

WOLLASTON SCHOOL LETTINGS POLICY

Wollaston School, hereafter referred to as “the school” is mostly funded from public funding via the LA and ESFA. The school can accommodate a limited amount of extended and community services, and in accordance with the Education Act 2002, s27 (3) the local governing board may charge for use of its premises to provide these services.

Parts of the premises can be made available for hire by individuals or organisations, subject to the terms and conditions set out below.

Appendix 1 - A copy of the Terms and Conditions will be given to all hirers.

Appendix 2 - Procedures to be followed in an emergency will be given to all hirers.

Appendix 3 - Application to Hire request by all hirers.

Appendix 4 - A scale of fees payable is detailed below, however in some circumstances an individually negotiated fee may be charged. The fee to be paid will be notified to the hirer before a booking is accepted.

APPENDIX 1 - TERMS & CONDITIONS

The following terms and conditions govern the letting of all school facilities (leisure, business, conference or educational) whether hired by an individual, a club, society or organisation.

Hirers must ensure they have read and understood this document before completing and signing the booking form.

PART A: GENERAL TERMS AND CONDITIONS

Admission

The school School Business Manager/Finance Team (or delegated colleague) may refuse admission to any person(s) who does not fully comply with the hire terms and conditions, or whose behaviour puts the health or safety of others at risk. No refund will be given in these circumstances.

Hire

The booked time slot includes setting up, packing away equipment and leaving area clear. Hirer must vacate the booked area on time so that the area is ready for the next hirer.

Smoking

The school operates a strict policy of no-smoking anywhere on the school site.

Use of Video and Photographic Equipment

Photography/video and other forms of filming (e.g. mobile phones) shall not take place without the prior permission of the School Business Manager/Finance Team. Written applications for the use of video/photographic equipment should be made at least 10 working days in advance of the session of hire, and written confirmation from the school to be received prior to the date of booking.

Parking

Persons using the school may park their cars/bicycles in the car park. All vehicles are parked on site at the owner's risk. The school does not accept responsibility or liability for any damage or loss of any vehicle or property within vehicles, howsoever caused.

Exits and Gangways

Under no circumstances must any Fire or Emergency Exit doors and gangways be impeded or blocked by chairs, tables, parked vehicles or any other equipment. Car park usage and parking must keep clear routes for access to Fire and Ambulance services to site premises.

Animals

Animals and pets are forbidden on the school premises, with the exception of "Medical Assistance Animals".

Programme of Events

In the case of organised events, displays and competitions, a detailed programme must be submitted to the School Business Manager/Finance Team at least 5 working days in advance of the session of hire. Hirers must conform to any relevant regulations regarding public entertainment.

Catering

The supply or sale of refreshments will be subject to prior agreement with the School Business Manager/Finance Team. The sale of alcohol onsite is not permitted.

Sale of Goods

The hirer shall not sell or supply for their purposes any goods of any description whatsoever without the prior written permission of the School Business Manager/Finance Team.

Complaints

In the event of a customer feeling that he has just cause for complaint this should be made to the School Business Manager/Finance Team in a written format. All complaints will be dealt with in accordance with the School Complaints Policy and Procedures.

Personal Possessions / Valuables

Hirers should note that there are no locker facilities on site. The School advises all visitors to refrain from bringing valuables onto the school premises. The School however accepts no responsibility for the loss or damage of possessions brought onto the school premises.

Emergencies

In the event of an emergency, all customers must follow the guidance of staff on duty. Hirers are responsible for ensuring that all personnel understand the emergency evacuation procedures. An announcement describing emergency evacuation procedures must be made at the beginning of an event. Hirers must collect tickets and/or log the total number of people on site so that checks can be made in the event of an emergency evacuation.

General Behaviour

Customers must always observe and adhere to implicit rules of reasonable behaviour. By their very nature these are governed by common sense. Infringements would include, foul and abusive language, physical threats, fighting and general unsocial behaviour. The school has a zero tolerance on this type of behaviour and staff have the right to remove anyone in breach of these rules from the School premises.

The Hirer takes full responsibility for the behaviour and actions of all members of their party. In the interests of safety and security, all personnel must remain within the previously agreed areas of the building. At the end of the letting, the building/site must be left secure and in a good condition.

PART B: CONDITIONS OF HIRE

Interpretation

“The Hirer” means the person (whether acting as an individual or on behalf of a club or organisation) hiring any part of the School or its facilities. No person under the age of 18 years will be accepted as a hirer.

Charges

- i) The charges for hiring shall be in accordance with the Scale of Charges determined by the School.
- ii) The School may, at any time, increase the Scale of Charges payable for the use of the facilities, and in such an event, the hirer will be liable to pay those charges which are current at that date for which the premises have been booked. Where the charges have been paid in advance, the increased amount will be invoiced and must be paid within the terms thereon.

Payment and Booking

- i) The School reserves the right to require payment of the hire charge in whole or in part. It is normal policy for the School to invoice clubs/organisations in advance of event, however this is at the discretion of the School Business Manager/Finance team.
- ii) Provisional bookings will be held for 14 days only.
- iii) Unless specific arrangements have been made with the School Business Manager/Finance Team to the contrary, payment for the facilities must be made within 14 days of the booking being confirmed. The terms of payment are shown on your booking form.
- iv) Payments to be made by Cheque or BACS only. Cheques should be made payable to “Wollaston School” and crossed. BACS details are available on written request.
- v) The school does not accept payments by credit/debit card.
- vi) No refunds will be available for late cancellations or non-arrivals.

Cancellation

Cancellation by the School

The school reserves the right, at its absolute discretion, to cancel a booking should they:

- i) Require the use of the facility for school activities or due to unforeseen circumstances.
- ii) Consider that the function is of an objectionable or undesirable character.
- iii) Consider facilities unfit for use or iv) For any other reason whatsoever. Any monies paid in respect of bookings cancelled in accordance with the above conditions will be refunded but the school will not be liable for any other expenditure incurred, or loss sustained directly or indirectly by the hirer, arising from cancellation.

Cancellation by The Hirer

- (i) Should the hirer wish to cancel a booking and no payment has been made in advance, charges will apply on the following basis:

NOTICE PERIOD GIVEN	CHARGE APPLICABLE
Greater than 10 Working Days’ notice of cancellation	NO CHARGE

Less than 10 but greater than 5 Working Days' notice of cancellation	50% of Fee Payable
Less than 5 Working Days' notice of cancellation	100% of Fee Payable

- (ii) Where the Hirer pays in advance in full for the booking then the refund will be made in accordance with the following:

NOTICE PERIOD GIVEN	CHARGE APPLICABLE
Greater than 10 Working Days' notice of cancellation	FULL REFUND
Less than 10 but greater than 5 Working Days' notice of cancellation	50% REFUND
Less than 5 Working Days' notice of cancellation	NO REFUND

Hire Period

- i) The hirer should ensure that sufficient time has been booked to allow for setting up and clearing away.
- ii) Failure of the hirer to vacate the hired premises by the end of the hiring period will incur additional charges as determined by the School. This will normally be on the basis of an hourly charge.

Advertising

No function shall be publicly announced or advertised to take place until the application has been confirmed.

Insurance

Insurance must be taken out in respect of public indemnity to the sum of £1,000,000 for any one accident in connection with the organisation and management of the activity/event, and provisions shall be made for such policy to fully indemnify Wollaston School as owners of the facility against any claims, damages, costs or expenses which may arise in connection with the exclusive use of the facility by the hirer. The hirer shall indemnify the School for the cost of repair of any damage done to any part of the facility during or as a result of a booking. Evidence of approved insurance cover must be emailed to the Finance Team before the letting can be agreed.

Injury

Use of the School facilities and of all equipment and facilities is permitted entirely at the users own risk. The School shall not be liable for any personal injury to any user, or for the consequential loss, otherwise than as a result of the defective condition of the school or its equipment or of the negligence of the school, its agents, officers or servants. The hirer must ensure that a competent first aider is on site throughout the letting and must provide or know where to access first aid resources. Site logs must be completed for accidents/first aid. Climbing gates and fencing and accessing areas to retrieve equipment such as balls is strictly prohibited by users, must notify staff members to retrieve safely.

Use of School Facilities

The use of outdoor facilities is at the absolute discretion of the school. Bookings are only accepted on the condition that they may be cancelled by the School, if the school deems them unsuitable for use. Goals or heavy equipment should not be moved by hirers, arrangements should be made with suitable notice prior to a booking.

Decorations

The use of tea lights, candles, fireworks, smoke machines, naked flames are not permitted on the premises.

Footwear

The wearing of any footwear which may damage any floor surface is prohibited. Footwear with blades or full studs must never be worn on the Astro turf (MUGA) and as these can cause damage to both the artificial surface and to the individual. Boots with molded circular multi-studs/ dimpled sole are the recommended footwear for training and matches on all 3G surfaces Astro or 4G Artificial Grass.

Damage to School Property

The Hirer is responsible to the School for the cost of repair or replacement of any property belonging to the school which is damaged or destroyed during or in connection with the occupation of the School premises (with the exception of equipment damaged through normal wear and tear).

Fire Extinguishers

The Hirer shall bear full responsibility for the refill cost of any fire extinguishers which are set off without reasonable cause during the course of the letting. Misuse of fire fighting equipment, tampering or removal from wall mount is a breach of Fire safety Order.

Portable Electrical Equipment

The Hirer must seek written agreement for the use of Portable Electrical Equipment during a letting. Such requests should be made within 5 working days of the session of hire to the School Business Manager. Where authorisation is given, the School will not be liable for any accident caused by defective equipment. Equipment must be in sound condition and fitted with the correct fuses. Electrical equipment should have a current pat test label and be available to the site team for inspection prior to use, this includes extension leads. Wound extensions must be fully extended to prevent heat exchange within the coil of wire, urns and high current use appliances must be protected by suitable fuses and thermal cut-outs for that appliance.

Cleaning

Cleaning materials known or unknown should not be brought to the site, these must be provided by premises staff in order to comply with COSHH regulations. These must be agreed with the school prior to the event.

General

- i) The hirer shall comply with all reasonable requests of the site supervisor while on school premises.
- ii) Rubbish / food waste / should be removed to designated disposal area, all Glass wear should be removed from site by hirer.
- iii) No member/participant/student of a hirer should or will be admitted to the premises, prior to the coach/organiser or responsible person for that group arrives.
- iv) Hirers are not permitted to drive vehicles on to playing surfaces without prior arrangements. Parking is only permitted in the carpark. The hirer will be responsible for costs incurred to repair any damage to premises grounds caused by vehicle including contamination to surfaces caused by oils within playground areas. Cost of removal of any vehicles left on site after hire period will also be the responsibility of the hirer.
- v) ii) Upon any breach of the aforementioned Regulations or Conditions by the hirer (as to which the decision of the Head teacher shall be final) the School Business Manager may terminate the hiring forthwith, both as to the occasion of the breach and as to any future bookings and even if the period of hiring has not expired but the hirer shall be liable to pay the School the full amount payable under the foregoing Regulations and Conditions.

APPENDIX 2 - Emergency procedures

HIRE OF/USE OF SCHOOL FACILITIES

All bookings must be approved by Finance/School Business Manager and entered into School Booking at least 7 days before the letting takes place. All hirers must be aged 18 or over and must have in force, a third party insurance policy with a limit liability of at least £1,000,000. (In the event of no such cover being in place, a proposal form may be sent to Northamptonshire County Council Insurance Department at a cost of £10 per function.) Evidence of approved insurance cover must be emailed to the Finance Team before the letting can be agreed.

Regular hirers are required to complete a new booking form every September.

N.B. Electrical equipment brought on to the premises for use by the hirer should be in sound mechanical and electrical condition and fitted with correct fuses. Equipment should not be used without prior permission from the site supervisor, who will decide if adequate power supplies are available and will provide advice relating to RCD (residual current device) sockets / circuits and appropriate additional electrical extinguishers if necessary;

In the event of a power cut, fuse boxes are located at the back of the hall chair store. If in doubt, all personnel should be evacuated and a telephone call should be made to the Site Manager, Mr Gary Brett 07812782301.

The following statement of emergency procedures should be read in conjunction with current LEA Insurance regulations.

STATEMENT OF EMERGENCY PROCEDURES

For any event on School premises, the hirer is responsible for:

- 1) Ensuring that personnel on site
 - understand emergency evacuation procedures and where to go / meet
 - respect School property e.g. do not wear footwear which may damage floors or equipment etc; do not use school equipment unless agreed prior to the letting
 - know that **NO SMOKING** is permitted on site;
 - do not sell or consume alcohol on site.
 - conform to any relevant regulations regarding public entertainment;
 - understand that parking in the school car park is at their own risk;
- 2) Reporting any accidental damage + replacing or repairing as needed or as agreed;
- 3) Collecting tickets and / or record a log of total number of people on site so that checks can be made in the event of emergency evacuation;
- 4) Keeping at least one mobile telephone accessible for emergencies, throughout the letting;

- 5) Ensuring that a competent first aider is on site throughout the letting
- 6) Providing or knowing where to access first aid resources / log + complete site logs for accidents / first aid; (Emergency first aid resources are available in the kitchen area / staffroom / library. If these are not made accessible, a basic first aid kit can be made available on request.)
- 7) Making an announcement relating emergency evacuations at the beginning of the event; (see notices on walls); i.e.
 - what to do / where to meet in the event of emergency evacuation;
 - identifying all exits / emergency exits
 - advising everyone to leave calmly through identified exit doors;
 - advising everyone to remain on the playground area, away from the building – not to re-enter the building until authorised to do so;
- 8) Ensuring the security of the building and contents at all times during and at the end of the letting, liaising with the Site Supervisor beforehand.
- 9) In the interests of safety and security, containing and supervising personnel within previously agreed areas of the School;
- 10) Leaving the building / site secure and in a good condition;

In the event of an emergency:

- call the emergency services from a mobile telephone;(an emergency telephone is available in the staff areas or can be supplied by arrangement)
- ensure that all personnel are evacuated and accounted for
- notify the site supervisor as soon as possible.

THANK YOU FOR YOUR CO-OPERATION

Appendix 3 - Application to Hire request by all hirers.

All requests and amendments to Hire, must be sent to wol-lettings@wollaston-school.net.

Appendix 4 – FEES

A scale of fees payable is detailed below, however in some circumstances an individually negotiated fee may be charged. The fee to be paid will be notified to the hirer before a booking is accepted.

Hire Rates 2022-23

Indoor Facilities	Net Hourly Rate	Discounted Rate*
Main Hall	£37.00	£29.60
Seating In Main Hall	£15.00	£12.00
Lighting In Main Hall	£15.00	£12.00
Speakers In Main Hall	£15.00	£12.00
Drama Studio	£22.00	£17.60
Dance Studio	£22.00	£17.60
Standard Classroom	£15.00	£12.00
Sports Hall	£32.00	£25.60
Gym	£32.00	£25.60
Outdoor Facilities	Net Hourly Rate	Discounted Rate*
Full MUGA	£62.00	£50.00
Half MUGA	£37.00	£30.00
Courts MUGA (3 Available)	£15.00	£13.00
9v9 Football Pitch (2 Available)	£16.00	£13.00
11v11 Football Pitch (2 Available)	£18.00	£15.00
Rugby Pitch	£15.00	£12.00
Basketball Court	£12.60	£8.00

- Rates from 1st September 2022
- All Rates exclude Value Added Tax (unless otherwise stated)
- Discounted Rate* - groups for under 16 years of age
- Bookings will be invoiced monthly
- Lettings Policy must be accepted in writing and Public Liability Insurance documents provided before bookings can be made
- Please contact lettings department at wol-lettings@wollaston-school.net for further information