



## **Aim**

To enable the governing body of Cartmel Church of England School to make the school premises available for hire subject to the statutory procedures and legal requirements that may restrict the hire of such premises for non-school use.

To make the school premises available for hire to local groups as a service to the community.

## **Objectives**

1. There will be no charge for persons connected to the school using the premises for school related business, or for other groups at the governors' discretion. Use of the school premises by the School or the Parent Teachers Association will take priority over other lettings.
2. The charges for letting will be calculated by the governing body and will be reviewed annually or at other times at the governor' discretion. Approval of applications and the monitoring of the lettings and charging policy is the responsibility of the Finance and Lettings committee of the governing body.
3. The Governors of Cartmel C of E Primary School will consider applications to hire:
  - School hall with kitchen area and toilet facilities

## **4. Hire Rates**

For the current hiring rates please see the attached list. The school is available for hire every day excluding Good Friday and Christmas Day and all lettings will finish at midnight. The minimum charge will be for 2 hours.

## **5. Conditions of use**

- 5.1. Applications must be made on the form provided at least 28 days before the date of the hire. The Head teacher and Chair of Governors will use their discretion in relation to timescales.
- 5.2. Applications will be considered by the Head teacher and Chair of Governors on behalf of the full governing body.
- 5.3. Payment must be received 1 week before the date of the booking.
- 5.4. All activities conducted on the school premises must be within the law. Please note that it is the responsibility of the hirer to ensure that the correct licences are obtained for draws and lotteries, music and entertainment, sale of alcohol and charitable collections.
- 5.5. The 'hirer' will take full responsibility for the activity conducted on Cartmel Primary School premises. No responsibility is accepted by the governors for loss or damage to personal property brought by the hirers on to the school premises.

5.6. The Governors will accept no responsibility for injury to a person or persons during a letting on school premises.

5.7. The terms shall be applied only to the named areas of the school which are to be hired and all other areas remain **out of bounds**.

5.8. The hirer is responsible for the security of the school building during the period of the hire and must undertake to pay for any loss or damage to school property or equipment and must insure against damage to school premises.

Governors will require proof of insurance. All hirers must carry sufficient Third Party Liability insurance. If the hirer wishes, school can arrange this insurance on your behalf for 10% of the hiring fee. This needs to be indicated on the hire agreement form.

5.9 No item of school property shall be removed from the school premises. No item of school equipment shall be used by the hirer without prior permission.

All persons hiring the premises will be expected to conform to the relevant Health & Safety regulations.

The hirer must undertake to leave the school premises in a secure, clean and tidy condition ensuring that any equipment or furniture used must be restored to its original position. **If this is not carried out to a satisfactory standard an additional charge will be made for the time spent clearing up.**

5.10 Smoking is **not** permitted in any area of the school and grounds.

5.11 Storage facilities are not available. All rubbish must be removed from the premises.

5.12 There will be no telephone available. Any hirer is responsible for providing access to a mobile phone on the premises in case of medical or other emergencies.

5.13 The hirer must give at least 14 days notice in writing of cancellation of a booking.

5.14 Cartmel Primary School Governors reserve the right to serve notice of not less than 14 days on any hirer who fails to comply with the terms and conditions of hire.

5.15 In any situation of extreme misuse of school premises the Governors will have the right to terminate the hire agreement immediately.

5.16 Special requests not covered in this document may be put before the head and chair of the Lettings Committee for consideration.

5.17 The Governors reserve the right to refuse an application.

5.18 The school kitchen may only be used with training and the trained person must be on site throughout the event.

5.19 The school play equipment is not to be used by children unless supervised at all times by a responsible adult.

5.20 The entrance gate must be closed at the end of the hire period.

5.21 The hirer should ensure that there is access to a mobile phone in case of an accident or emergency. Any accident or potential safety hazard should be reported to the school office by the next working day. The hirer will make appropriate arrangements for any necessary first aid cover.

5.22 No car parking is allowed on the school premises during the school day apart from staff cars. It is important that children and cars are segregated. At other times the school playground may be used for parking by people attending an event in the school hall. The hirer should be aware that the car park at the school is not illuminated and therefore care must be taken when driving to and from the site.

5.23 Hirers must ensure they are fully conversant with the fire emergency actions, including alerting the fire and rescue service if necessary, as this is not automatic. The hirer must take responsibility for safe evacuation of all those in the hall. The hirer will not introduce additional fire hazards without prior consultation with the school.

### **Guidelines**

1. The only parts of the school site currently available for letting are the main school hall with the small kitchen and the large kitchen on application.
2. Approval of lettings, or otherwise, lies solely with the Governors of the school.
3. The issuing of invoices and the handling of payments are to be done through the school.
4. Prospective hirers will be issued with the 'Lettings' and conditions of use policy together and will then complete the appropriate 'Lettings application form' available from school.
5. All lettings must conform to the health and safety requirements of the school as detailed in the Health and Safety Policy.
6. Each hirer will be charged for the sessional hiring of the hall. The minimum charge will be for 2 hours.

### **Conclusion**

This policy is in line with the policy for Health and Safety and is written in conjunction with the Diocesan and Local Authority advice and will be reviewed annually or earlier in response to National and Local legislation.

Cartmel C of E Primary School Governors

January 2018

## **Cartmel C of E Primary School Lettings Policy Hiring Rates for 2018 - 2020**

### The School Hall

Session minimum 2hrs

£10.00 per hour – affiliated persons – parents and local organisations

£12.00 per hour – other family events

£15.00 per hour – commercial purposes. E.g. carpet sales etc

or £50 per day.

Further information in respect of charges and any other queries should be addressed to either the Head teacher or the Chair of Governors at the school.