

Mount Pleasant Primary School

**LETTINGS
POLICY**

Date: September 2016

LETTINGS POLICY

- The *Governors* wish to support the use of school by the community and other groups wherever possible.
- Lettings through the Education Department or Community Development Unit will be made in accordance with LEA recommended charges, and revised annually.
- Other lettings will be made with charges set by the *Governing Body* (see *Charges and Conditions sheet*).
- No regular use of outside playing areas will be permitted until our own time table of Out of Hours activities is complete.
- Community groups may use the outside playground areas occasionally by arrangement with the caretaker.
- The School may not be used for child-care or creche facilities, other than organised by qualified school staff for school events.
- Costs subject to annual review by the *Governing Body*.

HIRING CHARGES

The following charges will apply from 1st November 2016 onwards.

Per hour

Hall - Regular Lettings

Monday - Friday	£15.50
Saturday	£22.00
Sunday	£29.00

Hall - Irregular Lettings (Parties, Auctions etc)

Monday - Friday	£18.50
Saturday	£25.00
Sunday	£31.50

Astro Turf

Monday - Friday	£24.50
Saturday	£29.50

MOUNT PLEASANT PRIMARY SCHOOL

CONDITIONS OF HIRE

1. Application for the use of any part of the school premises, including playgrounds or playing fields, must be made to the Headteacher at least 7 days before the desired date. The Governors or Managers of the school, reserve the right to refuse any application for hiring school premises and, where the circumstances make such necessary, to cancel the arrangements without notice.
2. **Under normal circumstances the main school building is available for hire between 18.00-21.30pm during the school term Monday & Thursday evenings. Weekend or school holiday hire is subject to agreeing appropriate site management arrangements.**
3. **The site will be closed during Bank Holiday periods, from Christmas to New Year and Whit Week. These dates are published annually.**
4. The fees payable, are based on scales approved by the Governing Body, they are payable prior to the time of the letting for week day bookings and at least 7 days prior to the date of the letting for weekend bookings. No refund will be made unless at least 24 hours notice of cancellation is given.
5. No apparatus, tools or equipment belonging to the school can be used unless permission has been granted
6. School furniture and fittings may not be moved or floors treated by the hirers unless express permission has been obtained. It is the responsibility of the hirer to ensure that the facilities are left in a clean and tidy condition after the letting. Particular attention is drawn to the need for care of hall floors. All footwear should be suitable for these rooms.
7. The hire of facilities is on condition that the hirer is liable for any damage incurred. Any damage arising from the hiring of school premises will be repaired by the School and charged against the party or persons hiring the facility. It is for this reason that hirers must pay a deposit prior to the letting. This deposit will be non-refundable in the event of damage occurring.
8. Club leaders must ensure that they have their own liability insurance, a copy of which must be presented to the school prior to the letting. A trained first aider must be present at all times.
9. **Emergency exits must be kept clear during the period of letting and any other hire. Smoking and safety regulations must be observed. The Health & Safety Document for Hirers of School Premises must be read and signed and the notice read to all participants. Any licenses or copyright consents, music and dancing licenses, the conditions of which must be complied with, necessary because of the hiring, must be obtained by the hirers from the appropriate authorities. The consumption or sale of alcoholic beverages on the school premises requires the prior approval of the Governors or Managers of the school before any necessary licence is applied for.**
10. No furniture or equipment may be bought on to the school premises without the approval of the Governors or Managers. Dudley Local Authority, its officials and servants will not in any circumstances be responsible for any damage, Injury to or loss of goods brought to the school by the hirers or for damage or injury to the person of the hirer or any persons being in or about the premises while in the use of the hirers, and the hirers shall indemnify Dudley Local Authority, its officials and servants against any claims which may be made upon them in respect thereof.
11. If suitable accommodation is available for the parking of motor vehicles, it is permitted only on condition that persons bringing such vehicles on to school premises do so at their own risk and that they accept responsibility for any damage or injury to the property or to any persons whether connected with the school or not caused by such vehicles or their presence on the school's premises.
12. It is the hirers responsibility to ensure that any persons working in close proximity to children and vulnerable adults have had appropriate training and undergone the relevant safeguarding checks e.g. SEAL registration or DBS clearance.
13. School site staff are expressly forbidden by the Governors to deviate from these regulations and should not receive payment for their services in any form from the hirer. Payment of hiring charges should be made direct to the School and an official receipt obtained.

CONDITIONS FOR THE HIRING OF SCHOOL ASTRO TURF

1. The use of the school playing fields by outside organisations must be entirely compatible with the normal school use of the playing field i.e. they must be properly organised games. The Astro Turf Rules document must be read prior to the letting commencing and adhered to.
2. The hiring authority will be required to indemnify the Local Authority against accidents and also to reimburse the Local Authority in respect of damage to Authority property or injury to persons which may be incurred as a result of the hiring.
3. Any part of the school building, such as lavatories, changing rooms, etc, required in connection with the hiring will be subject to the appropriate charges. Special consideration has to be given to applications for the hire of the playing fields on Sundays, Bank Holidays and School Holidays because of caretaking arrangements.
4. Except for fixed apparatus and equipment e.g. goal posts, prior permission is required before any other apparatus and equipment belonging to the school can be used.
5. The hiring may be cancelled without notice by the Governors, Managers or site staff if weather conditions or the state of the ground make it probable that unreasonable wear may result from use.

Signed as read and agreed to: _____

Print name _____ Date _____