



**Bell Lane
Academy**

LETTINGS POLICY

**Updated February 2017
Review Date February 2018**

The letting of the academy premises is under the control of the Governing Body.

Invoicing and Payment

1. The hire of the premises shall be in accordance with the academy's scale of charges and a deposit must be made prior to the letting. If a deposit has not been received one week prior to the date or to the first date of a series then the letting will be deemed to be cancelled. The balance is due within 7 days of the letting date. Any deposit will not be refunded.
2. For lettings on a regular basis, payment must be made in advance.
3. In all cases, the hire shall be conditional upon the completion of an application form by which the Hirer undertakes:
 - a. to abide by the regulations.
 - b. to make good any damage to premises, furniture or equipment arising from any act for which the Hirer is responsible.
 - c. to accept the decision of the School and its Governors should questions arise on any point.
4. When the facilities are to be used by a group of people or members of a club a nominated contact person, and contact details must be notified to the school. This person will be responsible for settling, on behalf of the group or club, all invoices related to the hire of the premises.
5. Please make any cheques payable to **WMDC**.
6. Blood Donors and Brownies who hire Bell Lane's Hall pay direct through BACS. Invoices for all other lettings will be raised and sent to the nominated individual who is responsible for the hiring of the facility.
7. Certain bookings are exempt of VAT charges. If further clarification is required then please contact the school.
8. The charges for the use of the facilities are set and reviewed annually. In special circumstances, and dependant on the extent of the partnership the outside body has with the School, these may be revised. If you would like to investigate the possibilities of a reduced cost hiring please contact the school.

General

9. When the school hall is hired for public entertainment or meetings the hirer shall ensure that sufficient stewards are available at exits and entrances. The maintenance of order shall be the entire responsibility of the Hirer. The number of persons attending a function should be in line with the current Fire Regulations which state :
 - a. For the Hall, a maximum number of 140 seated persons.

- b. For activities in classrooms, a maximum of 30 seated adults or 45 seated children is allowed.
 - c. For activities in other rooms maximum occupancy will be agreed following negotiation with the School.
 - d. Compliance with these regulations will be the responsibility of the Hirer.
10. Any person under 18 years of age is not allowed intoxicants on school premises. If alcohol is to be brought onto the school premises, it is the Hirer's responsibility to ensure that the necessary licence has been obtained and arrange in advance for the licence holder to be available at the event. Without a valid licence, the booking will be null and void and the deposit will be lost.
11. The school hall is licensed for live and recorded music, music making, singing, dancing and the performance of dance, sporting events, plays. Films, late night refreshment and the sale and provision of alcohol.
12. The Hirer must assume responsibility for providing any chairs or seats additional to those in the rooms hired and must undertake the removal of such chairs or seats before the commencement of school the following day. No responsibility for the acceptance or removal of any property can be taken by the school or the Governors. A fee will be charged for storage of any property not removed at the end of a hire period.
13. If the position of any moveable furniture is altered during the course of a letting, the Hirer shall be responsible for replacing any items ready for the commencement of school on the following morning.
14. The liability of the school is limited to: loss or damage to property or injury to persons arising out of the negligence of the School, its servants or agents.
15. The school shall not be liable for any loss or damage to property or injury to persons arising out of the negligence of the Hirer.
16. The Hirer must arrange suitable insurance to cover personal liability and to protect any equipment/property brought on to the premises, plus arrange for third party liability.
17. The Hirer must provide their own First Aid Kit and qualified First Aid personnel. In the event of an emergency a telephone is available in the reception of the School.
18. The hirer must not:
 - a. alter the lighting arrangements, or introduce any electrical equipment of a capacity exceeding one kilowatt without the express consent of the Headteacher.
 - b. Use school equipment or interfere with any fixed furniture, unless the approval of the Governors has been specifically obtained.
19. No chalk polishes or other preparations shall be used on school floors. Shoes likely to damage the floor (e.g. stiletto heels) must not be worn.

20. No activity is to be permitted that is potentially dangerous to participants or third parties (e.g. hang gliding, parachute jumping and skate-boarding). Under no circumstances can the school's PE equipment be used unless it is included as part of the hire agreement.
21. The Hirer shall not sub-let any part of this accommodation.
22. The accommodation shall be open to inspection at all times by the School's staff, Governors and the officers of the Authority.
23. Cars should only be parked in designated areas.
24. Bell Lane School has a strict NO Smoking Policy and this must be adhered to in all of the buildings and surrounding areas.
25. The Hirer is responsible for any damage caused to the premises during the period of hire.
26. Hirers expecting to use their own electrical equipment, powered by school's supply must ensure that such equipment is covered by an appropriate safety certificate. All such certificates should be made available for inspection by the Headteacher. Electrical items must not exceed a 1kw (one kilowatt) rating.

School Field & Grounds

27. Groups using the school field and grounds should ensure it that they leave it as they find it.
28. Groups using the school field and grounds are requested to ensure that participants refrain from smoking, chewing gum and spitting when using the facilities. In addition no food, glass bottles, animals or bicycles must be taken into these areas.
29. Groups must ensure that footwear worn will not cause damage to the fabric of the school and grounds.

APPENDIX A

Bell Lane Academy

Hire of School Premises

Single Letting

Please see conditions of hire attached.

Charges are per hour or part hour.

Hall £18 per hour exc. VAT

Hall plus toilet facilities £21 per hour exc. VAT

If the hall is used for dance/aerobics/games etc payments of less than 10 weeks in advance are liable for VAT.

If the hall is required for other uses (e.g. meetings) no charge for VAT is required.

✂.....

APPLICATION FORM

I/we apply for the use of the following accommodation at Bell Lane Primary School.

1. Day _____ Date _____

Time from _____ to _____

NB Setting up time and tidying away time must be included in the required letting period.

2. Required letting period (if seasonal)

From _____ to _____

3. Accommodation required (precise details should be given).

4. Purpose for which the accommodation will be used.

5 Approximate numbers attending session/sessions

Number _____ Age range (if applicable) _____

APPENDIX B

Bell Lane Academy

I/We agree

1. To pay the appropriate charges in advance.
2. To pay the school the cost of making good any damage to the premises (furniture, fittings, or other property of the school), arising out of the use of the premises.
3. That the use of the accommodation shall be subject to the conditions relating to the letting of Bell Lane Primary School supplied with this booking form.
4. To abide by the decision of the Headteacher should any question arise on any point.

That the use of the school premises is conditional on the school governors being released and /or indemnified in respect of all liability for personal injury and or loss of damage except in respect of personal injury caused by nedlignce of the school governors.

Name: _____ Signature _____

Date: _____

For and on behalf of: _____

Address: _____

Home Tel No: _____

Work Tel No _____

