



Start children off on the way they should go, and even when they are old they will not turn from it.”

Proverbs 22:6

LETTINGS POLICY

Adopted	Autumn Term 2023
Committee	Resources
Review Date	Autumn Term 2024

We are a Christian school where quality and opportunities make a difference. We value all children as unique ‘Children of God’ and nurture each other to show **LOVE** in our relationships and a **RESPECT** for all. We foster **HOPE** within our community and encourage children to find **PEACE** by creating times and places for stillness and reflection. We strive for excellence, inspiring dreams both now and in the future. We promote **POSITIVITY**, celebrate **COURAGE**, demonstrate **RESPONSIBILITY** and share **JOY** through...

‘Learning, loving, laughing in the light of Jesus’.

Use of the school by outside bodies will be determined in accordance with the guidelines/regulations issued on Lettings of Schools by the LEA and as approved by the Governing Body. Copies of the relevant regulations are held in the school office and are available for inspection by hiring bodies. The school shall obtain the appropriate Entertainment Licence from the local authority, which is renewable on an annual basis.

The Governing Body has delegated to the Resources Committee general control of lettings.

Charges will be reviewed annually and are currently as detailed in the appendix 1.

The Committee shall have the power to waive charges as appropriate.

Hirers: application should be made in writing to the headteacher who will report it to the next Resources Committee Meeting.

The school will issue a letting agreement and ensure that the hirer signs to agree to all the conditions of the letting in advance of the letting date. For regular lettings the hirer shall be informed in writing of any changes made to the original agreement and be asked to sign a copy of the changes.

All hirers using the premises for business use shall be obliged to comply and certify that they have sufficient insurance cover as detailed in the regulations. All other hirers shall comply with the regulations regarding Public Liability Insurance.

The school operates a no smoking policy.

Responsibility for any damage lies with the hirer. The premises must be left as they were found.

Application for use of Kitchen facilities should be made separately and if granted will necessitate a member of the Catering Team being present and additional costs would be incurred. The exception to this being use by school for normal events to raise money for school funds, which involve making of beverages, and washing up, where no charge would be made.

Alcohol must not be sold on the premises without proof that the hirer has obtained the appropriate licence.

Payment for all lettings shall be made in advance to the school office.

Hiring of the school not covered by these regulations or under licence shall be dealt with by the Resources Committee who will also set the fee.

For each Letting the school will use the Health & Safety Guidance from Staffordshire County Council as detailed at the end of this policy. The necessary forms will be completed by the Headteacher or nominated person with the hirer before the letting commences. Existing hirers will also be required to complete the forms with the nominated person eg Headteacher, Caretaker, Office Manager.

The Governing Body has the power to override these guidelines should it deem it necessary to do so, or to refuse or rescind any agreement previously made.

Forsbrook C. E. (C) Primary School

Letting Charges (updated September 2023)

Charges for Letting of School Premises

PTFA/School Lettings

No charge

Hire of the school halls, classrooms, or Children's Centre will be at the rate of:

£15 per hour or part of an hour.

Sessional fees can be negotiated with the Headteacher.

Use of equipment is at the discretion of the school and additional charges may be applied. No equipment should be used without the written permission of the school.

Charges for Letting of School Grounds (updated September 2023)

The Committee decided that the costs and security outweigh the fee for the hiring of the pitch and therefore it would only be let out in certain circumstances and the fee decided by the head teacher if an application were received.

Forsbrook Primary School

LETTINGS AGREEMENT

The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out:

Either

The Governing Body has arranged appropriate public liability insurance to cover all legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and / or loss of or damage to property, including the hired premises, arising out of the letting. A pro-rata cost of the insurance premium has been included in the hire charge

Or

The Hirer warrants to the Governing Body that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired) and/or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is £2 million. The Hirer must produce the appropriate certificate of insurance cover before the letting can be confirmed.

Neither the school nor the Local Education Authority will be responsible for any injury to persons or damage to property arising out of the letting of the premises.

The Hirer confirms that arrangements are in place with reference to First Aid Yes/No

The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment
Yes/No

The Hirer confirms that they have safeguarding procedures in place, a copy of which can be provided to the school Yes/No

Any other relevant information

I confirm that I am over 18 years of age and that the information provided on this form is correct and that I fully understand the term and conditions.

Name _____

Signature _____

Date _____

Address

Telephone number _____

FORSBROOK CE PRIMARY SCHOOL

APPLICATION FOR SCHOOL HIRE

1. Name of Hirer _____
2. Address of Hirer _____
3. Daytime Telephone Number _____
4. Evening Telephone Number _____
5. Details of requirements: Room and area to be hired – please tick relevant columns

Hall	Sports Hall/Gym	Library	Classroom / IT Suite	Swimming Pool	Playing Field	Additional Facilities
Start date:				Start time:		
End date:				End time:		
Day of the Week:				Number of Lettings		
Nature of Activity:						
Equipment / Facilities Requested:						
Equipment to be brought in by hirer:						
Age range of those attending:				Numbers attending:		

I hereby make application for the hire of the accommodation and facilities stated above and agree to abide by the Conditions of Use specified in the attached documentation.

*Public liability insurance is being provided by the County Council's Third Party Hirer's Insurance Policy I can confirm that I have read the Summary of Cover and fully understand the insurance being provided including the policy conditions and exclusions which apply.

*Public liability insurance is not being provided by the County Council's Third Party Hirer's Insurance Policy and I can confirm that I have arranged Public Liability Insurance in the name of the individual / organisation hiring the school premises for a limit of indemnity of at least £2,000,000.

Signature of Applicant: _____

Full Name (in block letters) _____

Date: _____

NOTE

The giving of false information on this Application for Hire Form may lead to the cancellation of the booking without notice.

APPENDIX 1

FORSBROOK CE PRIMARY SCHOOL

Hazard Exchange Information for Lettings

PREMISES NAME/ADDRESS	
DETAILS OF LETTING (e.g. Brownies)	
CONTACT NAME	
CONTACT TELEPHONE NUMBER	

Section 1 - Premises Hazards

The premises manager must identify any hazards in the premises which may pose a risk to those letting the premises. Any control measures required to reduce risk must be followed by those letting the premises.

Hazards identified and notified to those letting premises	Details/location and control measures to be taken.

Section 1 - Premises Hazards

Those letting the premises must identify the hazards created by the activity or equipment used which pose a risk to the regular users of the premises or those present during the letting. Those letting the premises must identify the control measures they will have in place to reduce the risks.

Hazards - Lettings	Details/location and control measures to be taken.

The following site arrangements for the letting have been agreed by both parties. Any changes to the letting, such as activities, duration or equipment being brought onto the premises must be reviewed by both parties.

Site Arrangements	Details

Where necessary, both the Premises Manager add the person/group letting the building will be required to exchange written risk assessments.

Sign and date: _____

Premises Manager	
Representative for those letting the premises	
Creation date	
Review date(s)	