

RUSSELL LOWER SCHOOL

HIRE OF SCHOOL PREMISES AND LETTINGS POLICY

TERMS AND CONDITIONS

1. Hirers may only use the hall and toilets as specified by the Site Agent. The use of any additional premises/equipment may only be used by prior agreement with the school.
2. If a licence is needed e.g. for a performance, alcohol, etc. the hirers must make an application to the appropriate licensing authority and submit a copy of the granted licence to school with this booking form.
3. The hirer must have their own Public Liability Insurance and the hirer will be responsible for any claims during their letting.
4. The hours of hiring must allow time for preparing for the event and cleaning up afterwards. The hirer is expected to leave the premises in the same condition as provided. For example, replacing any moved equipment, furniture, wiping tables, sweeping floors etc. **Please notify the school of any accidental damage/incidents.**
5. The hirer must ensure that all electrical equipment that they bring with them and use has been PAT tested within the last 2 years.
6. The hirer must be on premises during the hours of hire or name an appropriate adult who will be undertaking this responsibility (see form).
7. The hirer is responsible for the appropriate behaviour of all those during the session(s).
8. The hirer shall be liable for the cost of any damage (including malicious damage) done to any part of the premises, including curtilage (the school grounds), or the contents of the premises.
9. The hirers should familiarise themselves with escape routes and the position of fire alarms and extinguishers. They should ask the school Site Agent to show them these. If there is a fire the hirer should call the Fire Service.
10. Hirers will be charged for the use of the premises if they do not give 48 hours' notice of their cancellation of the booking.
11. Child Protection issues are the responsibility of the applicant and **not** the responsibility of the school. A DBS certificate will be required for hirers working with children.
12. All hirers are required to uphold the school's policies with regards to equal opportunities and discrimination. No part of the school's premises will be let to any group who cannot undertake to uphold these policies.

13. The School and all its grounds and buildings are non-smoking. This includes a no E-cigarettes policy.

Prevent statement:

All hirers must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the Headteacher before approval is given.

All hirers agree to comply with our Health and Safety, Lettings and Safeguarding/Child Protection policies (please see website).

If we are aware or suspect that the letting or gathering has been or is to be used for purposes which could or may be reportable under legislation or Government guidance or which contravenes current legislation in any way or which raises concerns under our Safeguarding Policy either Central Bedfordshire Council (social care) or Bedfordshire Police will be contacted if considered appropriate in the circumstances.

When considering applications for lettings, (the Manager, or delegated officer), will take into account the following factors:

- *The availability of facilities*
- *The availability of staff to open and close the premises*
- *The organisations Safeguarding Policy*
- *Health and Safety considerations in relation to the number of users, type of activity, qualifications of the instructors, etc.*
- *Type of activity*
- *Adequacy of management procedures in place during the hire*
- *Appropriateness of the letting and whether it is deemed compatible with the ethos of the organisation*

RUSSELL LOWER SCHOOL
Queens Road, Ampthill, Bedfordshire, MK45 2TD

School Hall(s) Hire Rates

Monday to Saturday

Session Hire of a Hall:

£20.00 for the first hour (£15.00 for additional hours, up to a maximum of 3 hours in total)

An additional 10% will be added to the above rates for **Sunday lettings**.

An extra £10 per hour/per classroom will be charged for any additional classrooms used in addition to the hall.

Day Hire of Facilities:

£75.00 for use of the Hall (and kitchenette), toilets, tables, chairs and field. **Please note: the school kitchen is not part of the hire rate.**

All bookings are subject to availability and to signed agreement of our terms and conditions of hire.

All enquiries and bookings should be made through the school office.

RUSSELL LOWER SCHOOL

APPLICATION FOR USE OF SCHOOL PREMISES

Hire of School Premises

NAME OF APPLICANT _____

Address _____

Telephone No. _____ (daytime) _____ (evening)

On Behalf of (Name of Society/Club) _____

Name of responsible adult making the booking _____

Name of responsible adult on site during hire _____

DBS No _____ Seen by _____ (only those working with children)

DAY/DATE OF HIRE _____

TIMES: From _____ to _____

Purpose of Hiring _____

Approximate Number Attending _____

I/We apply to use, and if granted use, agree to hire the parts of the premises mentioned above subject to the terms and conditions which I/we have read and with which I/we agree to comply.

Applicant's Signature _____ Date _____

Please return this completed form to the School Office

For School Use

Approved by Headteacher _____ Date _____

RUSSELL LOWER SCHOOL

CONFIRMATION OF HIRE APPLICATION

Name _____

Address _____

Telephone No. _____

Date of Hire _____

Times From _____ To _____ Total Hours _____

Charge £ _____ (as attached invoice)

Access to the school will be available from the time stated above. An additional hourly charge will be made for any lettings which over-run the stated booking time.

On arrival our Site Agent, Mr. Martin Clarke, will confirm areas of use.

For School Use

Approved by Headteacher _____ Date _____