



WORLE COMMUNITY SCHOOL LETTING OF SCHOOL PROPERTY POLICY

POLICY AND REGULATIONS APPROVED BY GOVERNORS: 8 SEP 14

1.0 GENERAL

1.1 These regulations apply for the letting of all premises and grounds administered by the Governing Body. In the case of the use of Education Authority premises required by Act of Parliament, these regulations apply so far as they are not inconsistent with the provision of the Act concerned.

1.2 In these regulations Governing Body means the Governing Body of a county school, voluntary school, community or foundation school.

1.3 The school's sports facilities including the 3G pitch, hockey pitch, tennis/netball courts, sports hall, gymnasium and grass pitches will be, outside of the normal school operating times (daily between 07.00 to 15.00 term time only), be administered by the Learning and Community @Worle Trust. The Trust will have the responsibility of maintaining good order and discipline within the facilities and will be required to secure the facilities at the end of the day but will be able to apply a hire charge for the use of the facilities by other parties which the Trust may retain.

2.0 PROCEDURE

2.1 All requests for the hire of the school's sports facilities must be made directly with the Learning and Community @Worle Trust.

2.2 All applications for the use of school facilities, other than the sports facilities, must be on the form provided by the Governing Body and must be completed in full. Failure to do so may result in the application not being approved.

2.3 All applications should be made not less than twenty-one days before the proposed date of use. Where the proposed date of use falls within a school holiday, the application should be submitted not less than twenty-one days before the commencement of the holiday period. Applications for the use of the playing fields for fetes should be submitted not less than two months before the proposed date of use.

2.4 Applications will only be accepted for a maximum period of one year between the first day of April of one year and the last day of March of the following year.

2.5 The hirer must personally sign the application form and may not assign or sub-let the premises or grounds hired.



- 2.6 The hirer must be at least 18 years of age.
- 2.7 All lettings must be approved by the Business Manager, Head Teacher or Governing Body.
- 2.8 The Governing Body may cancel any letting at any time, but either the fee paid will be refunded or an alternative date offered, except in the case of misconduct.
- 2.9 No letting shall be considered approved or any change confirmed until done so in writing on behalf of the Governing Body by the member of staff appointed to administrate lettings.
- 2.10 No person or persons shall use the premises or grounds covered by these regulations without a current approved application form. Any person or persons who knowingly act in contravention of this regulation will be charged at the appropriate rate and refused permission to use any of the Governing Body's facilities in the future.
- 2.11 The Governing Body reserves the right to impose special conditions in respect of any letting, series of lettings or class of lettings in order to protect its students, employees or property.
- 2.12 The Governing Body may exercise this right or authorise any other person to do so. Special conditions will be notified to hirers and may include any requirements considered by or on behalf of the Governing Body to be desirable including (without prejudice to the generosity of the foregoing) requirements as to fire precautions, security of persons or premises: the employment of security or other staff, the exclusion of admission of any person, persons or class or person or of any animal, animals or equipment, the giving of bonds or the effecting of insurance. The hirer may treat any special condition imposed after the booking as being accepted as cancellation under Regulation 2.8.
- 3.0 CHARGES
- 3.1 All charges must be paid in advance on the date and reoccurring bookings must be paid in advance at beginning each term and by the method required by the Governing Body.
- 3.2 Charges will be made at rates which will be determined from time to time by the Governing Body and shall be liable to change without prior notification. In cases where the incorrect charge has been quoted, the Governing Body reserves the right to charge the correct rate, although the hirer may consider the letting cancelled in accordance with Regulation 2.8.
- 3.3 The Governing Body does not undertake to refund any charge on cancellation of a booking by the hirer, unless twenty-one days' notice of the cancellation has been given in writing.



3.4 Charges include electricity but do not include consumables nor VAT.

4.0 CARE OF PREMISES

4.1 The hirer shall ensure that there is a responsible adult present and able to supervise at all times during the letting.

4.2 The hirer is required to pay the Governing Body the cost of making good any damage to property which may be the result of a letting. The hirer will be required to clear away any rubbish and leave the premises and/or grounds in the condition in which they were found. The hirer will be responsible for reimbursing the Governing Body for any additional costs incurred in cleaning the premises or clearing the grounds after a letting. Costs incurred for making good or replacement will be at the Governors' discretion.

4.3 No desks, fixed furniture or equipment that is in the accommodation hired shall be used or interfered with, without the prior approval of the Governing Body. Standing on seats, furniture, windowsills etc is not permitted. Fittings, fixtures or decorations of any kind shall not be permitted, other than purely temporary arrangements which require no permanent fixings which would damage or disfigure any part of the premises.

4.4 Chalk, resin or polishing materials may not be used on floors

4.5 The electrical and mechanical installations of the premises are not to be supplemented or altered, nor are any specialist equipment such as public address systems to be installed by the hirer, except with the express approval of the Governing Body.

5.0 EQUIPMENT AND ACCOMMODATION

5.1 No smoking is permitted in any of the school buildings or grounds.

5.2 Specialist rooms and equipment (including gymnastic equipment, public address systems, stage lighting and pianos) are not included in the letting arrangements, unless specifically requested in the application form and approved by the Governing Body. Such application must specify name and qualifications of persons taking responsibility for their proper use.

5.3 Chairs installed in the premises may be used by special arrangement with the Governing Body, but the Governing Body does not undertake to provide suitable chairs or seats for use by the hirer. Any furniture provided by the hirer must be removed immediately after the end of the letting.

5.4 The Governing Body does not provide first-aid medical facilities for hirers nor does it guarantee access to the public telephone system for calling assistance during lettings. Hirers must make their own arrangements in this respect.



6.0 CONDITIONS OF PREMISES

6.1 Whilst the Governing Body gives no guarantee as to the fitness, suitability or condition of the premises or grounds at the commencement of the letting every effort will be made to see that they are in a reasonable state.

6.2 Where facilities booked by the hirer prove not to be available during the letting, the Governing Body will consider applications for ex-gratia refunds of a proportionate part of the letting charges, always providing that no such refund shall be given for facilities not included in the letting charge. The Governing Body's decision shall be final in respect of any refund made.

7.0 INSURANCE

7.1 It is the responsibility of the hirer to affect suitable insurance in accordance with Local Authority requirements to cover his/her liabilities. Public Liability of £5,000,000 is the current recommended minimum. Insurance affected by the Governing Body does not extend to a hirer's liabilities. A copy of the Hirer's up to date insurance certificate must be provided at the time of booking each letting.

8.0 CATERING FACILITIES

8.1 Separate charges are made for use of the school's catering facilities in addition to those set out for use of accommodation in the Schedule of Charges. Where accommodation hired includes the use of the Cafe Willow Restaurant only the school's current contract catering company can be employed to provide a service from the kitchen.

9.0 LEGAL REQUIREMENT

9.1 The hirer shall comply with the legal requirements concerning consumption of intoxicating liquor, music, singing and dancing licences and copyright. The hirer shall be fully responsible for obtaining any licences or any other permission required, always providing that no such application shall be made without the prior approval of the Governing Body.

9.2 The hirer shall comply with Section 12 of the Children and Young Persons Act 1933, that is to say where any play or entertainment is provided at which the majority of persons attending are children, then if the number exceeds 100, it shall be the duty of the hirer to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the building or to any part of it than can be safely accommodated there and to control the movement of the children and other persons admitted while entering and leaving the building and to take all other reasonable precautions for the safety of children.



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9.3 The hirer will to the best of his/her endeavour ensure that the requirements of all relevant statutes with a view to promoting good relations between all persons are observed at all times throughout the letting.

9.4 The hirer is specifically forbidden to use, or allow the use of the hired premises or grounds for any illegal or immoral purposes and shall not carry on any such activity so as to cause nuisance or annoyance to other users of the premises or neighbouring premises of adjoining premises.

9.5 It is illegal to smoke on the premises or grounds of the school.

9.6 It is the responsibility of the hirer to ensure that all persons, working with or have contact with children, during the letting have an up to date, cleared CRB disclosure form. Hirers should refer to the, "Guidance for Safer Working Practice for Adults" who work with children and young people which can be found on the North Somerset website on www.n-somerset.gov.uk/Education/Staff/childrensafeguarding.htm

10.0 COMPLIANCE WITH REGULATIONS

10.1 Failure by the hirer to comply with any or all of the foregoing regulations where applicable, whether intentionally or not, may be deemed by the Governing Body to be just cause for the immediate cancellation of any letting or series of lettings.