



Englefield CE Primary School Lettings Policy & Conditions of Hire Academic Year 2024/25

The School lets its hall as part of its community involvement and on the basis of trust. We rely on hirers to treat our premises and the equipment with respect and leave it in a clean, tidy and safe condition. Requests to hire the hall are considered on an individual basis. The school has carried out a full risk assessment for the hire of the building and a copy is attached to this Lettings Policy.

If hirers wish to use any area other than the hall then this has to be by specific arrangement with the Headteacher or, in her absence, the Chair of Governors. Normal charging arrangements will apply.

Hours of Letting

Lettings may take place as follows:

- between 5pm and 11pm during term time
- between 9am and 11pm during weekends and school holidays
- or as previously agreed with the Headteacher

Lettings Charges

Description	Charge
One session	£30 for up to 3 hours
Additional hours (complete hours only)	£10 per hour

Payment Terms

Hirers will be invoiced at the time of booking. Payment must be made within 7 days of the invoice date to secure the booking. Accounts should be settled by bank transfer, by preference, or by cheque. If settlement is not received within this timeframe, the school may withdraw permission for the hirer to use the hall until full settlement is received.

Insurance

Upon agreement to hire the hall, the hirer must complete and sign the West Berkshire Council Hirer's Liability Contract and return this to the school prior to the commencement of the let. By signing the contract, the hirer is deemed to agree to the conditions laid out therein and to agree to the conditions of this Lettings Policy.

The School's Risk Protection Arrangement provides indemnity to hirers who would not be expected to have their own public liability insurance (e.g. families hiring the hall for functions).

This indemnifies the hirer (subject to the definitions, extensions, exclusions and conditions of the rules) for all sums that the hirer may become legally liable to pay (including claimants' costs and expenses) as damages or compensation in respect of accidental third party injury or third party property damage. The hirer will be required to pay any excess payable.

If entertainment is to be bought in (e.g. a DJ or clown), they will require suitable insurance to cover their activity.

Large groups or organisations hiring the hall (e.g. commercial companies, fitness coaches) are expected to have their own insurance cover, a copy of which must be provided to the school when submitting the Hirer's Liability Contract.

Conditions of Letting

- A letting is deemed to be use of accommodation, chairs and tables only. If additional equipment is required for the let, this must be previously agreed with the Headteacher **in writing** and may be subject to an additional charge.
- Car parking should be in the car park in front of the hall or on the roadside.

Equipment

- Hirers must pay due care and attention to the equipment in the hall – in particular, the projection equipment and the school's piano.
- Use of any equipment, including hall apparatus and kitchen facilities, is **not permitted** unless by prior arrangement with the Headteacher in writing. The kitchen may be used for light preparation only. The cooking equipment must **not** be used.
- Use of any contractor party equipment (e.g. bouncy castles) is **not permitted** unless by prior arrangement with the Headteacher in writing. The hirer is responsible for ensuring that any agreed party equipment is insured, risk-assessed, supervised at all times and is appropriate for use.
- The hirer will reimburse the school for any damage incurred to equipment during a let.

Smoking

- Smoking is not permitted on the school premises. Anyone wishing to smoke should do so outside the school grounds, and dispose of their cigarette ends and matches in a responsible manner so as not to cause a fire.

Alcohol

- If you intend to provide alcohol, you will need to obtain the consent of the Headteacher in writing, and apply for a Temporary Events Notice (TEN) from the licensing authority. This allows one-off licensable events to be held at unlicensed premises without the need for a premises licence, club premises certificate or the presence of a personal licence holder.

Animals

- No dogs are permitted on the school premises, except assistance dogs.

Safeguarding

- Any activities for children, young people and adults at risk should only be provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006, and any subsequent legislation.
- We strongly recommend you check that third party providers of entertainment, catering or other services are DBS checked and have a safeguarding policy.

- All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur.
- Relevant concerns must be reported to the Headteacher and the appropriate authorities.

After the Let

- All furniture must be returned to its original place, chairs must be suitably stacked, and tables put away safely and tidily.
- The hall should be left in a clean and tidy condition. Cleaning materials are stored in the cupboard in the entrance lobby near the toilets. Rubbish should be taken away with you for disposal.
- The hirer will be responsible for paying any additional cleaning costs incurred as a result of the let. This includes any marks on the floor from shoes.
- Taps in the bathrooms should be turned off.
- Any booster switches on heaters must be turned off.
- If heaters in the toilets were switched on, these must be turned off.
- **All doors must be firmly closed and the hall locked.**

Cancellations

- Three clear working days' notice is required in order to cancel a booking. If this notice is not given, the full hire charge will be payable.

Health & Safety Information

It is the hirer's responsibility to ensure that relevant health and safety information is brought to the attention of all those involved with their particular hire.

Hirers must pay due care and attention to the following information:

- There is a kiln sited within the hall building, which is locked. When it is in operation, a red light will show above the door.
- Emergency exits are through the main hall door, the kitchen and the music room. The music room exit is onto a ramp. Please ensure that all doors are firmly shut when you exit the building.
- Fire alarm call points are situated in the hall entrance lobby, the music room and by the external kitchen door.
- There are four fire extinguishers in the hall building: in the hall toilet lobby, the hall itself, the music room and the kitchen.
- Fire escape points are marked accordingly.
- The school's fire alarm system is NOT linked to a fire station. In the event of a fire, you should call the emergency services directly. There is a cordless phone situated in the hall on the table with the audio equipment.

In the event of a fire:

- Raise the alarm at the nearest call point and evacuate the building by the nearest exit.
- Call the emergency services.
- Assemble together at a place deemed to be appropriate and safe.

- Inform emergency services, on arrival, of the location of the fire.
- A copy of the school's Site Emergency Plan is kept in the hall lobby by the large door near the toilets. This contains emergency contact numbers. Please make the fire brigade aware of the location of this Plan.
- Contact West Berkshire Council's out-of-hours duty team on **01635 42161** and ask them to call out key staff for the school, unless a member of staff is on site.

Management of Policy

The Governing Body has delegated the oversight, review and update of this policy to its Finance, Buildings & Staff Committee. This policy is implemented and managed by the Headteacher and school office staff.

Date of Last Review: October 2024

Next Review Due: October 2025