

FRODSHAM WEAVER VALE PRIMARY SCHOOL



Charging and Lettings Policy

Frodsham Weaver Vale Primary School

LETTINGS POLICY

The governors have agreed to the letting of the school premises where possible, provided that any letting must not be detrimental to the school or its pupils.

- All lettings will be at the discretion of the governing body or its representatives, who may refuse lettings if they consider it in the interests of the school to do so.
- A Schedule of Lettings Charges should be compiled annually and passed to the Governing Body for agreement.
- Lettings after midnight will not generally be permitted.
- All hirers must comply with the terms and conditions of the Hiring Facilities.
- All hirers must complete an application form prior to the date of hiring.
- All hirers must be aged over eighteen.
- The school playing fields will not be let unless in a suitable condition to be used
- All hirers must secure insurance cover for the letting, including for public liability.
- All school buildings and associated premises are non-smoking areas.
- The school is not responsible for any loss of or damage to vehicles parked on its premises or their contents.
- All lettings to charitable and community groups are made without profit.
- The calculation of charges will include consideration of the real costs of heat, light, sewerage and water and the cost of caretaking for the event.
- Other charges are agreed by the governing body and may include an element for profit above actual costs.
- All charges will be subject to an annual review by the governing body.
- Charges may be reduced or waived in certain circumstances (eg – PSA fund raising event) at the discretion of the Headteacher.
- Details of current letting charges are available from the school office.
(See Schedule of Lettings)

Frodsham Weaver Vale Primary School

LETTINGS PROCEDURE

The Application Process

Temporary lettings

- The hirer submits two copies of the application form which sets out the time and date of the proposed hiring and the precise definition of the premises and facilities to be hired, including changing rooms for sporting events, toilets and kitchens.
- The application is considered by the Finance Committee or Headteacher on its behalf and a decision is made whether to permit the hire.
- One copy of the application form is returned to the applicant with a letter of confirmation setting out the terms of hire, including insurance requirements.

Contract lettings

- The hirer submits two copies of the application form which sets out the time and date of the proposed hiring and the precise definition of the premises and facilities to be hired, including changing rooms for sporting events, toilets and kitchens.
- The application is considered by the Finance Committee or Headteacher on its behalf and a decision is made whether to permit the hire.
- A copy of the hirer application is forwarded to Local Authority Solicitors with a covering letter to set up either a lease or licence agreement.
 1. **Licence** agreement is when a childcare provider is using an internal designated space within school premises for a certain time and the control of such remains with the school.
 2. **Lease** accommodation is where the childcare provider is granted a legal interest in the accommodation and they have exclusive use of the areas. The childcare provider is responsible for the maintenance/repair of the accommodation during the term of the lease.
- A copy of the licence/lease should be signed and agreed by Governing Body.

The Payment Process

- All lettings should be paid in advance.

- Prior to the letting an Invoice Request Form should be completed in full, signed by the Headteacher and countersigned by another authorised signatory and submitted to Cheshire West and Chester.
- The Invoice Request should be checked against the next monthly web report to ensure that it has been processed. Any missing invoices should be investigated.
- As the school receives payment immediately it is important that The Bursar will check with Payments and Income on a Half-Termly Basis to ensure that all invoices have been paid.
- If the invoice has not been paid the letting arrangement will be immediately terminated.
- If the debt is less than £150 it will not be recovered by CWAC, for economic reasons, and can be written off by Governors.
- If the debt is over £150 and all recovery action by CWAC has proven unsuccessful then CWAC will contact the headteacher to discuss if legal action should be taken.

Spoiled receipts should be marked 'cancelled' and include a brief explanation. It should be signed & dated by a person other than the person completing the form and kept in sequential order.

Adjustments

Requests for cancellation or amendment of an invoice must be made by memo to the Debtors section. The memo must state the reason for the request and be signed by **an authorised signatory**.

Does the hirer have public liability insurance to cover the hiring?

If yes, please complete the following:

Name of insurer:

Policy number:

Amount of insurance cover provided:

Date of expiry of policy:

Is the hirer intending to sell any foods, goods or refreshments at the premises?

(If yes, please refer to clause 14 of the Terms and Conditions of Hire)

Does the hirer have any specific requirements?

(e.g. the provision or setting out of chairs/tables etc)

Signature of Hirer/Authorised representative of the Hirer

Name in full _____ **Date** _____

By signing this form you are indicating to the school that you have read and fully understand and comply with the terms and conditions document supplied.

TERMS AND CONDITIONS OF HIRING FACILITIES

School Responsibilities

For the duration of the letting period schools will be responsible for ensuring the following provision:

1. Adequate means of escape in an emergency adequate equipment available for the use should an emergency situation arise. This should include: fire extinguishers, first-aid kit, access to telephone.
2. Adequate heating, lighting and ventilation. This should include external lighting where required.
3. Safe equipment and premises.
4. Individual arrangements should detail which equipment should be used and which not.
5. Assistants available on call to deal with defects to school plant or equipment to ensure premises are secured. Sufficient information given to hirers on operation of plant, equipment and emergency facilities. (This will include, for pool hire, copies of normal and emergency procedures).
6. Arrangements are in place to ensure the security of the premises at the end of the letting period if appropriate.
7. In addition to the above provisions, schools must ensure that hirers will have adequate supervision in attendance during letting periods. For swimming sessions this will require evidence of valid life-saving qualifications being produced.
8. Schools will be required to carry out periodic monitoring of hire activities to ensure compliance with hire conditions.

Hirers Responsibility

Once you have signed this contract you agree to all the terms and conditions listed below. It is important that you read these terms and conditions carefully and that you make sure you understand the terms and conditions fully. After you have signed this terms and conditions form you should return it to the school office along with your booking form as soon as possible.

If you have booked a facility via telephone, fax or e-mail, this will not be confirmed until you return both a completed and signed booking and terms and conditions form.

1. **Contractual Agreements**

The times and dates that you request will be considered and where possible granted, if the facilities or the times that you requested are not available then the school will contact you the hirer to discuss alternative options. The time that you are allocated is to be adhered to. As the hirer or person in charge of the group you must ensure that all members of the group arrive on time or as near to the time as possible and must leave on time. Failure to leave after ten minutes into the next hour will result in a penalty charge of (£10) being charged to the hirer or the person in charge of the group. Continued failure to leave the facilities on time will result in the termination of the contract.

2. **Damage to School Property**

The hirer shall be liable to the Headteacher for improper use of any facilities. If the hirer causes any damage to property then the hirer will be liable to pay for all charges and expenses incurred in the process of rectifying the damage.

All hirers must have adequate and suitable Public Liability Insurance and this is the responsibility of the hirer and not the school/Local Authority. The school reserves the right to refuse admission to any hirer.

3. **Health and Safety**

Fire Alarm and Evacuation Procedures

For the duration of the letting the hirer will be responsible for ensuring familiarity with emergency equipment such as fire extinguishers, alarm call points, telephones and first-aid facilities. An emergency evacuation procedure is established. This will detail who will be responsible for taking control, calling emergency services and where to assemble. Consideration should be given to the needs of individuals with special needs.

For safety and fire prevention reason, no garlands or decorations are used other than those agreed in advance with the School Representative, which must not be of a combustible nature.

Lighting and Electrical Safety

During the period of hire, the Hirer shall ensure that

- No lighting, heating, power or other electrical fittings or appliances in the premises are altered, moved, or in any way interfered with.
- No additional lights or extensions from the existing electric light fittings are used without the previous consent of the School Representative.
- Electrical appliances brought onto the premises have been tested for electrical safety (Portable Appliance Test Certificates may be required for inspection by the school).

Security

All entrances and exits must be kept clear at all times. Do not open fire exits as this poses a security risk.

4. Alterations, Advertising and Care of Premises

1. No bolts, tacks, screws, bits, pins, or other like objects shall be driven into any part of the premises by the hirer nor shall any placards or other articles be fixed to any part of the premises
2. No advertisements of any type are to be displayed inside or outside the premises by the hirer without the prior approval of the School Representative.
3. No alterations shall be made to the premises by the hirer, either in construction, arrangement of public accommodation, lighting, heating, seating, fixtures, fittings, exits or otherwise without the prior written approval of the School Representative.
4. Footwear likely to damage the floors is not to be worn. Damage caused to any surface through inappropriate footwear will result in additional charges being incurred by the hirer to pay for the damage caused.

5. Facility Tariffs and Charges

The tariffs and charges for the hiring of the facilities are made in accordance with the Governing Body of the school. Additional charges may be incurred by the hirer if malicious damage has been caused. We have been advised by the Local Authority that all hirers must take out Public Liability Insurance.

6. Smoking, Drugs and Alcohol

Smoking is strictly prohibited in the school and external grounds. If a hirer or any member of the hirer's group wishes to smoke they must go outside the grounds using only open entrance/exit doors and not fire exit doors. Cigarettes must be properly extinguished and disposed of. Drug taking is strictly prohibited and any incident that occurs will result in the immediate termination of the hirer's contract, unless the hirer can prove that the drugs are for medical reasons. Alcohol consumption is strictly prohibited and any incident that occurs will result in the immediate termination of the hirer's contract.

8. Staff

The school and the LA will not tolerate any verbal, physical or mental abuse towards its staff. Staff at school may at times inspect the facilities to make sure that all terms and conditions are being complied with and does not need to give any advance warning. If school staff feel the terms and conditions are being breached you will be informed. Failure to further comply after this point will result in the immediate termination of your contract.

9. Prevention of Nuisance

1. The hirer shall ensure that any music played or provided at the premises, or noise levels from functions or activities taking place on the premises, do not cause a nuisance either within the School or to surrounding premises or any nearby residential accommodation.
2. The hirer must ensure that cars belonging to their patrons are not parked so as to cause an obstruction at the entrance to, or exits from, the school and do not obstruct or delay access to the School by emergency vehicles.
3. The hirer shall take all reasonable measures to ensure that cars belonging to patrons do not obstruct the public highway outside of the school or access to adjacent private property and that undue noise is not caused on arrival or departure.
4. The hirer shall comply with any requirements of the School with regard to parking of vehicles.

10. Equal Opportunities

The hirer must not discriminate, or permit others acting on his behalf to discriminate, in any of its activities held in the premises.

11. Payment

You as the hirer are responsible for payment of the facilities you are hiring.

12. Cancellation

The hirer may cancel their booking at any time, but must give a minimum of one month's notice prior to the cancellation. A minimum of 48 hours notice should be given for cancellation of a particular date or individual session. A charge may be made in respect of inconvenience caused to the caretaking staff if no notification is received by this time.

13. Licences and Permissions

The hirer is responsible for any licences and permission they may need for example advertising. The school will not be held responsible for the hirer breaching any licences or permission agreements.

14. Food Refreshments and the Sale of Goods

The hirer may not sell or allow to be sold on the premises any food, refreshments or goods without first obtaining the written consent of the Governing Body.

The hirer shall, if selling food, refreshments or goods on the premises, comply with all relevant legislation

15. Lost Property

The hirer or the person in charge of the group has a responsibility to ensure that no personal or group property is left at the school. However, if this occurs the

school will retain the item for a maximum of seven days, after which the item will be disposed of unless you contact the school to arrange collection.

16. **Equipment**

No school equipment other than that specified at the time of letting is used. School furniture shall not be moved by the hirer except by arrangement with the caretaker or person holding custodianship for the time being e.g. relief caretaker.

17. **Litter**

Litter and property belonging to the hirer is to be removed by the hirer at the end of the period of hire. Any costs incurred in removing these items will be paid by the hirer.

18. **Other**

If you have more than one booking please note that each booking is treated as a separate booking. Parking in the car park is free of charge and you and any members of your group leave vehicles at your own risk. The school will not be held responsible for any loss or damage to vehicles or any contents you leave in it.

HIRE AGREEMENT FOR EDUCATIONAL PREMISES

The hirer is required to sign and return one copy of this Hire Agreement to the following address:

Frodsham Weaver Vale Primary School
Ship Street,
Frodsham,
Cheshire,
WA6 7PZ
Tel: 01244 981115
Email: admin@weavervale.cheshire.sch.uk

Please note that until such time as the signed Hire Agreement is received by the School, together with any deposit or payment required, there is no firm booking with the School for the hire. This means that the School is free to accept alternative bookings for the Premises without any obligation to the Hirer, and accepts no responsibility whatsoever for any costs incurred by the Hirer in anticipation of the hiring proceeding. Following receipt of the signed Hire Agreement by the School, cancellation of the hiring shall be governed by the School's Terms and Condition of Hire.

Premises
Date and Time Period of Hire (for single booking) Date Start time: Finish time:
Date and Time of Period of Hire (for regular block booking) Start date: End date: Frequency of use: Start time: Finish time:
Purpose of Hire
Maximum Capacity permitted in the premises
Hirer /Organisation
Hirer's Authorised representative if an organisation
Cost of Hiring
Deposit Required

Date for Payment of Cost of Hiring/Deposit
Any additional sum required as security (to be refunded to the Hirer following expiration of the period of hire if all obligations have been complied with
Insurance Requirements

Details of any consents given by the Governing Body regarding sale of foods, goods or refreshments
Specific requirements of the hirer agreed and noted by the school

I confirm that I have the Frodsham Weaver Vale Primary School Lettings Terms and Condition of Hire that have been supplied to me. I agree that this hiring is governed by those Terms and Conditions of Hire and I agree to observe and perform the requirements of the Hirer as set out in the Terms and Conditions of Hire.

Signature of Hirer/Authorised representative of the Hirer _____

Name in full _____ **Date** _____

Frodsham Weaver Vale Primary School

SCHEDULE OF LETTINGS

	Community Hire Charges (£ per hour)	
Hall (use of projector)	CWAC Adult and Community Learning	£14.73
	Public Community Use	£29.45
	Outside Company (for profit)	£44.20
Classroom	CWAC Adult and Community Learning	£10.00
	Public Community Use	£20.00
	Outside Company (for profit)	£30.00
Hall (sports use)	CWAC Adult and Community Learning	£14.73
	Public Community Use	£29.45
	Outside Company (for profit)	£44.20
Football Pitch	Weekend Per Game	£48.05
	Weekday Per Game	£36.30

Reviewed by School Bursar and Headteacher – January 2017

Approved by the Finance and Staffing Committee – February 2017

Approved by the Full Governing Body – March 2017

Signed (Headteacher)

Signed (Chair of Finance and Staffing Committee)

Signed (Chair of Governing Body)

To be reviewed by February 2019.