



GROWING TOGETHER • POSITIVE ATTITUDE • SUCCESS IN ALL WE DO

**Lettings Policy**

Date agreed by Governors:	May 2021
Date of next Review:	May 2022
Approved by Chair of Governors	Yvette Bell

The school, or part of the school, when hired will always be left in the care of a named responsible person nominated by the hirer. All hirers must carry sufficient Third Party Liability insurance. The named responsible person must understand and undertake to abide by the following conditions.

### **GENERAL**

1. The lettings of the school facilities will be made to local organisations/bodies. Priority will be given to activities which benefit the children of the school and school community. Where the proposed of any letting would appear to be detrimental in any way to the general conditions or otherwise of the facilities, or those of the school, the letting will be refused. This will be determined by the School Business Manager and Site Manager.
2. The use of the premises for school functions will take priority over lettings.
3. All lettings are made in accordance with the school's policy that no smoking is allowed in the building or on the school premises.

### **LICENCES**

1. There is no drinking, music, dancing or singing licence and the hirer must apply for temporary licences to the City Council and the Local Magistrates respectively, and the hirer shall ensure that any conditions attached to such licence or permission are complied with.
2. The hirer shall not use the premises or any part thereof for a performance for which copyright subsists without the consent of the owner of the said copyright or in any manner infringe any subsisting copyright.
3. The hirer shall comply with the conditions of the licence granted by the Performing Rights Society Ltd and shall furnish to the Council, immediately after the end of the hiring a complete list of all songs sung and music performed giving the information required by the society in respect of each item.
4. If any part of the premises is to be used for the purposes of gaming or games of chance of any description the hirer shall be responsible for securing that the provisions of the Betting, Gaming and Lotteries Act are fully observed and complied with.

### **LETTING CONDITIONS**

1. Lettings should be made through the School Business Manager.
2. Lettings to the PTFA are to be made free of charge.
3. Lettings to bona fide community groups will be charged at cost, to cover caretaking, energy, wear and tear and administration costs.
4. Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
5. Lettings to all other hirers will be charged at cost plus a profit margin determined by the governing body.
6. The school will retain income derived from lettings and costs to the school of the lettings will be met from this income.
7. The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
8. Decision whether to permit lettings will be made by the governing body. If the head teacher believes a letting should not be permitted the reasons will be reported to the governing body.
9. All persons hire the school premises will be expected to conform to the relevant health and safety regulations.

### **Upon Arrival**

1. Cars are parked responsibly and at owner's risk. If the hire is within school operating hours, users may not use the school car parking spaces.
2. To ensure that emergency doors and escape routes are clear and unobstructed.
3. After entry, to check that the areas are safe and free from slip or trip hazards, fire doors are unobstructed.
4. To only bring onto the site, electrical equipment that has been Portable Appliance Tested during the last 12 months.
5. To instruct all persons in the fire and evacuation drill:
  - a. The person discovering the fire will operate the nearest fire alarm.
  - b. On hearing the fire alarm, walk calmly through an emergency exit.
  - c. Do not stop to collect belongings.
  - d. Close doors as you leave the building.
  - e. Assemble in the main car park for the named person to ensure all persons have left the building.
  - f. The school recommends that every group using the premises has an attendance sheet.
  - g. Phone the emergency services.
  - h. Phone the emergency contact number (07534 027789 or 07539 246870).
  - i. Do not depart until the emergency services have arrived.

### **During the Letting**

1. To ensure a fully charged mobile phone is on site for the duration of the letting to summon help in the event of an emergency and that you know how to raise the alarm in case of fire, policy or ambulance.

School details are:  
Gunthorpe Primary School  
The Pentlands  
Hallfields Lane  
Gunthorpe  
Peterborough  
PE4 7YP

2. To ensure all persons on the school premises have behave appropriately and in accordance with our lettings agreement.
3. To ensure they abide by licensing requirements (the capacity of the school hall is 150 and the school does not hold a licence to sell alcohol).
4. To ensure that all school PE equipment and musical instruments are not used or climbed on. The named person is wholly responsible for any damage to school equipment.
5. To ensure that all persons abide by the no smoking policy that coverings buildings and grounds.
6. To ensure noise levels are kept to a reasonable level so as not to disturb the neighbours.
7. To vacate the premises by the agreed time.
8. The school accept no liability for equipment stored on the premises.

### **Before Leaving**

1. Ensure the premises are left in a clean and proper state.
2. Ensure equipment is left clean and tidy and in its labelled position.
3. Check all windows are shut.
4. Ensure lights are turned off.

5. Ensure all doors are shut.
6. Ensure all rubbish is removed from site.

### **After the Letting**

1. Inform the school the following working day of any hazards, accidents or maintenance issues.
2. Report all damaged to the Business Manager/Site Manager.
3. Hire charges must be paid within 30 working days of receiving the invoice.

Please note that the hire does not involve First Aid provision. The hirer needs to take on this responsibility and ensure suitable provision is made in case of a first aid incident. The level of provision will change according to the activity taking place.

### **LETTING FEES**

Charged for the hire of school premises are as follows:

	Community Rate (per hour)	Normal Rate (per hour)	Premium Rate (per hour)
Large Hall	£20.00	£25.00	£30.00
Small Hall	£15.00	£20.00	£25.00
Room	£10.00	£15.00	£20.00

Long term bookings are welcome and the school retains the right to vary these charges accordingly. These will be invoiced monthly.

### **CANCELLATION FEES**

A minimum of 2 weeks' notice is required for cancellation. No fee is charged if cancellation is within this timeframe.

Cancellation at shorter notice than 2 weeks but greater than 24 hours will be charged at a rate of half the full letting fee.

Cancellations at less than 24 hours' notice will incur a charge equal to the full letting fee.

A non-refundable deposit of £10 will be payable at time of booking.