



Fairfield Community Primary School Lettings Policy

Hiring of School Premises – Application to Hire Premises

Name of Applicant:

Address:

Telephone No: (Day) (Evening)

Name of Organisation:

Position of Hirer:

Purpose for which premises are required:

| Schedule of Accommodation required | | | | | | | School Use |
|--|------------------|-----------------------------------|------------------------------|---------------------------|----|-------|----------------|
| Date | Chester Building | Hall (PO must be in (attendance)) | Anticipated number attending | Time of letting | | Hours | Amount Payable |
| | | | | From | To | | |
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| Please tick here if a continuation sheet has been used. <input type="checkbox"/> | | | | Continuation Total | | | |
| Public Liability | | | | | | | |
| PRS | | | | | | | |
| Hall (£30 Deposit and refundable subject to Terms and Conditions) | | | | | | | |
| TOTAL | | | | | | | |

Commented [B1]:

Commented [b2R1]:

Public Liability Insurance

Please select as appropriate:

I enclose a copy of a valid Public Liability Insurance certificate in respect of this booking

I do not hold Public Liability Insurance, and understand I will be charged an additional £1.00 per hour for cover on the School's policy in respect of this letting

PRS

Please select as appropriate:

I will not be playing any music (pre-recorded or live)

I will be playing music, but the letting is for a private party and therefore a PRS Licence is not required.

I will be playing music and hold all relevant licences, including a mobile PRS licence (copy enclosed)

I will be playing music and hold all relevant licences except a mobile PRS licence. I understand that I will be required to pay an additional £1.65 per session for cover on the School's PRS licence.

Attended Letting

Do you require an attended letting? Yes No

I agree to undertake all necessary COVID-19 mitigation requirements? Yes No

I wish to apply to hire the premises as detailed above. In consideration of the letting being granted I undertake on behalf of both myself and of the organisation I represent to comply fully with the Indemnity and Conditions of Lettings, a copy of which has been provided to me.

School Use: Payment received, signed: Date:



Hiring of School Premises Application to Hire Premises – Continuation Sheet

Name of Applicant:

Name of Organisation:

| Date | Chester Building | Schedule of Accommodation required | | | | Hours | School Use Amount Payable |
|--|------------------|------------------------------------|------------------------------|-----------------|----|-------|------------------------------|
| | | Hall (PO must be in attendance) | Anticipated number attending | Time of letting | | | |
| | | | | From | To | | |
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| Public Liability | | | | | | | |
| Hall (£30 Deposit and refundable subject to Terms and Conditions) | | | | | | | |
| PRS | | | | | | | |
| TOTAL | | | | | | | |

Commented [B3]:



Hire of School Premises Indemnity and Conditions of Lettings

The following terms and conditions shall apply to all agreements for the hiring of facilities at Fairfield Community Primary School:

Fees / Payments

1. The letting fee shall be agreed prior to the hiring taking place, and shall be based on the scale of charges currently in force at that time. The scale of charges will be reviewed on an annual basis during the autumn term, with any changes taking effect from the following 1st January.
2. For one-off hiring's the fee should be paid in full at least 14 days before the hiring is to take place. Cheques and Postal Orders, when used, should be made payable to Fairfield Community Primary School and crossed.
3. For regular lettings an invoice will be provided which will specify the date by which payment must be made.
4. The booking period includes a maximum of 10 minutes in total, at either side of the letting period, when the Hirer may have access solely for the purposes of setting up or packing up their own equipment. During this time the site manager, or other member of School staff, shall also be entitled to be present to fulfil their duties in respect of opening and closing the School and preparing / cleaning the room for the hire period. The School reserves the right to charge for an additional period of one hour, at the appropriate rate, should the site not be vacated by the due time.
5. If payment is not made by the due date then the School reserves the right to cancel the hiring.
6. If the Hall is being used a £30 deposit is taken up front and refundable subject to the Hall being left as it is found and no breakages are identified.

Insurance

7. If the Hall is being hired it is the responsibility of the organiser to ensure that no individual/group of people access the remainder of the school.
8. During the period of hiring, the Hirer shall be held responsible for all damages, losses, claims and costs arising out of the use of the premises, and shall indemnify the School for any claims arising from accidents, whether fatal or otherwise, to any employee or agent of the School and to any member of the public and to any third parties, caused as a result of the hiring, except where due to the negligence of the School, its servants or agents.
9. All organisations hiring school facilities must be covered by suitable public liability insurance. The School's public liability insurance can be extended to cover many external lettings for which a fee will be charged (in accordance with the current scale of charges). This fee will be waived if you hold your own public liability insurance and provide the School with a copy of your current insurance certificate in advance of your session. The School's public liability insurance will not be available for:
 - a. Meetings organised by political parties
 - b. Lettings for professional entertainment purposes
 - c. Lettings where heat generating equipment is brought onto the premises
 - d. Martial arts activities
 - e. Sporting activity where injury or damage suffered was caused by another participant.

Child Protection

10. The Hirer shall ensure that where a hiring involves activities aimed predominantly at children and/or the activity is positively supported by the School for the attendance of children, they have appropriate child protection policies and procedures in place and that they themselves and those persons likely to have contact with children have been subject to enhanced Criminal Record Bureau checks. The Governors reserve the right to require the Hirer to produce evidence that enhanced CRB checks have been carried out and to review child protection policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring.

Entertainment

11. Hirers are required to comply with the terms of the Public Entertainment Licence conditions applicable to the premises or hiring/function where there is to be any dancing, music or entertainment of a like kind
12. Hirers shall be required to indemnify the School against the consequences of any unauthorised performance of a copyright work during the period of the use of the School, and to complete the returns required by the Performing Rights Society (PRS), Phonographic Performance Ltd (PPL), the Copyright Licensing Agency Ltd (CLA) and all other similar bodies.

13. Hirers who intend to play recorded music (e.g. CDs) in the School must notify the School when booking the facilities, and if a PRS licence is required an additional charge will be applied per session to meet the additional cost to the School. This fee will be waived if the Hirer holds a mobile PRS licence and provides a copy of this to the School in advance.
14. Intoxicants must not be brought on to the premises without the prior written approval of the Governors which may be given subject to the following conditions:
 - a. Consumption of alcohol without sale will be permitted subject to the Governors being satisfied that excessive quantities of alcohol will not be made available and that an excessive number of persons will not be attending the function for the purpose of consuming alcohol;
 - b. If the sale of alcohol is proposed this will only be permitted under the authority of an Occasional Licence or an Occasional Permission granted by the appropriate Magistrates Court for the area;
 - c. The Hirer will be required to produce the Occasional Licence or an Occasional Permission to the Governors not less than 14 days before the hiring.

Cancellation

15. The School may cancel any hiring if:
 - a. The premises of any part thereof are rendered unfit or become unavailable due to unforeseen circumstances or are required for School / education curriculum purposes or are required for use as a Polling Station for a parliamentary or local government election or by-election;
 - b. The governors have reasons for concern or are otherwise dissatisfied with the Hirer's child protection arrangements as detailed above; or
 - c. In the opinion of the School staff or Governors of the School, the organisation for which the premises are hired has racist policies, regardless of the stated reason for hiring the premises.

In such circumstances the School shall incur no liability to the Hirer whatsoever, other than the return of any fee or deposit already paid in respect of such cancelled engagement.

16. The premises may not be used for any auction sale, trade, business or manufacture without the written agreement of the Governors, or for any illegal or immoral act or purpose. The Governors reserve the right to cancel with immediate effect any hiring where such use is taking or is intended to take place, without refund of the hiring fee paid.
17. If the Hirer cancels the hiring of the premises for any date previously booked, then the School will be entitled to retain the whole of the lettings fee paid in respect of the cancelled hiring unless the notification of cancellation of a hiring is received by the School at least 24 hours before the hiring was due to commence.

Health and Safety

18. The Hirer shall be provided with relevant health and safety information, and shall be expected to comply with School health and safety policies and procedures and to ensure that any other members of the public present in connection with the letting shall also comply.

General

19. During the period of use of the School:
 - a. No preparation may be applied to the floors;
 - b. There should be no interference with School equipment or displays;
 - c. Fires and stoves must be left safe with the minimum of fire burning and no interference with any central heating system is allowed;
 - d. The Hirer must not do, or allow anyone attending their hiring to do, anything on the premises which is or may become a nuisance to the Governors, the School or other hirers or to the occupiers of adjoining or neighbouring premises. It is the Hirer's responsibility to ensure that the minimum of noise is made on arrival and departure.
20. The letting is personal to the Hirer and/or the organisation that they represent and the facilities must not be sublet without the written agreement of the Governors.
21. The Hirer acknowledges that they do not have exclusive rights to occupy the School premises and that there may be other lettings taking place.
22. The Chester Building has a small kitchen and toilet facilities.
23. No kitchen facilities are available should you wish to hire the School Hall.



Hire of School Premises Scale of Charges – September 2018

| | Per 4 Hour Block | | Per Hour | | Per Session |
|--|------------------|------------|-------------------|--------|-------------|
| | Caretaking | | Premises | Energy | Admin |
| | Attended | Unattended | | | |
| Chester Building/Hall | | | | | |
| Mon - Fri, up to 10PM | £ 54.56 | £ 41.36 | £3.00 | £3.80 | £ 6.00* |
| Sat up to 10PM | £ 70.93 | £ 53.77 | £3.00 | £3.80 | £ 6.00* |
| | | | Per Session | | |
| | | | Premises | | Admin |
| Playing Field (Standard Rate) | | | | | |
| Football Pitches / Cricket / Rounder's | | | £ 20.00 | | £ 6.00* |
| Athletics Meetings | | | £ 25.20 | | £ 6.00* |
| General Activities | | | £ 25.20 | | £ 6.00* |
| ** Public Liability Insurance | | | £1.00 per hour | | |
| ***PRS | | | £1.65 per session | | |

£30 refundable deposit is payable if the Hall is hired and is subject to the terms and conditions.

Minimum Letting Period

A minimum period of 2 hours shall apply for every session booked.

Unattended Lettings

A member of the site staff will open and close the building, but is not required to remain on site for the duration of the letting. Unless the Hall is being hired and the PO must be in attendance. Unattended lettings are not generally available to first-time users, or for one-off events where there will be more than 20 attendees.

Attended Lettings

A member of the site staff will open and close the building, and will remain on site and available for the duration of the letting.

**Public Liability Insurance

Hirers who do not hold valid Public Liability Insurance will be required to pay £1.00 per session for cover on the school's insurance policy.

***PRS

A surcharge of £1.65 per session will apply to any booking where a PRS licence is required and the Hirer does not hold a valid mobile licence.

Discounts / Special Rates

Regular Users - Prompt Payment Discount

A discount of £5.00 per session will apply to standard rate regular weekly / fortnightly bookings covering a period of at least 1 full term, provided payment in full is received within 21 working days of the date of the invoice.

Volunteer Groups – Discount for use during school hours.

Volunteer groups hiring the community room *during school hours* will be charged a fixed fee of £15.00 per session (maximum session duration 2 hours 30, including set-up and pack-up time).



Hire of School Premises Health & Safety Information

Thank you very much for showing an interest in hiring our facilities. To ensure your time spent on our premises is a happy and safe one, we would like to draw your attention to the following health and safety issues that become your responsibility during the hire period:

1. We will supply you with a generic risk assessment for the facilities you have hired, however it is your responsibility to amend these risk assessments, to take account of the activities you and your participants will be undertaking. You should submit a copy of your amended risk assessments with your hire form.
2. We will expect you to tour the premises prior to our final agreement to hire the facilities. During this visit we will familiarise you with the following:
 - a) Fire alarm points. (Use these to sound the alarm if necessary – this will automatically alert the emergency services and start a continuous fire alarm – you should also make a phone call to the emergency services in case the automatic system fails).
 - b) Fire evacuation procedures, routes, refuge point and assembly point. Please note that the community building is linked in to the whole school fire alarm system.
 - c) Location of a telephone (please note there is no telephone in the Chester Building. If the main school building is closed, or in any case in the event of a power cut, you will need to contact the emergency services from your own mobile phone).
 - d) Location of the First Aid Kit. (If used please inform our Premises Officer, so items can be replenished).
 - e) Toilet access.
 - f) Drinking water access.
 - g) Entrance and Exit access and security systems.
3. In accordance with the premises Fire Evacuation Plan, you will be required to:
 - a) Keep a register of people in the building and people who leave early.
 - b) Familiarise all participants with the position of a phone, fire alarm points, fire evacuation routes, fire refuge point and fire assembly point.
 - c) Ensure you have made specific arrangements to evacuate wheelchair bound participants from the building or to the fire refuge point.
 - d) You are also advised to carry out a practice evacuation of the premises to highlight any causes for concern.
4. Whilst we will endeavour to maintain the building and equipment to very high standards, if you have cause for concern about the state of the building or equipment, please ensure you report it immediately to our Premises Officer so that the issue(s) can be rectified as soon as possible. Should you or any of your participants be involved in an accident on the site, you must inform the Premises Officer who may require you and/or your participants to complete an accident form.
5. **In accordance with our COVID-19 Mitigation Policy you will be required to:**
 - **Wash hands for 20 seconds upon entering and leaving the building.**
 - **If you work in the community, ensure you have a supply of hand sanitiser (or equivalent) of at least 60% alcohol content and personal protective equipment as required if it is relevant to your role.**

- A cleaning schedule has been provided by the school. It is the responsibility of the hirer to ensure this is completed for any equipment used, using the cleaning materials provided by the school, and to dispose of dirty cleaning materials in the bins provided.
- If the hirer is unable to meet these cleaning requirements, they should inform the school immediately and additional costs may be incurred.
- If after using the premises any attendees develop any COVID related symptoms, it is the hirer's responsibility to inform the school immediately.



Hire of School Premises Health and Safety – Generic Risk Assessments

This risk assessment applies in respect of use of the school building and grounds during lettings.

General Risk Assessment - Building

| Hazard | Risk | Control Measures (Community Users) |
|---|--------------|---|
| Ladders and PE apparatus folded against the hall walls. | Medium | <ul style="list-style-type: none"> Users must not climb on this equipment. |
| Damage to hall projector or stage lights from thrown objects. | Low | <ul style="list-style-type: none"> Draw attention to the hazard before commencing any “throwing” activities, and take care to minimise the height of any objects that are thrown in the hall. |
| Stacked furniture | Low | <ul style="list-style-type: none"> If it is necessary to move any furniture then care should be taken to avoid back injury or trapped fingers. If chairs are used, ensure that they are not re-stacked above a safe height. |
| Pull cords from white projection screens | Low | <ul style="list-style-type: none"> Users to ensure that these are positions to minimise any strangle risk – this is particularly relevant if children are present. |
| Wet floor in community room lobby | Medium | <ul style="list-style-type: none"> Care to be taken if it is raining. Users must notify the school immediately if the floor becomes unacceptably wet. |
| Build-up of water on toilet / kitchen floors | Low – medium | <ul style="list-style-type: none"> The floor covering in these areas is anti-slip, but care should be taken to minimise splashing of water on the floors. |
| Children in the kitchen area | Low | <ul style="list-style-type: none"> Children must not enter any kitchen area unless supervised by a responsible adult. The kitchen in the community room can be locked by users if necessary. |
| Scalding from kettle / urn in Community Room | Medium | <ul style="list-style-type: none"> Kettles / urn should only be used by adults, and care should be taken to ensure they are not distracted / knocked during use. |
| Burns from hob / oven (Community Room) | Medium | <ul style="list-style-type: none"> Care to be taken when using the hob / oven. Children should only use these facilities under direct supervision from an adult. The oven and hob must be switched off after use. |

General Risk Assessment - Grounds

| Hazard | Risk | Control Measures (Community Users) |
|---|--------|---|
| Debris on playground / field / community garden | Low | <ul style="list-style-type: none">Organisers should carry out a visual inspection of the area before any activities commence |
| Height drop in community garden | Medium | <ul style="list-style-type: none">The school is to arrange planting to create a visible barrier. Users should carry out their own risk assessment when using the garden area and ensure measures appropriate measures are put in place to effectively manage the risk. |
| Moving vehicles | Medium | <ul style="list-style-type: none">All users should exercise due care when exiting the community garden, or otherwise crossing areas with vehicular access. |
| Condenser units (community garden) | Low | <ul style="list-style-type: none">Users must not interfere with these units, and children must not be permitted to access the shed area (where the condensers are located) unless supervised on a 1-1 basis. |
| Play equipment | Medium | <ul style="list-style-type: none">Unless specifically agreed outdoor play equipment belonging to the school should not be used during lettings. Specific risk assessments will be made available to organisers who request authorisation to use the school's outdoor equipment. |

Fire Risk Assessment

| Hazard | Risk | Control Measures (Community Users) |
|---|--------------|--|
| Overcrowding, affecting speed of evacuation | Low | <ul style="list-style-type: none"> The community room has a maximum safe capacity of 50 people, and this must not be exceeded under any circumstances. |
| Blocked fire exit | Low | <ul style="list-style-type: none"> All evacuation routes must be kept clear at all times, including external walkways. Users must ensure there is clear access through the lobby of the community room at all times as this is a secondary evacuation route. |
| Accumulation of waste | Low - medium | <ul style="list-style-type: none"> Ensure that waste is placed in suitable containers and is removed at the end of the letting (and during if necessary). |
| Flammable / combustible materials brought on site | High | <ul style="list-style-type: none"> Flammable / combustible materials should not be brought on to the site without permission. Use of barbecues, candles and gas cylinders during lettings is not permitted. |
| Heaters | Medium | <ul style="list-style-type: none"> Items are not to be placed in contact with or immediately in front of heaters. Users who switch the community room heater/air-conditioning units on are expected to switch them off again before leaving the premises. |
| Portable heaters | High | <ul style="list-style-type: none"> Portable heaters should not be brought onto the site. If provided by the school (e.g. in the event of heating failure) portable heaters must not be moved or covered, and if switched on by the user must be switched off at the end of the letting. |
| Electrical equipment | Medium | <ul style="list-style-type: none"> Any electrical equipment brought into the school should carry evidence of PAT testing having been carried out within HSE recommended timescales. |
| Oven / Hob | Low | <ul style="list-style-type: none"> The oven and hob must be switched off by the user after use. |
| Arson | Low | <ul style="list-style-type: none"> Combustible materials / waste must not be left outside the building. If suspicious activity is noticed please challenge or report it, ensuring that you do not put yourself at risk. |
| Damage to fire-fighting equipment | Low | <ul style="list-style-type: none"> Hirers are required to notify the school if damage is caused to fire fighting equipment (including if it is discharged) during the letting. |
| No smoking policy | | <ul style="list-style-type: none"> The school operates a no smoking policy across the entire site. |
| Evacuation procedures | | <ul style="list-style-type: none"> It is the responsibility of group leaders to ensure that all members of the group are familiar with the fire plan. Fire escapes must be kept clear at all times. Fire drills will be arranged to take place periodically during times of community use. Organisers will be notified of any such drill so they know not to call out the emergency services. |



Hire of School Premises Health & Safety Confirmation Form

Please complete the form below and return it with your hire forms and amended risk assessments.

Name or organisation:

Person in Charge:

Address:

Telephone Number: Mobile:

Email Address:

Please tick to indicate you have received information and/or instruction about these issues / items.

| | |
|--|--|
| 1. Facilities risk assessment(s) | |
| 2. Fire alarm points * | |
| 3. Fire evacuation procedures * | |
| 4. Evacuation routes * | |
| 5. Assembly point * | |
| 6. Location of a telephone (only available if main school building is open) * | |
| 7. Contact telephone number (emergency use during letting) * | |
| 8. Location of the first aid kit * | |
| 9. Toilet access * | |
| 10. Drinking water access * | |
| 11. Entrance and exit access and security systems * | |
| 12. Information about the requirements of the Fire Evacuation Plan * | |
| 13. Information about reporting damaged or faulty building infrastructure and/or equipment | |
| 14. Information about reporting accidents | |
| 15. Other | |

* these matters will be covered on-site not later than the start of your first hire period

I have been made fully aware of my health and safety responsibilities for the hire of facilities Fairfield Community Primary School.

Signature of Person in Charge: Date:

Please return this form to the School Office