

Oakham Primary School

Lettings Policy



Approved by Governors on:

17/03/25

Signature of Chair of Governors:

Lead Personnel:

J Clarke

Date to be reviewed:

17/03/28

The Governing Board of Oakham Primary School wish to support the use of the school by the community and other groups wherever possible.

The Governors and Head Teacher reserve the right to review and adjust the lettings rates on an annual basis in line with the academic year.

CONDITIONS OF HIRE

- 1) The Named Hirer is responsible for ensuring compliance with all terms and conditions of the hire.
- 2) Application for the use of any part of the school premises, including playgrounds or playing fields, must be made to Oakham Primary School at least 7 days before the desired date. One application can cover the duration of one half term.
- 3) It is the responsibility of the hirer to satisfy themselves that the accommodation and furnishings requested are suitable for the purpose required.
- 4) The Governors or Head teacher of the school, reserve the right to refuse any application for hiring school premises and, where the circumstances make such necessary, to cancel the arrangements without notice.
- 5) Under normal circumstances the main school building is available for hire between 6:00pm – 9:30pm during the school term on Monday to Thursday evenings for external providers.
- 6) Weekend or school holiday hire is subject to agreeing appropriate site management arrangements (additional charges may be incurred).
- 7) Lettings fees will be waived for external providers running after school clubs for the benefit of Oakham pupils where no charge is passed onto the pupils or for other providers at the Governors discretion.
- 8) The site will be closed during Bank Holiday periods.
- 9) The fees payable are based on scales approved by the Governing Body, they are payable not less than 7 days prior to the date of the letting. No refund will be made unless at least 48 hours notice of cancellation is given.
- 10) No apparatus, tools or equipment belonging to the school can be used unless prior permission has been granted.

- 11) School furniture and fittings may not be moved or floors treated by the hirers unless express permission has been obtained.
- 12) The hire of facilities is on condition that the hirer is liable for any damage incurred. Any damage arising from the hiring of school premises will be repaired by the School and charged against the party or persons hiring the facility.
- 13) Particular attention is drawn to the need for care of hall floors. All footwear should be suitable for these rooms.
- 14) Decorations and advertising matter are not permitted without special permission from the Head. Notice boards, supplied by the hirer, may be displayed at the entrance to the school for 24 hours before the commencement of the letting, such boards to be fixed in accordance with the Head's ruling.
- 15) Hirers are not permitted to use and must not enter accommodation other than that which is stated on the permit.
- 16) Emergency exits must be kept clear at all times. Smoking and safety regulations must be observed. Any licences or copyright consents necessary (the conditions of which must be complied with), must be obtained by the hirer from the appropriate authorities and presented to the school prior to the date of hire.
- 17) The consumption or sale of alcoholic beverages on the school premises requires the prior approval of the Governors or the Head teacher of the school before any necessary licence is applied for.
- 18) No furniture or equipment may be brought on to the school premises without the approval of the Governors or the Head teacher. The school will not in any circumstances be responsible for any damage, injury or loss of goods brought to the school by the hirers or for damage or injury to the person of the hirer or any persons being in or about the premises while in the use of the hirers.
- 19) Any equipment or materials which may constitute a danger to the hirer. Or other persons or the premises may not be brought into the school (eg inflammable or toxic materials, substances or equipment).
- 20) Any school equipment found to be faulty should be removed and a member of the school team notified.

- 21) Parking of motor vehicles, is permitted only on condition that persons bringing such vehicles on to school premises do so at their own risk and that they accept responsibility for any damage or injury to the property or to any persons whether connected with the school or not caused by such vehicles or their presence on the school's premises.
- 22) Payment of hiring charges should be made direct to the School and an official receipt obtained.
- 23) The hirer must have school contact/key holder telephone numbers at hand throughout to ensure contact is available at all times.
- 24) The hirer will ensure appropriate behaviour of all parties throughout the hire with due regard to the neighbours and property.
- 25) The School grant facilities for the public use of schools and classrooms on the express condition that those responsible for hiring the room will give an undertaking that the meetings will be conducted with propriety and will hold themselves liable for any damage incurred.
- 26) Those responsible for hiring school premises must indemnify Oakham Primary School from and against all actions, claims, demands, losses, costs, damage and expenses which may be brought or made by any person in respect of injury or damage sustained by them in consequence of or arising out of the use of school premises.
- 27) All equipment brought into the school for the purpose of the letting must be removed immediately afterwards. Electrical equipment should not be used on school premises unless it has been PAT (Portable Appliance Testing) tested. Any items left or stored on the premises are done so at the owners risk. Oakham Primary School cannot take responsibility.
- 28) The number of persons admitted to the premises must not be more than the building or part thereof can properly accommodate. The hirer is responsible for ensuring that any activity does not restrict the use of passages, staircases, exits, etc.
- 29) Admission shall be granted to the LA, emergency services or Governing body at any time during which the premises are open.
- 30) Hirers should report any suspicious incidents to the Police immediately.

31) Prior to any letting for the hire of school premises involving the participation in Martial Arts or similar activities being accepted; the following must be provided:

- a. Details of affiliation to the relevant Body;
- b. Legal liability cover for a minimum of £2 million; and
- c. Copies of Licences held by all coaches.

32) On entering the building the hirer must examine the Fire Regulations posted at the fire alarm point nearest to the accommodation to be used and ensure that these are understood.

33) Prior to any letting for the hire of school premises the following must be provided and are a condition of hire. Failure to comply may result in termination of the agreement:

- a. appropriate safeguarding and child protection policies and procedures that are available for inspection as needed, including assurances regarding the recruitment and selection of staff or volunteers.
- b. Ensure that there are arrangements in place for the provider to liaise with the school on any safeguarding matters where appropriate. This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll.

Further information and guidance on the above is available via the DfE website

https://assets.publishing.service.gov.uk/media/64f0a68ea78c5f000dc6f3b2/Keeping_children_safe_in_education_2023.pdf

<https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice>

Lettings Charges

- Dining Room, Hall, Playground and Playing Field £15 sessional charge.
- Dining Room, Hall, Playground and Playing Field £10 per hour charge.
- Caretaker charges for lettings after 5.30pm £15 sessional charge.
- Hire is inclusive of chairs, tables, lighting and heating charges.
- Payment must be made in full 7 days before the letting by BACS payable to Oakham Primary School.
- Concessions:
 - The school may waver any lettings fee for a hire of the school that is in any way beneficial to the school or pupils.
 - Fees will also be wavered for Local Authority or National Elections.
 - Specific payment arrangements can be discussed with the Business Manager where required.

**APPLICATION FOR HIRE OF SCHOOL
PREMISES**

Hirer's Name:	
Address:	
Contact No:	
Event:	
Date of Hire:	
Time of Hire: Facility Required:	

- I confirm that I have read and agree to adhere to all terms and conditions of the Lettings Policy.

- I have enclosed a copy of public liability insurance, licences and DBS clearance where appropriate

Lettings Charge Calculation

Description	Cost per unit	Number of Hours	Total cost
Sessional Charge	£15	-	£15
Hourly Charge	£10		
Caretaker Charge	£15	-	£15
Total Cost	-	-	