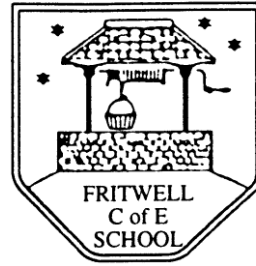


Headteacher: Mrs Debbie McLeod  
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### **Fritwell Church of England Primary School**

### **Lettings Policy**

**"Growing and learning together with God."**

Children at Fritwell Church of England School are confident and inspired. They achieve personal success and show love and respect for all.

### **FRITWELL CHURCH OF ENGLAND PRIMARY SCHOOL** **HIRING OF COUNTY PREMISES GENERAL CONDITIONS**

We as a school are very keen to encourage the community to hire our premises but need to make sure certain conditions are followed. These conditions are laid down by Oxfordshire County Council.

### **Applications**

1. Application for use of Council premises must be made at least 21 days in advance to the Head of Establishment on the attached form and must be accompanied by the appropriate payments in advance of the date on which the premises are required. No booking will be confirmed unless payment is made in full at the time of the application and applicants are advised not to make any arrangements regarding their booking until they receive a confirmation copy of this application. In case of certain regular bookings, it is possible to make arrangements for payment to be made at agreed times. These payments are not returnable if the hire is approved by the school and is not then used, but payment so made may be credited towards subsequent lettings.
2. The use of the premises shall not be granted for any purposes that may appear questionable or undesirable or which interfere in any way with the operational activities of the establishment in the view of the Headteacher or the Governing Body.

### **General Conditions**

3. It shall be the responsibility of the hirer to satisfy himself/herself that the premises, furniture, fixtures and fittings are fit for his/her purpose.
4. The time of hiring must be strictly adhered to and access to the premises for preparatory work in connection with the hiring must be covered by an extension of the hiring period.



5. The caretaker or cleaner in charge cannot be required to undertake as part of his/her ordinary work for which he/she is paid by the County Council any work arising from the use of the premises for purposes other than council purposes. However, he/she is at liberty to contract specially with the promoters of entertainments, meetings etc. for the execution of work in connection with such activities, but upon the clear understanding that it forms no part of his/her employment by the County Council.
6. The hirer will be responsible for ensuring that they have trained staff and first aid kits available for use during the hire.
7. Any defects and hazards encountered whilst using the school premises must be reported to the school office as soon as possible. Likewise any accident that occurs during our use of the school premises must be reported to the school.

## **Safeguarding**

8. The hirer will provide the school with any documents requested in relation to safeguarding and child protection. The hirer will make themselves aware of the school's safeguarding policies and procedures.
9. The hirer will follow Local Authority procedures for managing allegations against staff, and where necessary, the suspension of adults from the premises.
10. The hirer will ensure he has sufficient staff and volunteers (who have been trained in relation to safeguarding children), in place to ensure the safety of any children in his care.

## **Use**

11. The hirer must ensure that adequate supervision is available at all times and see that no unauthorised persons are permitted to enter the premises. All security and fire precaution measures must be adhered to. All fire exits must be kept clear at all times.
12. All means of escape, security and fire precaution measures, instructions and notices must be adhered to during the hire.
13. The hirer shall take good care of, and shall not cause damage or permit or suffer any damage to be done to the hired premises, or any part or parts thereof to any fittings, equipment or other property therein and shall make good and pay for any damage thereto (including accidental damage) caused by any act or neglect of himself, his servants, agents or any person resorting to the hired premises by reason of the use of the hired premises by him/her.

## **Restrictions**

14. Alcohol may not normally be consumed on the Council's premises, but this restriction may be waived in special circumstances. Where agreement is given for the consumption of alcohol, the hirer must accept responsibility for compliance with the licensing laws.
15. The hirer shall undertake not to infringe any copyright and shall undertake to indemnify the Council against all proceedings, actions, claims and demands which may be taken or made against the Council for any alleged infringement of any copyright.

16. Smoking on school premises is prohibited. Notices shall be displayed at all meetings and activities open to the public (including PTA functions) specifically forbidding smoking on the premises. No advertisements or publicity material promoting smoking shall be displayed on County Council premises. Non-observance of this restriction may lead to termination of the hiring without further notice. Any sums paid by the hirer shall be forfeited in such case.
17. Any piano must not be moved without the consent of the head of establishment.
18. Dogs are not permitted on school premises at any time.
19. The laying of any composition or other preparation on floors is prohibited.
20. No screws or nails shall be driven into the premises or furniture and no placards shall be affixed to any part of the premises. Those responsible for the hire of the premises shall prevent anyone sitting or standing on the window sills, or standing on chairs, tables or equipment.

## **Licences and Insurances**

21. If the premises are suitable and to be used for dance, concert or stage performance, the hirer must obtain a necessary licence unless the establishment obtains or already has a licence. The appropriate licence for both entertainment and alcohol are obtained for the relevant District/City Council.
22. The hirer agrees to pay the additional fee (included in the total charge) for public liability insurance arranged by Oxfordshire County Council, who undertake to effect policies of insurance providing the hirer with indemnity for all sums up to a maximum of £5,000,000 which the hirer becomes legally liable to pay as compensation arising out of accidental bodily injury and/or illnesses to members of the public or accidental loss or damage caused to property, not owned by the hirer, which arises out of the use of premises. There is an excess payable by the hirer for each claim.
23. Where public liability insurance cover has not been arranged by Oxfordshire County Council, the hirer confirms that insurance cover in respect of both the hirer's liability to the public and their liability to the Council under the terms of this hire has been arranged with a limit of indemnity of at least £5,000,000. A copy of the certificate of insurance must be provided to the head of establishment before the hire takes place.

January 2016

Chair of governors

Review date: January 2019



## **Appendix**

### **Hire of Premises: Charging**

The following rates apply per session:

	<b>Hall</b>	<b>Playing field</b>
<b>3:15pm-4:15pm Club provided for our pupils</b>	No charge	No charge
<b>Profit making</b>	£15	£10
<b>Non-profit making</b>	£15	£5
<b>Holiday Clubs</b>	£30 per day	

\*All lettings and fees of the school are at the discretion of the Headteacher.

\*There will be an additional fee for caretaker callouts and any additional costs incurred.

