

# Premises Hire Policy

London Meed CP School



## C H E C K L I S T & L E T T I N G P O L I C Y

This pack includes forms that we will require you to complete for your application for hire. Please sign and return this checklist along with all the forms and documents listed below to the Business Manager. Without these your application may be delayed

Conditions of Hire & Application for Hire of School Premises

Disclosure and Barring Service (DBS) Disclosures

(not required for any hire involving adults only)

Public Liability Insurance

(please provide or, alternatively, request the Hirer's Insurance arranged by West Sussex County Council)

Name of Hirer: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Last reviewed on:** Autumn term 2022

**Next review due by:** Autumn term 2023

## 2. Areas available for hire

### 2.1 Available areas

The school will permit the hire of the following areas:

- › Large Hall
- › Small Hall
- › Kitchen
- › Playground

### 2.2 Capacity and charging rates

The capacity and rates for hiring each area are as follows:

AREA	CAPACITY	COST
Large Hall	Closely Seated 220	£40 for the 1 <sup>st</sup> hour £15 per additional hour
	Dancing 185	
	Seated at table 90	
Small Hall	Closely Seated 110	£40 for the 1 <sup>st</sup> hour £10 per additional hour
	Dancing 100	
	Seated at table 50	
Kitchen	n/a	Additional £20 per booking
Playground	2x netball courts. No flood lighting. No Tennis facilities	£10 per hour



Large Hall



Small Hall

## **3. Charging rates and principles**

### **3.1 Rates**

The rates for hiring out different areas are listed in the table in the section above. Charges will be periodically reviewed by the governing body, giving the hirer at least one half terms notice of any changes in fees or condition of hire.

### **3.2 Cancellations**

We reserve the right to cancel any agreed hiring with reasonable notice of cancellation unless the hirer is in breach of the letting agreement. A full refund will be issued if we do cancel a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

### **3.3 Payment details**

Payment can be made via cheque made payable to 'London Meed CP School' and addressed to London Meed CP School, Chanctonbury Road, Burgess Hill, West Sussex RH15 9YQ. BACs payments details are as follows:

Barclays Bank – Sort Code 300002 – 00519834

Please inform our office when payment has been made or send remittances to [invoices@londonmeedprimary.co.uk](mailto:invoices@londonmeedprimary.co.uk)

## **4. Application process**

Those wishing to hire the premises should fill out the hire request form, which you can find in appendix 1 of this policy. The terms and conditions of hire set out in section 5 should also be read.

The hirer should complete and sign the relevant forms and submit them to the school office. Approval of the request will be determined by the School Business Manager.

If the request is approved, we will contact the hirer to confirm arrangements for the date and time in question. We will also send details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of their public liability insurance.

We reserve the right to decline any applications at our absolute discretion.

## **5. Safeguarding**

London Meed CP School is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and hirers to share this commitment. All hirers are requested to complete and return appendix 2.

## **6. Policies**

### **6.1 Prevent Duty (radicalisation)**

The governing body will not hire the school premises to organisations whose purpose is, amongst other things, to encourage racial discrimination and/or disharmony between persons of different religious or racial groups, or are otherwise involved in activities prejudicial to good race relations.

### **6.2 Equal Opportunities**

School premises must not be let to any individual, group or organisation that does not subscribe and adhere to the schools statement on equal opportunities.

### **6.3 Political Use**

School premises must not be let for political use, the only exception to this is as a polling station.

### **6.4 Legal Use**

It is the responsibility of the person letting the premises (hirer) to ensure the premises will not be used for any purpose which may be deemed contrary to English law. The school is a community building and the hirer will be held responsible for noise levels and guest behavior which must not offend other users or local residents.

### **6.5 Named Individual**

The hirer must provide the school with a named individual who the school can contact in the case of an emergency. This person must be on the premises for the duration of the letting.

### **6.6 Safety**

During the period of the letting the hirer's named individual will be responsible for following the conditions of booking (see "Terms and Conditions"), and ensuring the safety of those using the premises. The named individual will have the responsibility for complying with School Health & Safety Policy (copy should be made available on request to hirer) and any other instructions or guidance provided by the Head Teacher.

The school will provide the hirer with the name and phone number of school contacts in the case of an emergency. A member of school staff will be responsible for showing the hirer's named individual how to raise the alarm in an emergency. This will include location of appropriate fire exits, fire extinguishers, evacuation and fire assembly points. The school will also have responsibility for organising periodic fire drills. It will be the named individual's responsibility to keep a register of those attending the event/activity, ensure fire exits are not obstructed and that school security is not compromised.

No equipment can be brought on to the site without the prior approval of the head teacher, electrical equipment will also require a PAT testing certificate. Alcohol, smoking, drugs & gambling are not appropriate activities on school premises.

Access to the school car park should be limited especially if young children are on site.

### **6.7 Risk Assessments**

Where appropriate the hirer will be responsible for undertaking their own risk assessments for specific activities and providing their own first aider. The school's cooking facilities must not be used unless prior permission has been obtained.

### **6.8 Insurance**

Neither CYPS nor the school provide hirers with public liability insurance against personal injury, accident, loss or damage to property. The hirer must provide evidence to the head teacher that they have adequate insurance cover in place before a letting can be agreed. It is recommended that Public Liability insurance to the value of £10million is in place.

### **6.9 Damage**

The hirer will be responsible for the cost of any damage to school premises or equipment. School staff have free access to all parts of the school site during lettings to check hirers are acting in a responsible manner.

### **6.10 Cleaning/Security**

Any costs for cleaning or providing building security will be detailed in the letting agreement. Where such costs are not identified, responsibility for cleaning and security will be the responsibility of the hirer. School site staff will be responsible for opening and closing the school unless alternative arrangements have been agreed with the Head Teacher.

## 6.11 Complaints

Where the hirer has a complaint the schools standard complaints policy and process will apply. If the school has a complaint about the hirer, in the first instance, the Premises Manager will raise this with the named person. If the complaint is not resolved it will be escalated to the governing body to decide on the appropriate action for the school to take.

## 6.12 Declaration of Interest

Any members of school staff or governors having connection with a letting, must formally declare this. Declarations should be formally minuted at the appropriate meeting.

The school should not be let at a financial loss. Whilst governing bodies can offer subsidise lettings by charging different amounts for different purposes, delegated budgets must not be used to subsidise non-school activities.

The Governing body in conjunction with the school Head Teacher will decide on the process for agreeing if and what school facilities will be let to a 3<sup>rd</sup> party and on what terms. In some instances the school will need to obtain formal approval for use of the site from the Children & Young People's Service (CYPS). This will depend on the nature of and risks involved in the letting.

### **IMPORTANT**

ADDENDUM TO LETTINGS CONDITIONS OF HIRE.

- All hire fees are to be paid please within 30 working days of the date of the invoice.

**Additionally, please can you ensure that all visitors who enter school property are made aware of the following:-**

- There is to be **NO** smoking whatsoever on school premises (buildings OR grounds)
- Please – **NO** stilettos / heeled shoes / tap shoes or other footwear that may damage the hall floor surface.
- Tables / chairs other furniture, please to be lifted into place and not dragged, thus preserving the life of the flooring.
- All visitors to the school are to treat the premises with respect and leave the buildings, any equipment used and grounds as they were found. (Cleaning equipment will be left out, so that floors can be swept and tables / chairs wiped down as necessary)
- All visitors to take their litter home with them. Any additional cleaning incurred by the school's caretaking team, following the hire of the premises will incur an additional charge.
- No function shall extend beyond the hiring period and the hirer shall completely vacate the premises and grounds by that time.
- A copy of the hirers Public Liability Insurance document will be supplied to the school, annually upon renewal. In absence of this document, a charge will be made to effect West Sussex County Council's own Public Liability Insurance. (Currently 9% of the hire fee + Insurance premium tax – subject to change).
- Hirers to ensure that they have their own first aid arrangements

Please ensure that there are an adequate number of supervisors for your event to ensure that all conditions of hire are fully met.

#### Please note

The Governing body have the right to recover any additional monies as necessary, from the hirer, for any loss / damage or additional clearing up at the school, following the hire of premises.

Appendix 1: Hire Request Form

Appendix 2: Safeguarding

Appendix 3: Emergency procedure for Outside Hirers of the School

## Appendix 1: Hire request form

Name of applicant/organisation and company number (where applicable)	
Applicant contact details	Address:  Phone no: Email address:
Preferred method of contact	
Purpose/activity of organisation	
Part of the premises requesting to be hired	
Date and time of first hire	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Number of expected participants in the activity	
Additional equipment you will require from the school (please note we may not always be able to provide this but will inform you where this is/is not possible)	
Additional equipment you will be providing yourself	

By signing below, I agree to the terms and conditions set out in the school's premises hire policy.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## Appendix 2: Safeguarding

### Safeguarding Checklist for Lettings/Commissioned Extended School Provision

#### Section 1 to be completed by ALL organisations

1.Name of organisation					
2.Address					
3.Contact telephone number					
4.Name of organisation leader					
5. Address of leader if different from address of organisation (above)					
5. Enhanced CRB check completed		Yes/No CRB disclosure number:			
6. Date of CRB check					
7. Date of last attendance at Child protection training					
8. Names of other regularly attending adults	Address	Telephone	Enhanced CRB check completed Yes/No  If yes, please list disclosure number	Date of CRB check	Date CP training last attended

> Please attach additional sheets if needed

9. Are all children accompanied by an adult? (parent/carer)	Yes / No
10. If no, is the organisation registered with Ofsted? (This can be checked at <a href="http://www.ofsted.gov.early-years-and-childcare">www.ofsted.gov.early-years-and-childcare</a> )	
11. If Ofsted registered, please provide the date of registration and the registration number	

**Section 2 – To be completed if children are present, unaccompanied by an adult and the organisation is not registered with Ofsted**

<p><b>Does the organisation currently have a Child Protection Policy? If yes please attach a copy</b></p> <p>If No, a copy of the Local Safeguarding Children Board policy is available for adoption, accessible at <a href="http://www.westsussex.gov.uk">http://www.westsussex.gov.uk</a></p> <p><b>A policy must be in place before any activity is permitted</b></p>	
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**Section 3 - To be completed by all organisations:**

- I agree to keep a register of members in attendance at each session, and a central record of contact details for each member of the organisation.
- I agree to ensure that all members in attendance are informed that they may only access the designated room(s)/area(s) and MUST NOT attempt to access any other areas.
- I confirm that all the information provided by myself, or my organisation, in the form above is accurate.
- I understand, where children or young people are present that I must notify the school if there has been a change in Ofsted registration or adults regularly attending, and that failure to do so could result in a termination of the agreement.
- I agree to update the school if contact details change.

Signed by \_\_\_\_\_

Name \_\_\_\_\_ ( Leader)

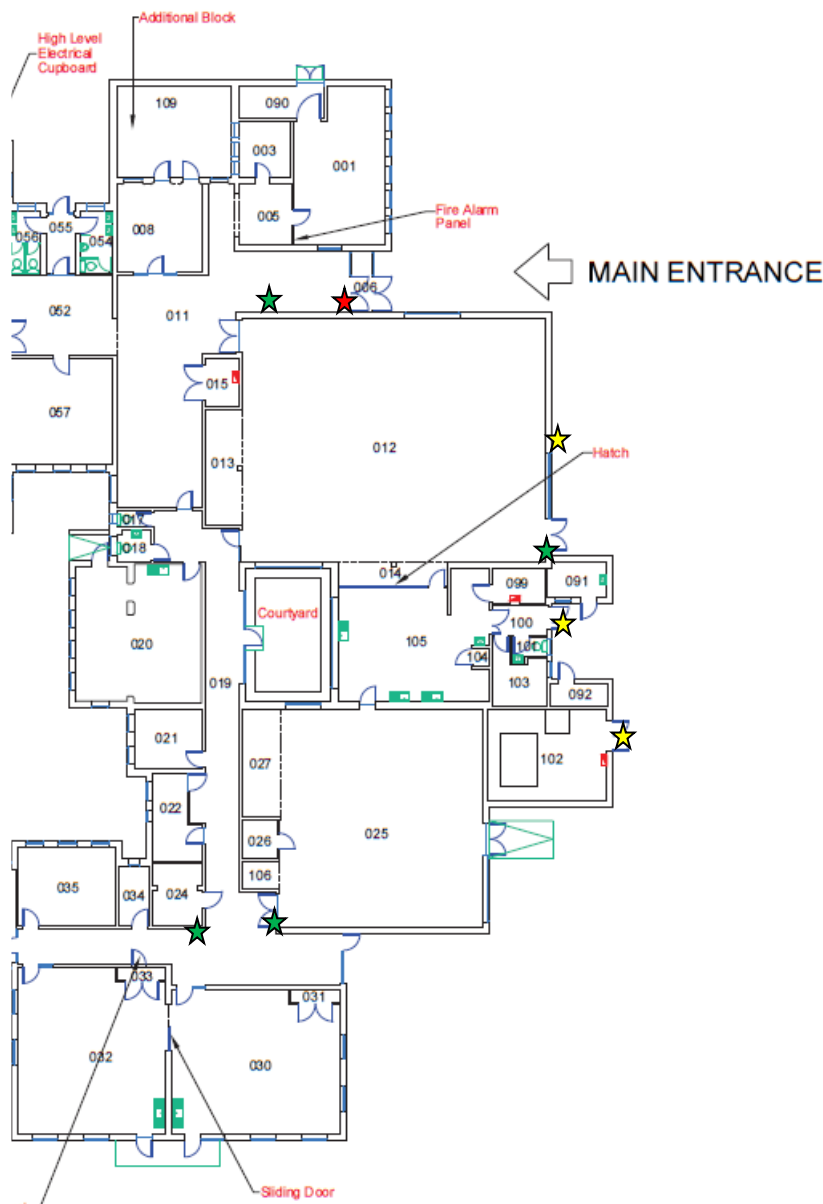
Date signed:- \_\_\_\_\_



### Appendix 3: Emergency procedure for Outside Hirers of the School

There must be a responsible person in charge of the activity. This person will be the coordinator in the event of an emergency. Ideally there should be another person appointed as a Marshal to assist in the event of an emergency for groups up to 25 in number. For each additional 25 persons present and additional marshal should be appointed.

On the first visit the responsible person of the activity should be shown the location of the fire extinguishers, evicution routes, set off devices such as manual call boxes, evacuation exits, outside routes and the emergency assembly area by the school.



#### **Key Information:**

- Location of Fire Exits ★
- Location of Fire Extinguishers ★
- Location of Alarms ★

#### **Key Phone Numbers:**

Premises Manager Mr Lee Blake  
07807 359 637  
Office  
01444 232336

On each visit the responsible person must ensure all evacuation routes are unobstructed and all the escape doors leading from the activity area can be easily opened. Any concerns should be reported back to the school. If no one is available and there is a serious concern, such as a locked fire door, careful consideration should be given to the letting activity taking place.

Any changes to fire devices and/or fire escape routes must be reported to the responsible person before this activity takes place along with alternative arrangements.

The responsible person must be aware of persons present in their activity. An attendance sheet may be the easiest way of achieving this.

Note: the activity should not involve potentially hazardous materials. Any questions on possible activity hazards please contact our Premises Manager.

### Evacuation procedure

In the event a fire is discovered, the nearest safe fire alarm (set off device) should be activated

The alarm sound is a siren

On activation of the alarm the responsible person is to start the evacuation using the nearest safe exit (or multi exits for large groups). The evacuation should be done in an orderly fashion without panic, with the responsible person leading the activity members to the assembly area in the school car park.

At the assembly area a roll call should be taken to ascertain if there are any missing persons.

In an evacuation, if it was thought there was a missing person or persons, careful consideration should be given to the appointed marshals checking areas such as toilets. They would do so at their own risk and should take care on opening any doors that there is no fire present on the other side. They should not go into any part of the building that is on fire.

It is not expected that persons involved in the activity will fight fires. The evacuation of people is to take precedent. However, if there are persons present who have had fire extinguisher training, are not involved with the evacuation, the fire is minor and easy to extinguish, they would do so at their own risk.

If there are any persons in the activity who may struggle to leave the building in an evacuation (such as a wheelchair user or babies in prams) the responsible person must carefully consider what procedures are needed to aid their escape. It may be prudent to have a written policy on this.

The responsible person should arrange for emergency services to be contacted as soon as possible.

In an incident where the emergency services need to attend, the responsible person is to meet them as they arrive. This can be jointly with a member of school staff if they are present. Information should be given to the emergency services if all persons are accounted for or if there are any missing persons and the likely places they may be. If there is any other useful information on where the fire is, this should also be given.

I, as the nominated responsible person of the activity, have understood the above and will comply with all the relevant requirements.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_