

Newbury Park Primary School Application for the Hire of Premises

All applications for hire of the premises must be made by completion of a booking form available from the School office. If the purpose and time of the hire is acceptable to the school the applicant will receive a quotation for the cost of the hire. The hirer must sign the declaration accepting the conditions of hire.

All lettings are at the discretion of the Head Teacher/School Business Manager in consultation with the caretaker. Hirers may be asked to provide a reference of good character.

The Governing Body recognises that the school is an important part of the local community. The site and buildings are a valuable resource which the Governing Body wishes to be used for the benefit of the school and the wider community.

The educational use of the premises by the school will always take precedence over any letting.

The Governing Body is responsible to ensure that any person or organisation hiring the school premises;

- is provided with a safe environment,
- is aware and complies with any restrictions of use,
- makes adequate provision for the safety of their members/guests,
- if the event/hiring involves children, can comply with the requirements of child protection and has arrangements for adequate adult supervision,
- where the event involves teaching or coaching, has relevant qualifications,

Priority on lettings will be given to local community organisations and family events.

Charges for lettings

The School Business manager will prepare quotations for hirers based on the following criteria:

- Charges for letting the premises to third parties must cover all costs.

The quotation will include:

- Additional time required by caretakers to open & close the school.
- An estimate for heating & lighting costs.
- Hire of additional items – cost of any additional requirements.
- A margin of up to 10% on community lettings or not more than 50% for other lettings.

Single lettings

The hirer must make full payment for the letting at least 14 days in advance.

At the start of the letting the caretaker on duty will;

- brief the hirer on emergency escape routes, access to emergency equipment (first aid, telephone, etc) and any specific requirements.
- complete a Health & Safety checklist with the hirer on his/her representative.

Regular lettings

Regular lettings can be made available to hirers and organisations that meet the requirements of Approved Organisation Status (see below).

The hirer must make full payment for the letting within 30 days of the invoice being issued.

At the start of each term the caretaker on duty will;

- brief the hirer on emergency escape routes, access to emergency equipment (first aid, telephone, etc) and any specific requirements.
- complete a Health & Safety checklist with the hirer on his/her representative,
- arrange a time for a fire evacuation drill to be completed.

Approved Organisation Status

Any application for Approved Organisation Status will require the hirer to provide a minimum of 2 references of good character.

The organisation must maintain an undertaking to have the following in place:

- Public liability insurance.
- Child Protection Policy and named person as Child Protection contact.
- Enhanced CRB checks for all teachers, coaches, volunteers and officers of the organisation with regular access to children on the school premises.
- An accurate register of children attending each session and secure arrangements for signing in and handing over children at the end of each session.
- Procedures for the safety of children in the event of them not being collected at the end of a session.
- A named person with responsibility for Health & safety and fire evacuation procedures.
- List of teachers/coaches and their relevant qualifications adequate to the activities being undertaken during the letting.

The organisation will abide by the Conditions of Hire (as set out on page 4).

The organisation must complete the Approved Organisation forms (Appendix A)

The school reserves the right to request any of the above documents or information for inspection.

This policy was reviewed in Dec 2013.

C Whitehead Headteacher

Newbury Park Primary School - Application for the Hire of Premises

Name of hirer/organisation
Contact details (name if different from above)
Address
Tel nos:
Email address

Date/s of hire	Time start -end -
Purpose of hire & activities taking place	

Number of people attending		
Adults	Children	Total

Any additional requirements:

Please note:
Classrooms may only be used for the purpose of teaching or meetings. The equipment, materials, work and all contents of the classroom must be respected by the hirer and furniture returned to the original location by the end of the session.

Areas required for hire		please tick	
Hall			Seating capacity 100
Dining room			
Community Unit			
Classrooms		How many?	
Hard play area			
Field			
Car park			

Please note that catering facilities are not available at the school. Food may be brought in to be served and an urn for providing hot water can be hired.

Office use only		Duty caretaker:		
Hours	Charge per session £	no. of sessions	Total amount due £	To be paid by / /

Declaration : I hereby make application for the use of accommodation and facilities detailed above. I understand to pay the charges by the date stated and agree to comply with the conditions of hire as set out overleaf. I declare that I am over 18 years of age.

Signed by hirer Date

Newbury Park Primary School

Conditions of Hire

1. Smoking & alcohol is not allowed in the premises
2. The Health & Safety checklist must be complied with in full.
3. The hirer must provide a responsible person to receive information at the start of the hire on emergency evacuation procedures.
4. If the event will include any person/s with a disability the hirer must provide the caretaker with an Individual Evacuation Plan detailing the arrangements made by the hirer to ensure the safe emergency evacuation of the said person/s.
5. No school equipment can be used without prior arrangement & permission.
6. Combustible, flammable or hazardous substances must not be brought onto the school site.
7. Hirers must ensure that guests park vehicles safely and with consideration to others.
8. Noise must not be excessive.
9. The hirer is responsible for the preservation of good order during the letting of the school premises and for any damage that may be done to the school property in consequence of the letting.
10. in the event of damage to school property during the letting the hirer will be liable to any reasonable additional charges that the school may make in respect of the repair or replacement of damaged property.
11. The premises must be cleared by the agreed time.
12. In the event of the session of hire exceeding the time booked the hirer may be invoiced for the additional period at the rate stated.
13. Events involving children must be adequately supervised (1 adult to 12 children).
14. (regular lettings) The organisation must meet the requirements of Approved Organisation Status.
15. No gaming is allowed except in accordance with the conditions of the Betting, Gaming & Lotteries Act, 1963 Section 37(1).
16. The Head Teacher reserves the right to cancel any hiring without notice if necessary for any cause outside his control or such letting that may compromise the Health & Safety of the hirer. In the event of any hiring being cancelled the amount of any fee will be refunded but the school will not be held liable for any loss sustained as a result of or in any way arising out of the cancellation of the hiring.

**Newbury Park Primary School - Hire of Premises
Approved Organisation Status**

Appendix A

Name of organisation	Contact person
Purpose of organisation	Position in organisation
	Address
	Tel
Does your organisation hold Public Liability Insurance?	Insurance Company Policy number
Does your organisation have a child protection policy? Can you provide us with a copy? YES / NO	Who is your child protection officer?
Who will take responsibility for Health & Safety and Emergency Evacuation procedures? Will you ensure that all members of the organisation are regularly briefed on emergency evacuation procedures? YES / NO	What arrangements do you have in place if children are not collected by parents at the end of the session?
Do you maintain a register of children attending your sessions? YES / NO	
Do you have secure arrangements for handing children over to parents at the end of the session? YES / NO	
Do all your teachers/ coaches have relevant qualifications to teach the activities/sports undertaken by your organisation? YES / NO	
Has your organisation made Enhanced DBS* checks on all teachers, coaches, volunteers, officers that have regular access to children at your sessions? YES / NO	
	Who is responsible for maintaining the records of CRB checks within your organisation?

*Disclosure Barring Service

Declaration: *On behalf of the above organisation I confirm that the statements above are accurate. Any change of circumstances will be communicated to the school at the earliest opportunity.*

Signed Date

Print name