

Parkstone Grammar School



LETTINGS POLICY

DATE APPROVED	October 2019
APPROVED BY	Finance and Premises Committee
NEXT REVIEW	2021-22
TYPE OF POLICY	Statutory



LETTINGS

RATIONALE

The aim of the policy is to support the extra-curricular provision for students and community activities of an educational, recreational or cultural nature.

AIMS OF THE POLICY

- To share with the community the school's accommodation and resources for the mutual benefit of all parties.
- To use income generated for the enhancement and improvement of key facilities.

SAFEGUARDING

The school is committed to the safeguarding of its students and young or vulnerable people who use our facilities. As a result all potential hirers are checked to ensure adequate insurance and safeguarding policies are in place.

EQUAL OPPORTUNITIES

The schools is committed to equal opportunities and works to provide equal access to all facilities for the purpose of a letting.

GUIDELINES

- Use of the premises for school functions will take priority over lettings.
- The School Business Manager will receive all enquiries and vet for purpose. The potential hirer will complete a request form (Appendix 1). If the purpose of the hire is sympathetic to the school's rationale for letting, the School Business Manager will then proceed to issue the hirer with the terms and conditions of booking (Appendix 3) and contract (Appendix 4) and indemnity agreement (Appendix 5)
- School premises or facilities will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
- Governors will be apprised of the lettings programme through the Finance and Premises Committee.
- The goodwill of the immediate community will be maintained by appropriate communication and management of lettings.
- All lettings will be managed in accordance with the school's procedure for lettings and with reference to the Academies Financial Handbook.
- All new hirers will be given an induction for use of the facilities and any equipment and will receive the briefing on the school fire regulations.
- All hirers working with Children and vulnerable people will be asked to confirm in writing that they have appropriate safeguarding procedures in place.



- Fees will be set at a level to avoid any subsidy from the school budget in accordance with the charges per hour of hire included at Appendix 2.
- Fees should cover the following costs:
 - Site team time
 - Services (heating & lighting)
 - Administration
 - Wear & Tear
 - Equipment (if applicable)
 - Profit (if appropriate)
- Fees will be invoiced on a half-termly basis (in arrears) for regular users.
- For one-off bookings, full payment will be required in advance.
- All fees will be reviewed on an annual basis.
- All hires should carry sufficient Third Party Liability Insurance.
- All School and PFSA events will be free of charge.
- No sub-letting of the facilities will be allowed.

PROCEDURES:

The School Business Manager has delegated authority to:

- Approve lettings of a general or historical nature.
- Ensure users are familiar with and responsible for, adhering to licensing regulations concerning the sale and consumption of alcoholic drinks.
- Ensure that users recognise and adhere to all relevant Health & Safety procedures.
- Ensure hirers fully understand the Terms & Conditions of any hire, in particular with regard to payments.
- Inform and advise staff regarding forthcoming events and the use of areas, rooms and equipment as appropriate.
- Promote the availability of the school facilities.
- Make facilities available for Local Authority purposes as and when directed by the Headteacher (normally at commercial rates, but this can be waived in certain circumstances).

The policy should be read in conjunction with the school's Health & Safety Policy and other relevant documents. Copies of these documents are available from the school website.



Related Policies

- Health and Safety
- Safeguarding

What must everyone do to enforce and uphold the policy?

Governors

- Ensure that lettings are given a high priority in the school and is included in the strategic improvement plan if necessary.
- Governors should agree and approve the Lettings Policy.
- Governors should monitor and evaluate lettings.

Headteacher /LG

- Formulate the draft of the Lettings Policy.
- Ensure a leadership structure is in place to promote and monitor lettings.

Who should people contact if they have a question about this policy or a suggestion for improvement?

This would be the Headteacher and Head of the Finance and Premises Committee.



APPENDIX 1

**PARKSTONE GRAMMAR SCHOOL
REQUEST FORM**

		For office use only
Name of potential Hirer Group name and contact name		
Date of enquiry		
Address		
Email		
Telephone		
Date of letting		
Purpose of letting		
Details of your Public Liability Insurance: (a copy of your current policy will be required in advance of the booking)		
Company		
Policy Number		
Safeguarding: are any members of your group aged 16 or under	YES / NO	If yes - a copy of your current your Safeguarding / Child Protection policy will be required in advance of the booking.
Times of letting:		
Start / Access		
End / Departure		
Details of all facilities required		
For Parkstone Grammar School Office use only		
Cost of letting		
Booking confirmed		



Hire agreement, indemnity conditions of booking			
Date sent		Date returned	
Agreed (Business Manager)			
Date briefing (inc fire) signed			



APPENDIX 2

LETTINGS CHARGES WEF 1st September 2019

	Per hour
Main Hall	42.00
Sports Hall	47.25
Gym	28.35
Lecture Theatre	28.35
Small Dining Room	17.85
New Dining Room	23.00
Conference Room	22.00
Drama Studio	23.00
Classrooms	23.00
Other facilities and use of school equipment	POA



APPENDIX 3

**SUMMARY OF CONDITIONS OF BOOKING PARKSTONE GRAMMAR SCHOOL
PREMISES FOR HIRES**

The letting is permitted by the school and its governing body on the understanding that the following rules, procedures and any specific school policies provided by you are adhered to at all times. The school and its governing body ('the school') reserve the right to refuse any application to hire facilities without reason to the hirer if they feel such a Letting is not in the interest of the school. The person(s) signing the lettings agreement on behalf of the hirer ('hirer') are personally responsible for ensuring these terms and conditions and any other appropriate school policies and procedures are fully complied with.

1. FIRE REGULATIONS

On arrival at the premises you are hiring, acquaint yourself immediately with the buildings' supervisor or other responsible person; they will then point out to you the following:-

- FIRE EVACUATION PROCEDURE AND ASSEMBLY POINT
- FIRE DOORS AND FIRE APPLIANCES
- TELEPHONE AND EMERGENCY CONTACT DETAILS

In the event of a fire dial 999 – Evacuate the building immediately closing all doors and windows and if possible turning off any electrical appliance in use, assemble at the designated evacuation point. After raising the alarm you must speak to the named contact provided to you by the school to advise them of the incident.

It is your responsibility to take a roll call to see that everyone is out of the building. If anyone is missing, advise the Fire Brigade immediately upon their arrival.

Hirers must advise the school of estimated numbers of persons attending the event as part of their letting, rooms/halls etc have a maximum occupancy limit for fire safety and evacuation purposes the number of occupants agreed by the school and hirer MUST NOT be exceeded.

2. FLAMMABLE SUBSTANCES

No flammable substances are allowed on the premises, cylinders of compressed gas, explosives or highly flammable substances (including canisters of liquefied petroleum gas) shall not be brought into or stored or used on the school premises. Special effects and the use of pyrotechnics also require special written permission.

3. ALCOHOL, DRUGS SMOKING AND GAMBLING

The use of drugs or smoking is not acceptable at any time, by anyone; this includes external areas of the site. Alcohol must not be brought onto, sold or consumed on the school premises without the permission of the Headteacher and the appropriate licence. Gambling is not permitted under the terms of the letting agreement without the permission of the Headteacher and the appropriate licence.



4. PERFORMING RIGHTS SOCIETY

Applications must be made to this society where copyright material is to be used and it is the hirers responsibility to comply with all appropriate laws.

5. LICENSES

A licence may be required for certain events (e.g. car boot sales, music or singing events, plays or dancing), it is the hirer's responsibility to ensure they have any appropriate licence in place and follow its requirements. If in doubt please contact the Licensing Department for BCP Council for further information.

6. SAFETY

Hirer must notify the buildings' supervisor in advance if any movement of the school furniture or equipment is required. Hirers must NOT move school property or furniture themselves. The hirer is responsible for the supervision, behaviour and safety of those attending any event they hold, this includes minimising trip and slip hazards, crowd control, providing the appropriate number of attendants, noise levels and general behaviour. Addressing these and any other safety issues should form part of the hirer's risk assessment for the event or activity.

The hirer must not bring their own equipment onto the site without the permission of the Headteacher. In addition to permission from the Headteacher any electrical appliances must be PAT tested.

The hirer must familiarise themselves with all appropriate policies, procedures and risk assessments provided by or available upon request from the school.

It is the hirer's responsibility to provide adequate (qualified) first aid for the event. The hirer must report any accidents, incidents or building defects to the buildings supervisor immediately. Use of the school cooking and catering facilities is not permitted. The school may be able to provide a catering service on request.

7. SAFEGUARDING

The school will require evidence of an organisation's safeguarding policy, for those lettings involving activities with young persons or vulnerable adults or where other young persons or vulnerable adults will be occupying the premises at the same time.

It is your responsibility to have the correct DBS checks where appropriate.

8. USE OF PREMISES

The hirer must only use those areas of the school detailed on their letting agreement and must not use the premises for political purposes, put up posters, notices or displays without the Head teacher's permission or undertake any activity which contravenes the schools equal opportunities policy. Parking on the site is not permitted unless stated in the lettings agreement. The school reserve the right to terminate the letting agreement without notice if it considered the conditions of the booking have been breached in any way.

9. TRANSFER OF HIRE

The hirer shall not transfer his/her agreement with the school to another party under any circumstances.



10. ACCOUNTS, HOLIDAYS AND CANCELLATIONS

Accounts for lettings will be issued by the school as agreed in the terms of the lettings agreement. All invoices for one off lettings will be raised in advance, for all regular lettings an invoice will be sent half-terminally in arrears, to be paid within 30 days of the date of the invoice. Credits for failure to use the facilities will not be allowed. Failure to settle the account by the due date can invalidate the letting agreement and mean the letting is terminated with immediate effect. If you do not agree with an account, please contact the school Finance department immediately. If the school are unable to honour the letting for any reason, if possible an alternative date or venue will be offered. Lettings are not normally permitted during the school holidays unless specific agreement has been obtained in advance from the Headteacher. The school governing body can without notice terminate this agreement if the hirer breaches the terms of the letting agreement. Charges for hire of facilities will be reviewed annually by the school governing body and any changes notified to hirers in writing.

11. CLEANING AND SECURITY

Unless otherwise indicated on your letting agreement responsibility for cleaning areas used after a letting will be that of the hirer. Hirers are responsible for their own personal security and property and ensuring the security of the school building is not compromised. Hirers should ensure any windows/doors/gates etc are kept closed and or locked as instructed by the building supervisor. The building supervisor will be responsible for opening and closing the building and setting the alarm unless otherwise indicated.

12. INSURANCE

The school does not insure hirers against personal injury, accident or loss or damage to personal property. The hirer shall be responsible for indemnifying the school by obtaining and paying for public liability insurance. The school will require proof Insurance is in place before a letting is agreed. The hirer will also be held financially responsible for any damage he/she or his/her agents or guests cause during the letting to school premises or property.



APPENDIX 4

**PARKSTONE GRAMMAR SCHOOL - HIRE AGREEMENT
BETWEEN
Parkstone Grammar School ('the school')
AND**

_____ ('the hirer')

This agreement will run from _____ until _____ unless otherwise amended, altered or revoked.

By signing this document you are agreeing to comply with the schools conditions of booking school premises (attached) and any other documents or guidance supplied to you by the school and or its staff.

1. AREAS OF THE SCHOOL PREMISES & EQUIPMENT, INCLUDED IN HIRE
(Specify rooms/areas/equipment in hire here)

- 1.1 The use of the premises must be restricted to the use and accommodation specified.
- 1.2 Use of the WC facilities will be as indicated by the buildings' supervisor.
- 1.3 The school do not warrant that the premises are fit or suitable for the purpose of the hire
- 1.4 The school retains the right to access the premises at all times during the hire period

2. PURPOSE OF HIRE

- 2.1 Details of your Public Liability Insurance and Safeguarding Policy (if applicable)
PLEASE SUPPLY A COPY

3. DAY(S) & TIME(S) of HIRE

- 3.1 The areas and or equipment stated in 1 above are to be used solely for the purpose/s stated in 2 above, only between (insert times) on (insert days or dates).
- 3.2 The subletting of any of the premises is prohibited
- 3.3 The building supervisor will open and lock the buildings before and after use.
- 3.4 The hirer must vacate the school site by (insert time).
- 3.5 If the facilities are not available for whatever reason the school will try to offer an alternative venue/day/time/ by prior agreement with the hirer.
- 3.6 Alcohol shall not be sold or supplied on educational premises without the express consent of the Head Teacher and the obtaining by the hirer of an occasional Licence.
- 3.7 The school will not be responsible for any loss sustained by the hirer in the event that the facilities are not available.

4. COST OF HIRE

- 4.1 The premises and or equipment detailed in 1 above are hired at **(insert rate applied)** (known as the 'hire charge').
- 4.2 Invoices for the forthcoming half term letting period will be issued by the school half-termly in arrears, payment within 30 days from the date of the invoice.
- 4.3 One off hire agreements will be invoiced in advance.



- 4.4 The school reserves the right to cancel any letting.
- 4.5 Credits for failure by hirer to use facilities will not be given. Failure to settle the account by the due date will terminate the hire agreement. In the event that the hirer does not agree with an invoice, please contact the school Finance department immediately.

5. SECURITY & CLEANING ARRANGEMENTS

- 5.1 It is the hirer's responsibility to ensure the security of the area and any equipment they are using in connection with the letting. The hirer will comply with any request by the school personnel to keep doors/windows/gates closed and locked.
- 5.2 The hirer is responsible for the safety/security/behaviour of those attending the letting, and their belongings and equipment.
- 5.3 The Headteacher, or his or her representative, retains the right to refuse admission to any person without giving a reason for doing so and may similarly request any person to leave the premises.
- 5.4 Cleaning of the area stated in 1 above **(IS/IS NOT)** included within the cost of this agreement.
- 5.5 Where cleaning is not included in the hire charge, it will be the hirer's responsibility to ensure the areas used are left in a clean and tidy manner. If the areas are not cleaned to the satisfaction of the school the hirer will reimburse the school such sum as may, in the opinion of the Headteacher, be reasonable to cover the cleaning costs.
- 5.6 The school has the power to inspect any areas occupied by the hirer during the period of the hire to satisfy its self that all appropriate procedures are followed.

6. STORAGE FACILITIES

- 6.1 No storage facilities are provided unless otherwise stated in this agreement. The school will not be held responsible for damage to or loss of the hirer's personal belongings or equipment.

7. EQUIPMENT

- 7.1 All fixtures and fittings are the property of the school and are not included in the cost of the hire unless specified in 1 above.
- 7.2 The hirer must not bring on site their own equipment or electrical appliances without prior consent from the Headteacher. Any electrical equipment must be PAT tested prior to use on the school premises.
- 7.3 The hirer will be financially responsible for any damage caused to school property or equipment or caused by the hirer's property or equipment during the hire.
- 7.4 The wearing of footwear likely to cause damage to the floors is forbidden. Persons found wearing such footwear will not be permitted to enter the premises.
- 7.5 The hirer shall be required to pay for any breakage, losses or damage to the property arising out of the letting.

8. SAFETY

- 8.1 The hirer will be responsible for the behaviour and safety of all those involved with and attending any meeting or event held during the period of hire.
- 8.2 The hirer will provide adequate first aid provision and supervision and or attendants.



- 8.3 The hirer is responsible for ensuring he/she is familiar with how to raise the fire alarm and where exits and evacuation points are. All fire exits and fire escapes routes are to be kept clear at all times.
- 8.4 Where the letting involves the use of facilities by children or babies the hirer must satisfy that appropriate safeguarding procedures are in place.
- 8.5 Any accidents or incidents must be reported to the building supervisor or school office immediately
- 8.6 No Hirer has exclusive use of the car park.
- 8.7 The hirer must not bring any hazardous or dangerous substances on to site. No alcohol, smoking or gambling is allowed on the school premises.

9. INSURANCE AND OTHER LEGAL REQUIREMENTS

- 9.1 The school does not provide insurance for hirers against personal injury, accident or loss/damage to personal property. The hirer must have their own Public Liability Insurance in place to provide a minimum £5 million third party indemnity. The school will require a copy of the policy document, as evidence cover is in place before a letting begins.
- 9.2 It is the hirer's responsibility to comply with any legal requirements and obtain any necessary consents. The hirer will be fully responsible for obtaining any licences or any other permissions required, providing that no such application will be made without the prior approval of the school.

10. TERMINATION

This agreement can be terminated by the school or hirer by giving one months' notice in advance, unless the hirer is in breach of this agreement, in such an instance the school can terminate this agreement without notice.

11. REVIEW OF TERMS OF AGREEMENT

The school reserves the right to review the terms and charges of this agreement from time to time, any changes will be notified to the hirer in writing.

12. ANY OTHER RELEVANT INFORMATION

(insert any other conditions of hire in this section or delete if not applicable)

Hirers must advise the school of estimated numbers of persons attending the event as part of their hire, rooms/halls etc have a maximum occupancy limit for fire safety and evacuation purposes the number of occupants agreed by the school and hirer MUST NOT be exceeded.



We the undersigned agree to abide by this agreement

SIGNED ON BEHALF OF HIRER: _____

NAME AND POSITION: _____

DATE: _____

SIGNED ON BEHALF OF THE SCHOOL: _____

POSITION AT SCHOOL: _____

DATE: _____



APPENDIX 5

PARKSTONE GRAMMAR SCHOOL
INDEMNITY

THIS AGREEMENT FOR INDEMNITY is made on the day of 20

between (Hirer) of
(Name) (Society)

(Herein called 'The Hirer') of the one part and the Governors of Parkstone Grammar School (herein called 'The School') of the other part.

WHEREAS

- a. At the request of the Hirer, the School has agreed to hire to the Hirer part of the school premises for an activity organised or conducted by the Hirer or the Hirers Representative.
- b. The Hirer has agreed to indemnify the School as follows:
 - 1. That he/she and his/her representatives will keep the School fully and effectually indemnified from and against any loss which the School may suffer by the claim of any third party entering the School premises for whatever purpose connected with the activity organized or conducted by the Hirer, and howsoever such claims arise.
 - 2. That if and insofar as claims are made against the School the Hirer will meet the cost of all such claims by the provision of adequate insurance, proof of which will be furnished to the School before obtaining access to the premises.
 - 3. That the Hirer is responsible for all the damage to School buildings and or any property thereon or attached thereto occurring during the period of the hiring or while persons are entering or leaving such property, however and by whoever caused.
 - 4. That at the end of hiring, the Hirer shall leave the building in a clean and orderly state. All the property of the Hirer and the Hirers agents must be removed at the end of the hiring unless special arrangements are made. The School can accept NO responsibility for any property left by the Hirers or their representatives on the premises.

SIGNED:..... NAME IN BLOCK CAPITALS:
For and on behalf of the hirer

SIGNED:..... NAME IN BLOCK CAPITALS:
For and on behalf of the school



APPENDIX 6

BRIEFING FOR ALL HIRERS

Briefing to be given verbally to all hirers at the beginning of each new hire in addition to the written Summary of Conditions.

- Please ensure you have a register of those present in your session. Please inform your participants of the assembly area in the event of the fire alarm going off. I would suggest for Main school the front lawn by Reception, and for the Sports Hall, the Sports Field.
- In an emergency you must dial 999
- It is your responsibility to ensure all your participants are aware of the Fire evacuation procedures. Please ensure they are aware of the exits. The Fire Brigade will inform you when it is safe to return to the building.
- Only open the exit door from the Sports Hall onto the field in an emergency. The Sports Hall temperature should regulate itself.
- If you need to contact a member of staff the number is
- You are responsible for setting up the equipment for your sport/activity within your allocated time.
- You are expected to have removed your equipment and vacated the premises at the time stated to allow the next letting to commence on time.
- Please ensure that your participants only wear non-marking shoes in the sports facilities that have not been used outdoors.
- School equipment can only be used with the express permission of the Head Teacher and with the necessary training.
- Please ensure all your participants drive responsibly in the car park, adhering to the 5 mph speed limit.

FIRE SAFETY INDUCTION

Please find attached instructions in the event of the alarm sounding and a map detailing fire exits and alarm call points.

Please ensure that you and your participants read/study the instructions and the map and become familiar with the area that you occupy and the best and quickest route out of the building. (If you need any guidance with this please ask the staff on duty who will help.)

Please sign to say you have received and understood the induction pack.

SIGN DATE

ON BEHALF OF



FIRE PROCEEDURE FOR LETTINGS

PERSON IN CHARGE OF GROUP

UPON DISCOVERING A FIRE, GO TO THE NEAREST BREAK GLASS AND ACTIVATE ALARM AND THEN LEAVE THE BUILDING USING THE NEAREST EXIT AND REPORT TO THE ASSEMBLY POINT. (ASSEMBLY POINT – FRONT LAWN OUTSIDE RECEPTION OR SPORTS FIELD FOR SPORTS HALL). PLEASE ENSURE THAT YOU HAVE YOUR REGISTER AND CHECK THAT ALL YOUR PARTICIPANTS ARE ACCOUNTED FOR AND REPORT TO THE FIRE BRIGADE. DO NOT GO BACK INTO THE BUILDING IF PARTICIPANTS ARE NOT ACCOUNTED FOR, TELL THE FIRE BRIGADE.

UPON HEARING THE ALARM PLEASE LEAVE THE ROOM YOU ARE IN, CLOSING WINDOWS AND DOORS IN THE ROOM AS YOU LEAVE. DO NOT STOP TO COLLECT PERSONAL BELONGINGS. LEAD YOUR PARTICIPANTS IN AN ORDERLY AND CALM FASHION TO THE NEAREST FIRE EXIT AND GO TO THE ASSEMBLY POINT. (ASSEMBLY POINT – FRONT LAWN OUTSIDE RECEPTION OR SPORTS FIELD FOR SPORTS HALL). UPON ARRIVAL AT THE ASSMBLY POINT PLEASE ENSURE THAT YOU HAVE YOUR REGISTER AND CHECK THAT ALL YOUR STUDENTS ARE ACCOUNTED FOR. DO NOT GO BACK INTO THE BUILDING IF PARTICIPANTS ARE NOT ACCOUNTED FOR, TELL FIRE BRIGADE.

PARTICIPANTS

UPON DISCOVERING A FIRE, GO TO NEAREST BREAK GLASS AND ACTIVATE ALARM, AND THEN LEAVE THE BUILDING USING THE NEAREST EXIT AND REPORT TO THE ASSEMBLY POINT. (ASSEMBLY POINT – FRONT LAWN OUTSIDE RECEPTION OR SPORTS FIELD FOR SPORTS HALL).

UPON HEARING THE ALARM PLEASE LEAVE THE ROOM YOU ARE IN CLOSING WINDOWS AND SHUTTING DOORS IN THE ROOM AS YOU LEAVE. DO NOT STOP TO COLLECT PERSONAL BELONGINGS. HEAD FOR THE NEAREST FIRE EXIT AND REPORT TO THE ASSEMBLY POINT AND MAKE SURE YOU REPORT TO THE PERSON IN CHARGE OF YOUR GROUP.