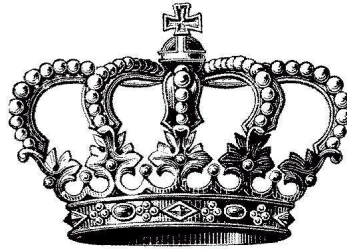


Queen's Drive Infant School



LETTINGS POLICY

April 2008

Queen's Drive Infant School LETTING POLICY

1. The first and foremost purpose of the school premises is provision of education and lettings can only be arranged outside the needs of the premises for this purpose.
2. The principle purpose of letting is to realise extra income for the school and as such the price set will reflect this.
3. All lettings should be covered by insurance. This means that the school must ensure that either
 - a) the hirer is fully covered for insurance including public liability and damage to hired premises; or
 - b) arrange insurance through LEA insurance schemes and an appropriate charge for the premium be made in addition to the letting fee to the hirer.
4. The school will not let the hall for weddings, parties and lettings of a nature where the school premises and fittings can be unduly damaged. The scale of charges and deposit requirements will be set to reflect favourable payment terms for regular and reliable letting arrangements with community associations or groups. The final decision and discretion will be that of the Governing Body and the Governors can turn down any request for hire of hall for any reason.
5. All lettings will be subject to conditions of hire modelled on Local Education Authority Conditions of Hire Document.
6. The scale of charges will be reviewed every 1st September.
7. The day to day management of letting and implementation of letting policy will be carried out by the Headteacher on behalf of the Governors.

SCALES OF CHARGES AS FROM 1ST APRIL 2008

All lettings to non regular hirers of the hall (with use of kitchen) will be charged at a minimum charge of £60 for 3 hour letting. Additional hours will be charged at £30 per hour. Furthermore, a 10% premium will be added to the hiring fee to cover insurance if the hirer does not have an insurance policy covering fully all aspects of hire including public liability and damage to the hired premises. Before the hall is made available in case of such hire a deposit of £150 has to be paid which will be refunded in full if there are no damages or deduction for extra cleaning costs incurred if the premises are left dirty and in an untidy state.

Groups using the school hall as a community centre on regular letting arrangement will be charged a minimum of £60 for 1 hour letting with every extra hour being charged at £30 per hour. Regular hirers of hall will also be subject to insurance requirement as stated above, and if no insurance cover exists, a 10% premium will be charged on the hire fees to arrange cover under the LEA scheme. Regular and reliable hirers of hall under this category will not be asked to pay a deposit to cover damages and extra cleaning charges, but will have to pay hire charges in advance at the beginning of the month,

Special groups – i.e. local community groups within the catchment area may have the hire fee waived at the discretion of the governors.

The scale of charges stated above are made on an 'all in' basis including caretaking and utility costs. However, the cost of insurance premiums arranged through LEA is an additional charge where existing insurance of the group does not cover adequately the risks involved public liability and damage to hired premises.

The finance committee reserves the right to approve or refuse lettings.

Approval is not given for Parties or Weddings etc, but can be given for community use.

The approval of lettings has been delegated to the Headteacher

QUEEN'S DRIVE INFANT SCHOOL

Conditions of Hire (Short Period Lets Only)

1. Application for the hire of the hall or any of the rooms in the building must be in writing on the enclosed form. The scale of charges and hours of letting are set out on the enclosed sheet. A deposit of 25% of the total charges payable is due with the application and the balance must be paid by Applications may be made not earlier than 53 weeks before the date of the hiring and are taken in the order in which they are received. In the event of revision of the charges for the hire after the date of application and before a hiring is confirmed by the school governors, the hirer shall pay the revised charge.
2. The hirer may cancel a booking upon giving fourteen days notice in writing. If the building or the room hired is not re-let on the date or the dates in question, the deposit will be forfeited. If a hiring is cancelled within fourteen days of the date of the hiring, the hirer will pay to the school governors the balance of the charges due.

The school governors reserve the right by notice to the hirer to terminate the hiring at any time for reasons outside the control of the school governors and to return to the hirer any monies paid by way of deposit but the governors shall not be under any liability to the hirer for any loss or damage he may sustain arising out of such a termination.

3. The hirer shall not assign the benefit or burden of the hiring or sublet the premises or any part thereof.

Facilities available

4. The capacity of the hall is set out below.
The maximum number of persons allowed under the Council's public entertainment licence is 144 for dancing (ballroom), 200 dancing (disco) and 144 for seated shows. The number for dinner/dances and dinners will vary according to the layout adopted.

Scale of Fees and Charges

5. The conditions attached to the public entertainment's licence and the stage play licence shall be duly observed. A copy of such licences may be seen on application and the hirer shall be deemed to have had notice of all such conditions.
6. No excisable liquor shall be sold unless either an occasional licence or an occasional permission has been obtained by the hirer or on his behalf and

the hirer shall ensure that any conditions attached to such a licence or permission are complied with.

- 7.1 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.
- 7.2 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. A special form will be supplied to the hirer.
8. If any part of the premises are to be used for 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 1963, the Gaming Act 1968 or any subsequent amending Act are fully observed and complied with.

Hirer's Responsibilities

9. No nail or fastening of any kind be driven or put into any wall, partition, pillar or other fittings or furniture. (Note: The school have provided at various points in the main hall a number of screws and hooks to which decorations may be fixed and the caretaker will indicate these to any hirer).
10. Electrical equipment must **not** be brought into the premises unless:
 - a) the arrangement has been approved in advance with the hirer, and
 - b) the equipment has been checked and has a current certificate to confirm that it complies with the Electricity at Work regulations.
11. The hirer shall repay to the school governors on demand the cost of reinstating or replacing or repairing any part or parts of the premises, including any of the furniture and fittings therein contained, which shall be damaged, destroyed, stolen or removed as a result of the negligence of the hirer or his invitees, servants or agents during the period of the hire.
12. The hirer shall indemnify the school governors and Cambridgeshire County Council against all claims, demands, actions or proceedings in respect of any loss, damage or injury caused by or to any persons which shall occur while such person is in or upon any part of the premises or in respect of any loss or damage suffered or sustained by any person by reason of use of the premises by the hirer.
13. The cloakrooms will be in the care and custody of the hirer who must

provide his own attendants and be responsible for any loss that may occur.

14. The hirer shall arrange insurance to cover the terms of the indemnity set out in

Clauses **11 & 12** above and produce for inspection written confirmation from the insurance company or broker concerned.

If no suitable insurance has been arranged by the hirer, the hirer may, on payment of an additional **10%** of the facilities hire fee, effect this insurance through a policy arranged by the school governors. Where a nil hire fee is agreed, a minimum premium of £1.00 per booking will apply. Please indicate early on the hire application form if this option is to be taken up.

Provision of Stewards

15. The hirer shall provide such number of attendants and stewards as may be necessary to secure the direct supervision of the premises during the hiring including:-

- 15.1 the orderly and safe admission and departure of persons to and from the premises and orderly and safe clearance of the premises in case of emergency;
- 15.2 the safety of the premises and preservation of good order and decency therein; and
- 15.3 ensuring that all doors giving access from the premises are kept unfastened and unobstructed and immediately available for exit during the whole time the premises are in use.

Car Parking

16. Parking of cars must be restricted to the designated parking areas. The parking of cars at the rear of the premises is prohibited except for vehicles belonging to or used by a caterer or performers or entertainers.

General

17. The governors reserve unto themselves and their officers, servants and agents a right of entry to every part of the premises at any time when duly authorised so to enter.
18. The wearing of footwear of any kind which is liable to cause damage to the Floor of the main hall is prohibited. When the premises are hired for the purposes of auction sales, horticultural shows or other events of a like nature, the hirer must protect the floor of the main hall with a suitable covering provided by the school governors.
19. The school governors may, by arrangement, allow a hirer reasonable time

to clear up and remove property either at the end of the hiring or on the following morning, but in any event the premises must be clear of all property by **9 am** on the date after a hiring. The governors do not undertake safe custody of property remaining on the premises. If the kitchen and equipment are used, they are to be left in a clean and tidy condition at the end of the function. Any extra cleaning costs, if the premises are left in a dirty and untidy state, will be recoverable from the hirer.

QUEEN'S DRIVE INFANTS SCHOOL

LETTINGS CHARGES

From April 2008

The finance committee, as the administering organisation for lettings on behalf of the governors of Queen's Drive Infant School, has approved the following lettings charges with effect from the first January 2002.

AREA RATE

Hall (with use of kitchen)
hours

£60 per hour – minimum let 3

(deposit £150) then £30 per
subsequent hour

Cost of insurance will need to be added to these prices. 10% of hire charge plus 2.5% for insurance premium tax.

Prices are inclusive of caretaking and cleaning duties.

The finance committee reserves the right to approve or refuse lettings.