

Abergavenny Cluster
Goytre Fawr Primary School



Lettings Policy

Agreed 01.05.24.

To be reviewed 01.05.26.

Signed:

Headteacher

Signed: *K. Morris*

Chair of Governors

LETTINGS POLICY

1. The Governing Body actively encourages community use of the school building. However, it reserves the right to refuse any lettings it may choose.
2. The hirers must be willing to meet with the headteacher and provide details of their aims and objectives.
3. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. The Governing Body will review charges annually.
4. Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
5. The Governing Body will determine if a nominated person from school is required on site when the premises are being used. If not, a responsible person, from within the organisation, previously agreed with the school must be on call.
6. A Hire Agreement must be completed by **ALL** applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer.

For long-term lettings application forms will be reviewed on an annual basis.

7. Hiring Conditions must be adhered to at all times. (A copy of which will be attached to the Hire Agreement.
8. Any hirer who uses the school must be properly insured and relevant insurance documents must be attached to the application.
9. Arrangements for the payment of each letting will be made in advance with the hirer concerned.
10. Alcoholic Drinks
 - a. An occasional licence must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc.
 - b. No alcohol is to be stored or retained on the premises when pupils are in school.
12. In the event of the school needing to cancel an agreed letting, the school /governors will not be liable for any claim for compensation (financial or otherwise) other than the return of any deposit money received.

There is a charging policy (outlined below), which categorises lettings.

Lettings/hiring charges are based on four categories. These categories are for general guidance. The Governors may, at their discretion, add further users within the appropriate categories.

Group A Use

The following qualify for free letting:

All school events (parent consultations, governors' meetings, performances, fundraising etc)

Group B Use

These lettings are for those who book a room/space on a regular basis; i.e. once a month/week.

The person/group hiring is non-profit making. It is intended for community groups (if no admission charge/non-profit making).

Group C Use

These lettings are for those who book on an occasional basis. The person/group hiring is non-profit making, but they may be fund-raising.

These lettings are for those who book a room/space on a regular basis, i.e. once a month/week.

The person/group hiring is non-profit making. It is intended for community groups (if an admission charge is made/profit making).

Group D Use

These lettings are for private and commercial groups. The person/group may be charging a fee to the public in order to make a profit. The charges will be at the discretion of the Governors according to the individual requirements of the hirer. A deposit will be required. There will also be a payment for the caretaking service.

Extraordinary Lettings

School Holiday lettings. Special charges will be fixed at the discretion of the Governors.

Policy written 01.05.24.



Goytre Fawr Primary School

HIRE AGREEMENT FOR OCCASIONAL USE OF SCHOOL PREMISES

Please read the Standard Conditions below as they form part of this contract with The School's Governors and are legally binding. When you are satisfied that you understand the requirements of these Standard Conditions complete each section of this form. Where the information required does not apply, please indicate by writing "N/A".

When completed kindly return to The Head Teacher, Goytre Fawr Primary School, Penperlleni, Monmouthshire, NP4 0AH, together with your cheque for the booking fee and deposit made payable to Goytre Fawr Primary School;

1. Name of Organisation and the address of their headquarters:

2. Person taking responsibility for the Hire of the School Premises

Name: _____

Address: _____

Contact number: _____

3. Date Day and Start Time of Hire: _____

4. Accommodation Required: Hall/Classroom/Field/Lodge (delete as required)

5. Facilities Required: ____ Chair/s (delete as required)

6. Purpose of Hire: _____

7. Maximum number of persons attending for the Purpose

Adults: ____

Children aged eleven to seventeen: ____

Children aged under ten: ____

8. Food and Alcoholic beverages etc

Will the purpose of the hire include food Yes/No

Will the purpose of the hire include alcohol Yes/No

Will the purpose of the hire include music Yes/No

I hereby apply for the use of accommodation as stated above and agree to accept the Governors' Standard Conditions for the hiring of the accommodation.

I undertake that neither the school nor the accommodation shall be used for any unlawful purpose and that the Standard Conditions will be strictly observed.

I declare that I am 18 or over and the use of the accommodation will be under efficient adult supervision throughout.

I enclose the sum of £_____ being the booking fee and deposit on the understanding that a refund will be made if the accommodation is not available. (Please make cheques payable to Goytre Fawr Primary School)

Signed: _____ Date _____

To be signed by the person named in 2.

Confirmation of Booking and receipt of Booking Fee and Deposit

I confirm that authority for the use of the school premises and equipment as specified above is given for the use only as specified in 6 above.

Where this Hire Agreement relates to a multiple booking the Governors reserve the right to cancel any individual booking upon one week's notice or immediately in the case of an emergency.

The Governors reserve the right to cancel this Hire Agreement at any time without giving any reason and will refund any overpayment of the booking fee.

Signed _____  _____ Date _____

Signed on behalf of the School Governors

STANDARD CONDITIONS

The occupation of the accommodation is permitted only under the following conditions and the use of the accommodation by the Hirer is deemed to be an acceptance of these conditions.

1. The Hirer is responsible for obtaining all and every type of licence relating to the Purpose and will indemnify the Governors against the consequences of the Hirers failure to do so. All copies of such licences must be attached to this agreement if available, or otherwise provided to the Governors not less than 48 hours before the first date of the period of hire.
2. During the period of the hire, the Hirer shall be responsible for all damages, losses, claims and costs arising out of their use of the Premises and shall indemnify the Governors from and against any expense including for any damage done to the school or accommodation or liability loss claim or proceedings including claims for personal injury to or the death of any person whatsoever including claims by any third parties arising out of the course of or caused as a result of the hire except where due to the negligence of the Governors or their respective servants or agents.
3. The Hirer shall maintain Public Liability Insurance in the sum of not less than £5,000,000, in place for the use the accommodation during the period of hire. A copy of the Hirer's Public Liability Insurance Certificate shall be provided to the Governors as an attachment to this agreement or not less than 48 hours before the first date of the period of hire.
4. The Venue shall not be liable for any death injury loss or damage however so caused to the Hirer, persons using the Premises and/or to their property except for death or personal injury or damage to property caused by negligence on the part of the Governors or its employees or agents; or any matter in respect of which it would be unlawful for the Governors to exclude or restrict liability.
5. This Hire Agreement is personal to the Hirer and shall not be assigned or sub-let and the Hirer or the responsible person on behalf of the Hirer must be in attendance throughout the period of each individual hire.
6. The Hirer accepts responsibility for the safety of the accommodation and equipment and the safety and orderly behaviour of those using the accommodation under this Hire Agreement. The Hirer must ensure that all emergency exit points from the accommodation are kept clear and unobstructed throughout the period of hire.
7. The Hirer must ensure that those using the accommodation under this Hire Agreement are restricted to the accommodation, toilet facilities and linking corridors and entrances and that they do not enter any other part of the school.
8. The Hirer must ensure that nothing is done which is likely to disfigure the walls or buildings and all rubbish and personnel possessions are removal at the end of each individual hire and that the accommodation is left in a clean and tidy condition.
9. Where this Hire Agreement relates to a multiple booking the Hirer can cancel this Hire Agreement upon one week's notice and shall be entitled to a refund on any overpayment of the booking fee. In the event the Hirer shall cancel an individual booking only the return of an individual booking fee shall be at the sole discretion of the Governors.

10. The Governors reserve the right for themselves, their staff and all those permitted by the Governors to enter the accommodation at any time during a period of hire by the Hirer.
11. The Governors reserve the right to retain the deposit in the event of
 - i) any damage being sustained to the School or the accommodation
 - ii) the accommodation etc requiring additional cleaning
 - iii) any claim by a third party for damages sustained during or in consequence of the hire of the accommodation. *Should the deposit be insufficient to cover the cost of the damage the Hirer undertakes to refund the Governors for all additional costs.*
12. In particular the Hirer shall not allow anyone using the accommodation under this Hire Agreement to:-
 - i) bring on to the School site anything of a dangerous, inflammable or offensive nature
 - ii) do anything which could cause a nuisance or cause offence to either other users of the School or the occupiers of neighbouring properties.
 - iii) smoke or vape anywhere within the School site.
 - iv) consume food and drink anywhere on the School site other than the accommodation and then only with the express permission of the Governors.
 - v) interfere with the normal activities of the school should a period or periods of hire fall within normal school hours.
13. The Hirer shall comply with all requests made to them by or on behalf of the Governors or Head Teacher.

SCALE OF CHARGES

Standard Charges as set out below:

Booking Fee: **£15.00**

ACCOMMODATION	HOURLY CHARGE	DAILY CHARGE
School Hall	£15.00	£100.00
Classroom	£10.00	£75.00
Playing Field	£15.00	£100.00
The Lodge (with ICT facilities)	£15.00	£100.00

Additional charges.

Supplementary Cleaning	£15 per hour or part thereof (Minimum £15)
Supervision Charge in the event of hire over-running	£15 per hour or part thereof (Minimum £15)
For events finishing after 11:00 pm	The hourly rate plus £30 per hour or part thereof for each hour past 11:00 pm

Setting up/Taking Down of equipment	£15 per hour or part thereof (Minimum £15)
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Deposit.

The Deposit shall be calculated on the basis of appropriate hourly rate times the number of individual days covered by the Hire Agreement.