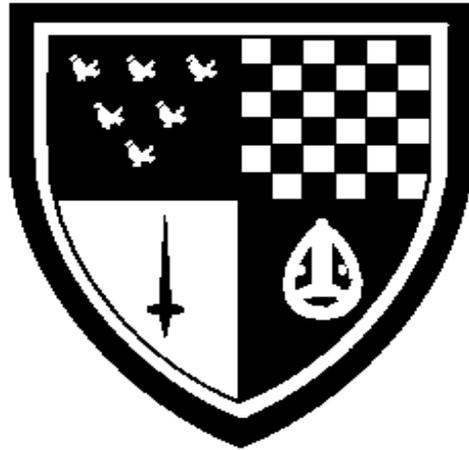


# *CLAVERHAM COMMUNITY COLLEGE*



## *Lettings Policy*

***Sept 2016***

Approved:

Date:

Reviewed:

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## **1. Conditions governing the hiring of School Premises**

1.1 Applications for the use of school premises must be made to the Lettings Manager, care of the **Finance Department** (Appendix A), and the responsibility for their approval rests with the Principal. The person signing the application will be deemed to be the Hirer and must accept responsibility for ensuring compliance with these conditions.

**1.2 Applications by ACRES will be dealt with separately via the finance department.**

1.3 Applications to hire of Sports Centre facilities are dealt with separately. Please contact the Sports Centre Manager directly for their terms and conditions.

### **The Hirer must comply with the law of the land.**

1.4 The hirer will be informed, at the time the application is approved, of the charge for the use of the facilities required.

1.5 Payment must be made in advance, at the time when hiring is confirmed. If there is damage, or the need for caretakers or cleaners to work longer than expected after the hiring, the Hirer will pay any subsequent account sent to them.

1.6 The school reserves the right to cancel any hiring if the accommodation is required for urgent official or academic business. In these circumstances, the Hirer will be reimbursed their hiring fee.

1.7 Any intention on the part of the Hirer to cancel a hiring must be notified to the Lettings Manager at least 24 hours before the hiring is due to take place. In the event of the Hirer failing to give at least 24 hours notice, no reimbursement of the hiring fee will be made and if preparatory works have been already undertaken the Hirer will bear the actual costs incurred.

1.8 The maintenance staff are normally expected to prepare for hiring, to do any necessary cleaning afterwards, and where the school requires, being in attendance throughout the course of the hiring. No payment should be made direct to the maintenance staff, since they will be paid by the Authority.

1.9 No structural alterations to school premises, fixtures or fittings will be permitted and notices must be fixed only to the boards provided.

1.10 (a) The Hirer is responsible for providing supervision during the course of the hiring and must satisfy the Principal that the arrangements being made are adequate.

(b) The Hirer or his accredited representative must be in attendance at all times and must accept responsibility for any damage caused to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the hiring. Every precaution must be taken to avoid such damage, and the Hirer will be required to meet the cost of making good any damage, however caused.

- 1.11 Hirers are responsible for arranging their own insurance for:
- (a) Personal Accident
  - (b) Third Party Claims
  - (c) Any loss or damage to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the hiring.

1.12 Public Liability Insurance:

All hirers will require £5 million public liability insurance.

If you are a non-commercial community group or individual you may purchase public liability insurance from us at a cost of 15% of the letting fee.

The school will not accept applications for hire that are deemed to be high risk, or where the risk exceeds the public liability cover already in place.

The hirer must provide proof of insurance e.g. certificate before confirmation of booking is made. A copy will be retained on record.

1.13 **DBS** Checks

Hirers, who wish to hold an event or offer a service to anyone under the age of 18 years of age, must have an enhanced DBS check (no more than 3 years old). A copy must be retained on file.

- 1.14 If it is intended to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public are admitted. Hirers are advised to consult the Principal in advance to ensure that school premises are adequately licensed for the purpose before submitting a firm application.

- 1.15 When hiring the premise outside of normal school hours, the Hirer would be responsible for arranging a trained first aid person to be on site during the hiring.

- 1.16 Footwear which is likely to cause damage to school floors must not be worn. French chalk or its equivalent must not be put down when the hall is used for dancing.

- 1.17 Members of the public must not be admitted to the School Premises after 10pm.

- 1.18 Alcoholic liquor must not be sold or consumed on the school premises unless specific approval has been given by the Governing Body. If approval is given to the sale or consumption of alcoholic liquor, the responsibility for obtaining the necessary licence rests upon the Hirer.

- 1.19 School premises must be left clean and tidy after use.

- 1.20 Hirers should be aware there is a NO SMOKING policy on all school premises and grounds.

- 1.21 Hirers are responsible for making themselves familiar with the schools Emergency Evacuation Procedures.
- 1.22 The hirer must comply with all Statutes or any other regulations or other requirements in relation to the use of the premises including those contained in this Agreement and shall indemnify the relevant school or East Sussex County Council in respect of any breach or non performance of them.

## **2. Additional conditions governing the hiring of the school dining room**

- 2.1 Hiring of the school dining room excludes the use of the school kitchen, cooking equipment, cutlery and crockery.
- 2.2 No animals are permitted to enter the dining area.

## **3. Additional conditions governing the hiring of school playing fields and playgrounds**

- 3.1 The playing fields and playgrounds can only be hired through Battle Sports Centre. Please contact the Sport Centre Manager for details of hiring.

## **4. Fire Precautions**

- 4.1 The Hirer, or a responsible person nominated by the Hirer in writing, shall be in charge of and be on the hired part of the premises during the whole time the premises are open to the public and there shall be during that time sufficient staff or competent attendants on duty on the premises. The person in charge shall not be engaged in any duties, which will prevent him from exercising general supervision of the premises. **The Hirer shall ascertain and comply with any special fire precaution requirements contained in music, singing and dance, theatres, or any other licences appropriate to their intended use of the premises.**
- 4.11 The seating accommodation, gangways, passages and stairways in the hired section of the premises shall be provided as approved by the Chief Officer of the East Sussex Fire Brigade, acting on behalf of the Hiring Authority.
- 4.2 The Hirer will not allow more than the licensed number of persons within the main hall. This is currently 400 persons.
- 4.3 All gangways, corridors, staircases and external passageways intended for exit shall be kept entirely free from obstruction and shall not be used as cloakrooms.
- 4.4 All exit doors shall be available for exit during the whole time that the public are on the premises, and shall be opened at the end of the function for the use of the persons present at function.
- 4.5 Doors and openings, other than exits, in sight of the audience, which lead to areas of the premises accessible to the public, shall have notices placed over them indicating the uses of such areas. Doors and openings leading to areas of the

premises not accessible by the public shall have notices placed over them indicating “No thoroughfare”.

- 4.6 Mats or other floor coverings shall be secured to prevent rucking, and any drapes over exit doors or exits shall be hung to prevent them trailing on the floor.
- 4.7 Inflammable materials shall not be used for the decoration of the premises unless such materials have been rendered flame retardant and are maintained in that condition.
- 4.8 No electric fires (other than those owned by the school), gas fires, stoves or open fireplaces are allowed on the premises.
- 4.9 Use or installation of any electrical equipment must be approved by the Lettings Manager in accordance with our conditions (Appendix D).
- 4.10 The Hirer shall ascertain the position of telephones, escape routes, fire alarm systems and fire fighting equipment which shall be in the charge of some suitable person specially nominated for the purpose, who shall ensure that the appliances and equipment are always available for use. In the case of staff performances and exhibitions the local Fire Officer shall be consulted as to whether any special fire fighting equipment should be provided.
- 4.11 If there is any doubt about the application of any of the above conditions, the advice of the Principal should be sought.
- 4.12 Hirers should be aware there is a NO SMOKING policy on all school premises and grounds.

## **5 Hiring Charges for School Premises**

- 5.2 See Appendix B.
- 5.3 Charges will be reviewed annually.

## **6. Conditions governing the hiring of the 3G Pitch**

- 6.1 Applications for hiring the 3G pitch should be made directly through Battle Sports Centre in accordance with their terms and conditions.
- 6.2 Any organisation or individual hiring the facilities must have adequate public liability insurance. Details can be found through the Sports Centre.
- 6.3 The cost of hiring the 3G pitch will be reviewed annually.

## **7. Hire Charges for the 3G Pitch**

7.1 Details of charges can be found through Battle Sport Centre.

7.2 Charges will be reviewed annually.

APPENDIX A

**Application to Hire Facilities at Claverham Community College**

Hiring Organisation:	
Address:	
Email address:	
Person Responsible:	Contact no:
Dates and Days required:	
Actual times required (to include preparation time and time for cleaning afterwards)	
Main facilities/rooms required:	
Are you offering a service or holding an event for anyone under the age of 18? <p style="text-align: center;">Yes/No    <b>If Yes please attached enhanced DBS certificate</b></p>	
Do you have public liability insurance:    Yes/No <b>If Yes please present original certificate for copying</b>	
Declaration by Hirer: <p>I acknowledge that I have received a copy of the conditions governing this hiring and understand them. I agree to abide by them and to pay the sum before the hiring takes place. I agree to pay for the reinstatement following any damage to property caused as a result of this hiring.</p> <p>Date: _____                      Signature: _____</p>	
TO BE COMPLETED BY THE COLLEGE: <p>I confirm that this hirer has the correct level of public liability insurance and a copy has been retained on file. This hiring has been approved for, and on behalf, of the school.</p> <p>Date: _____                      Signature: _____</p> <p>The charge for this hiring will be £ _____</p> <p>Payment received: _____                      Date: _____</p>	

## APPENDIX B

### Claverham Community College Hire Charges

Rates are as follows. They exclude VAT (currently at 20%).

There are two scales of charges:

- a) Whilst our College or Adult Education Department is open (shown in black).
- b) When the College or Adult Education Department is closed (shown in red).

#### **Winter Rate            1<sup>st</sup> Nov to 30<sup>th</sup> April**

	<b>Mon, Tues, Wed (£ per hour)</b>	<b>Thurs, Fri (£ per hour)</b>	<b>Saturday (£ per hour)</b>	<b>Sunday (£ per hour)</b>
Main Hall	£35	£50	£55	£60
Dining Room (excluding kitchen)	£35	n/a	n/a	n/a
General Classroom	£18	n/a	n/a	n/a
Art Classroom	£25	n/a	n/a	n/a
Computer Room	£30	n/a	n/a	n/a

#### **Summer Rate            1<sup>st</sup> May to 31<sup>st</sup> October**

	<b>Mon, Tues, Wed (£ per hour)</b>	<b>Thurs, Fri (£ per hour)</b>	<b>Saturday (£ per hour)</b>	<b>Sunday (£ per hour)</b>
Main Hall	£35.00	£40	£45	£50
Dining Room (excluding kitchen)	£35.00	n/a	n/a	n/a
General Classroom	£18	n/a	n/a	n/a
Art Classroom	£25	n/a	n/a	n/a
Computer Room	£30	n/a	n/a	n/a

Please note facilities are only available on the areas in red, if the invoice total is above £150 and the Hall is part of the booking.

Please note, time for setting up, and putting away facilities are to be included in the hire time.

Discounts may be available for multiple bookings and non-commercial organisations.

Block bookings of 10 or more sessions are VAT exempt.

Details of public liability insurance is given in section 1.11 of the lettings policy. Please ask for further details on charges if required

## APPENDIX C

### **CONDITIONS FOR USE AND INSTALLATION OF ELECTRICAL EQUIPMENT**

1. All temporary use and installation of electrical items must be approved by the Lettings Manager in advance of the booking.
2. Temporary electrical installations, which are necessary for any particular function, must comply with the following conditions:
  - (a) All temporary electrical installations shall comply fully with the applicable recommendations and requirements of the current edition (with amendments) of the following:
    - (i) The Institution of Electrical Engineers Regulations for the electrical equipment of buildings;
    - (ii) The British Standard Specifications and Code of Practice;
    - (iii) The Electricity Supply Regulations;

and shall only be installed by a qualified electrician.

No temporary wiring shall be connected to circuits or fuse boards feeding the main auditorium lighting.

- (b) Temporary wiring shall be carried out using PVC insulated and sheathed cable to CMA manufacture, and switchgear and apparatus of a voltage rating not less than the maximum rms voltage difference, which normally can develop under fault conditions.

All additional stage lighting equipment that may be required shall be kept entirely separate from the existing installation, portable dimmer units being provided where required; no extensions shall be permitted from the existing dimmer equipment without the approval of the Director of Property Services.

- (c) All temporary equipment shall be bonded to the main system of earthing in accordance with PART 4 of the IEE Regulations.
      - (d) All temporary installations, which have been installed, shall be disconnected from the permanent installations immediately after the occasions for which they have been used.