

MEADFURLONG SCHOOL

LETTINGS POLICY

Updated September 2008

1. Introduction

Meadfurlong School is responsible for all costs involved in letting the School's premises or equipment. There is, therefore, a requirement for a 'Lettings' Policy' to ensure that only appropriate organisations are allowed to hire premises or equipment, and that a reasonable return is achieved to make the activity worthwhile to the School.

2. Prime Objective

It is clearly stated by the Governing Body that Meadfurlong School is an educational establishment first and foremost and that no activities will be allowed or encouraged which would dilute or distract from this educational commitment.

The quality of education is seen as if paramount importance and the duty of the Governing Body is to encourage the existing high standards to be preserved.

The Governing Body is, however, committed to education for all and to maximising the use of the site and facilities.

3. Principles of the Lettings' Policy

- 3.1 Any letting or hire should cover the direct costs incurred (Site Agent's overtime, heating, lighting, water, cleaning etc) as well as an allowance for wear and tear. In addition, an element should be added taking into account the market price for similar lets in other comparable establishments.
- 3.2 Each letting must be covered by a contract, a clause of which must indemnify the School for any damage howsoever caused. It must be signed by the School Secretary, who is responsible for financial matters, and the hirer.
- 3.3 A deposit of 10% is required at confirmation of booking – this is returnable if the letting is cancelled more than four weeks prior to the event. A refundable bond of £200 (or such greater sum if deemed appropriate by the school) is usually required to cover damage.
- 3.4 For lettings requested with less than one month's notice approval must be sought directly through the School Secretary who will make arrangements for covering the letting. The School Secretary will contact the Site Agent or outside help as necessary.
- 3.5 A 'No Smoking' policy is in operation throughout the School and all hirers would be expected to respect and enforce that policy.
- 3.6 It is the responsibility of the hirer to adhere to all Health and Safety and Fire Regulations and, particularly, the number of people who are allowed to attend various functions.

- 3.7 The Site Agent will usually be required to supervise lettings and should be consulted four weeks before each let commences.
- 3.8 The organisation would be responsible for restoring the premises to their previous condition.
- 3.9 The number of major events (dances, weddings, series of concert/run of plays) would be limited to an average of one per fortnight.
- 3.10 The responsibility of implementing this Policy is vested with the School's Management. In case of uncertainty as to whether events are covered by this Policy, the Head Teacher is delegated to make the final decision.
- 3.11 A diary of lettings should be maintained by the Finance Officer and this diary should be available for inspection by the Governing Body at each main meeting if required.
- 3.12 Charges will be reviewed by the Finance Sub-Committee annually and more often if necessary. The Head Teacher shall be entitled to agree a concessionary rate for any particular hiring provided that the direct costs in paragraph 3.1 are met and subject to a minimum charge of £5 plus insurance at 12.5%.

4 Premises Available for Letting

- (a) Main Hall (includes foyer and toilet facilities).
- (b) Shared areas adjacent to the classrooms.
- (c) Playing fields and playground.

5 Events Considered appropriate

- (a) Plays, Concerts
- (b) Jumble Sales/Antique Fairs
- (c) Conferences/Meetings
- (d) Weddings – subject to specific conditions:
 - host is known to the School and could be trusted to look after
 - take responsibility for the premises;
 - subject to a maximum of 4 weddings per year.
- (e) Wedding Anniversary Celebrations
- (f) Adult Education/Evening Classes/Saturday Workshops
- (g) Extra-curricular activities after school, organised and run by teaching staff/instructors hired for the purpose. If a charge is levied to third parties, then 10% of that charge should be donated to the School Fund in lieu of hire charges.
- (h) All Meadfurlong events.
- (i) Any other event where the School's Management is satisfied that the hirer can be trusted to look after and take responsibility for the premises and the facilities to be used.

6 Events Considered Inappropriate – except where 5.i applies

- (a) Public Dances. Discotheques
- (b) Alcohol

7 Organisations Considered Inappropriate

- (a) Organisations promoting racial, sexual or religious prejudice or inequality.
- (b) Tobacco companies
- (c) Organisations which use or advocate the use of unlawful acts to achieve their objectives.
- (d) Political (except where required by Law)
- (e) Any other organisation which the Governing Body considers inappropriate.

8 Review

The above policy guidelines should be reviewed annually by the Governing Body and changes made, if appropriate, bearing in mind experience and the financial needs of the School at any particular time.

9 Scale of charges

Each area of the school may be hired at the rate of £11.50 per hour
Each hire will attract a fee of £15.00

One area of the school = £26.50 for one hour
 = £38.00 for two hours
 = £49.50 for three hours

Two areas of the school = £38.00 for one hour
 = £49.50 for two hours
 = £61.00 for three hours

These fees include all heating, lighting and site agent costs. All hirers are expected to leave the premises in a clean and tidy state. Any additional cleaning needed to restore the premises to a suitable standard for the school to use will be charged at a rate of £11.50 per hour.

MEADFURLONG TERMS & CONDITIONS FOR USE OF SCHOOL PREMISES

1. At least TWENTY-ONE day's notice is required for the premises. Payment and returnable bond is required upon application or if booked more than 21 days in advance, 10% of full fee confirms the letting, the payment must be made SEVEN days before the event takes place. Cheques should be made payable to Meadfurlong School.
2. The hirer is responsible for the following:
 - Care of the premises, buildings, fixtures and fittings.
 - Clearing up and leaving the premises as they would wish to find them.
 - Provide suitable insurance cover for any eventuality
 - Car parking arrangements
 - Enforcing the non-smoking policy on the premises
 - Ensuring the main entrance is used for access or as designated by the Site Agent.
 - Familiarising themselves with all safety requirements and regulations pertaining to their letting.
 - Consideration and sensitivity towards the neighbouring residents and other users of the premises.
 - Procuring any licence for entertaining, car boot sales, copyright, sale of alcohol or any activity required by law or local regulations. Evidence of this (official receipt of permit) must be included with the application before letting is granted.
3. In addition to the payment of the appropriate letting fee the hirers will be responsible for payment for any additional services such as moving furniture, books, equipment or apparatus not included within the letting fee. The Governors reserve the right to levy an additional charge or to retain part of the deposit to cover the cost of cleaning personnel, if the premises require excessive cleaning after the letting. The hirer shall agree to repay to the School all expenses that may incurred by them in repairing, making good or replacing any part of the school buildings, grounds or the contents therefor which may be lost, damaged or destroyed as a consequence of the hirers use of the school.
4. Hours of letting include the hirer's preparation time and clearing up time.
5. No smoking or naked lights are allowed in the school buildings.
6. No black-soled shoes are to be worn in the Hall.
7. The Governors may require its representative to be present throughout the period of a letting. Governors themselves or their nominated representatives, may enter the premises to review the letting on an ad hoc basis.
8. The hirer shall indemnify the Governors against any loss, damage or accident incurred during the use of the school premises by the hirer, except where such loss, damage or accident is directly attributable to the negligence of the Governors, its servants or agents.
9. Cancellations of hire must be sent in writing no less than 4 days before the date of booking. If such notice of cancellation is not received, then the hirer will be liable for the full cost of the letting or forfeiture of their deposit, at the direction of the Governors.
10. The Governors shall have the power summarily to terminate any agreement relating to the hiring of the school premises, if it considers that the hirers have in any way.
 - Damaged the building, fittings, fixtures or furniture.
 - Or have subjected them to undue wear and tear.
 - Or have in been in breached of the terms and conditions relating to educational purposes of the school. The definition of which will be at the sole discretion of the Governors.
11. The Governors may refuse or cancel the letting any time at its sole discretion and that it will not accept any responsibility for any loss or other expenses, howsoever incurred, by the hirer in the event of such cancellation.
12. Hirers must accept that, on occasions, school activities take preference and, in such circumstances, a suitable alternative will be provided, wherever possible. Every effort will be made to ensure that there is no conflict of dates.
13. The Governors are not responsible for any damage or loss to any property or vehicles during the course of any lettings.
14. The hirer must sign (initial) the attendance form for each letting.
15. Permission to use school equipment must always be sought at the time of booking

EMERGENCY PROCEDURES

These notes cover possible emergency situations. They are not intended to be a comprehensive guide and hirers should use their own judgement in responding to any emergency as it occurs.

FIRE

The fire exits are clearly marked and **MUST NOT BE OBSTRUCTED**. There is a fire notice in each area of the school, describing the evacuation procedure.

In the case of fire, the building must be evacuated and the hirer must contact the Fire Service immediately.

PUBLIC TELEPHONE

The nearest public telephone is situated outside the Co-Op on Fishermead Boulevard.

RISK ASSESSMENT

It is the responsibility of the hirer to provide a safe environment. If there are any concerns or difficulties they should be discussed with the Site Agent at the outset of the letting.

All hirers' electrical equipment used must be checked for safety by the hirer. Any school electrical equipment found inadequate must be reported to the Site Agent immediately.

SECURITY

Hirers are responsible for the security of their own terms and equipment. Care must be taken of the school premises and any equipment used. Permission to use school equipment must always be sought at the time of booking. Hirers must use the entrance as designated by the Site Agent and take care with the security of access. Windows and doors must be shut at the end of the letting. A member of the hirer's organisation vetting all people entering or leaving the building is advisable.


As soon as possible after any emergency situation, the hirer must inform the Site Agent of the incident, and the Headteacher must then be informed by the Site Agent.

MEADFURLONG SCHOOL

BOOKING FORM

Dept/Company

Contact Name.....



Invoice Address.....
.....

Date [s] required.....

Room[s]/Area required.....

Times required From..... To.....

Number attending.....

Special requirements [if any].....
.....

| | |
|-------------------------|---------|
| Insurance Policy Number | Company |
| | |

I/we apply to use, and agree to hire the part of the premises and I/we undertake to pay the Charges levied and have read and understood the conditions of the letting

Signed.....

Date.....

For terms and conditions – see overleaf

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