist rooms and equipment (including gymnastic equipment, public address systems, stage lighting and pianos) are not included in the letting arrangements, unless specifically requested on the application form. Such applications should specify the name and qualifications of the persons taking responsibility for their proper use.
- The Governing Body does not provide first aid facilities for hirers nor does it allow access to the public telephone system. Hirers should make their own arrangements in this respect.
- Every effort will be made to ensure that the condition, suitability and fitness of the premises is in a reasonable state but the governing Body does not make any guarantees and the hirer should risk assess the premises to clarify that they are fit for purpose.

INSURANCE

- It is the responsibility of the hirer to effect whatever insurance s/he considers to cover his/her liabilities. School insurance does NOT extend to a hirer liabilities.

CATERING FACILITIES

- Separate arrangements are made for catering. Please request an additional application form for this. It is not usual to provide catering facilities other than for tea/coffee provided by the hirer for their own use.

LEGAL REQUIREMENTS

- The hirer will comply with the legal requirements concerning smoking on the premises or in the grounds, consumption of alcohol, music, singing and dancing, theatre licences and copyright. If licences are required for any of the above, then the hirer will be fully responsible for obtaining them.
- The number of adults present where a gathering consists mainly of children should provide adequate cover for the safety and welfare of those children.
- The hirer shall endeavour to ensure that the requirements of the Race relations Act 1976 (in particular the need to promote good relationships between persons of different racial groups) be observed at all times during the letting.
- The hirer is specifically forbidden to use the building or grounds for immoral or illegal purpose, nor should events have a political bias without the express permission of the Governing Body of the school. The hirer shall not carry out any activity that will cause nuisance or noise to others.

COMPLIANCE WITH REGULATIONS

Failure to comply with any or all of the regulations, whether intentionally or not may be deemed by the Governing Body to be just cause for immediate cancellation of the letting arrangements.

OTHER INFORMATION

A detailed breakdown detailing capacity where the Hall is used for entertainment purposes, is available from the school.

Procedures to be followed in the event of a fire or similar emergency are provided on walls within rooms next to the door. These should be followed at all times. Do not attempt to fight fires, but leave the building immediately.

1. The contact telephone number for this letting is: _____

2. The name of the contact for the purpose of this letting is: _____