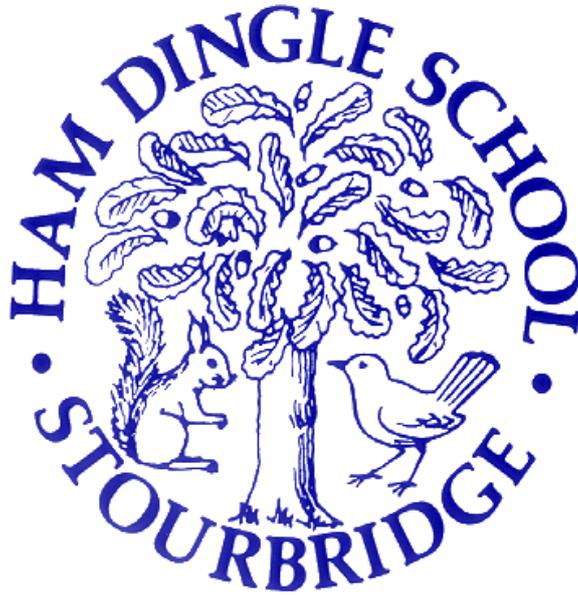


Ham Dingle Primary School



Lettings Policy

Responsibility for monitoring this policy: Mrs L Cotter

Review: Every 3 Years

Approved byMr George Craig - Chair of Governors

Ham Dingle Primary School
Lettings Policy from 1st April 2015, amended December 2015

1. Letting Arrangements

- 1.1 Lettings arrangements shall be subject to the Authority's and following hiring conditions.
- 1.2 Acceptance, or non-acceptance, of an application for a letting shall be at the discretion of the Head teacher, who shall take account of all the factors involved before reaching a decision.
- 1.3 Where the whole of the deposit is not returned, the Head teacher shall provide the hirer with an itemised account of the deduction.
- 1.4 The conditions of hire shall include the condition in which the premises and equipment are required to be left at the end of the hire.
- 1.5 Where a licence is required for an event it is the responsibility of the hirer to ensure that the necessary license is obtained and is valid for the period of the hire.
- 1.6 The hirer is responsible for the health and safety of members of their group using the facilities. Any equipment used by the hirer on the school premises must be used by competent people. The school cannot accept liability for members of an organisation who may be injured whilst using equipment on school premises.
- 1.7 The hirer is responsible for completing their own risk assessment.
- 1.8 The hirer is responsible for following the 'Event Safety' guidance as supplied by the school.
- 1.9 The hirer should ensure that no naked flames are used on the premises.
- 1.10 First aid kits are available in case of emergency, however hirers should bring their own supplies.

2. Charges

- 2.1 The charges to be considered annually and should operate, where feasible, for the whole of the financial year i.e. 1st April to 31st March.
- 2.2 There shall be no charge for use of the premises by the HSA. The cost of such use, based on the hire charges, is small in relation to the finance raised and provided for the use of the school.
- 2.3 A booking form must be completed, no booking can be guaranteed until full payment and deposit is received, which will be approved by the Site Manager and Head teacher.
- 2.4 Any damages must be reported and paid for in full. Excess time for the hire will be charged.

3. Fire Evacuation Procedure

- 3.1 Continuous ringing of the school bells requires evacuation of all persons from the building. Leave the premises by the nearest available exit. Fire exits are clearly marked along the corridors and emergency lights will indicate them in the dark. There are 3 assembly points during school hours.
- 3.2 It is the hirer's responsibility to inform the letting organiser of the evacuation procedures. It is the letting organiser to ensure their attendees are aware of the procedure in event of fire.
- 3.3 If a fire is detected, the fire alarm can be activated by pressing the fire alarm buttons. These can be found around the premises. The emergency services can be called from the telephone in the corridor of the main entrance 9999.
- 3.4 No one should return to the building until emergency services give permission.



Ham Dingle Primary School

Payment Receipt

Date:Received from:

For the organisation:

For the hire of facilities on:

DEPOSIT (LETTING)

The sum ofbeing the deposit held against any damage incurred/cleaning costs.

PAYMENT IN FULL

The sum ofbeing the full payment(not including the deposit).

Deposit otherwise returnable in full upon the site being left in a satisfactory condition and production of this receipt.

RETURNED DEPOSIT (LETTING)

The sum ofbeing the deposit held against any damage incurred/cleaning costs, returned on

Date:..... Returned to:Signed:

Returned by: Signed:



Ham Dingle Primary School

HIRE OF SCHOOL PREMISES BOOKING FORM

Club/Organisation Name:

Contact Name (Hirer Responsible):

Contact Address:

Email Address:

Telephone Number: Mobile:.....

Facility Required Hall/ARC/Field:

Additional Items: Tables: Chairs:.....

Refreshments:.....Other:.....

Kitchen cooker/kettle/toaster/washing up facilities:

Top playground for parking:

Date(s) Required:.....From:.....To:.....

PAYMENT MUST BE MADE WITH THIS FORM TO SECURE THE BOOKING. PLEASE MAKE CHEQUES PAYABLE TO DUDLEY MBC, cheque payments are required 5 weeks prior to booking.

At least 24 hours notice must be given if a booking is to be cancelled, otherwise the booking will remain chargeable.

Booking approved By Head Teacher:.....Site Manager.....

Please note: The Hirer shall indemnify the Council against any loss, claims or damages, in respect of death or personal injury (other than death or personal injury caused by negligence of the Council, their servants or agents) or loss of, or damage to, property arising out of hire, by the Hirer of the premises for the purpose of the hire, and should take out a policy of insurance against any claim by the Council or any other persons under this indemnity.

I confirm that I have read and understood the PPL (Performing Performance Licence) criteria and I as the hirer, accept full responsibility for all licences required to host my event.

Organiser's signature (hirer responsible):..... Date:.....

INFO.	Given	RETURNED/RECIEVED
Lettings Policy/Charges		
Booking Form		
Payment including deposit		
Copy of organisers public liability		
Deposit returned		