

# LADYBROOK PRIMARY SCHOOL



## LETTINGS POLICY

Date Policy Adopted by Governing Body			
October 2010			
REVIEW SCHEDULE			
Date of Next Review	Date reviewed by governing body	Change previous document Y/N	Date circulated (If changes are made)
Autumn 2011	17.11.11	N	
Spring 2016	1.2.16	N	
Summer 2020	10.2.20	Y	
Spring 2025	11.02.25	Y	

This policy has been produced in accordance with guidelines issued by Stockport Local Education Authority. This document should be read in conjunction with the attached Conditions of Hire.

The School is keen to be involved in the local community and encourages groups of individuals to make use of the premises outside school hours.

The following areas and facilities can be made available to suitable groups:

Areas	Charge per hour
Hall	£30
Field	£30
Playground	£20
Staffroom	£20

Letting of areas over school holidays will be considered and a block booking rate offered based on agreed use of areas. Governor approval will be required

Facilities	Price based on request
Tea and Coffee Making	
Washing up	
Crockery	
Tables	
Chairs	

It may be possible to borrow a limited amount of other school equipment. Approval must be sought from the Headteacher.

This policy has been drawn up and approved by Ladybrook Primary School Governing Body. Administration of this policy is delegated to the Headteacher and Bursar.

# Ladybrook Primary School

## Conditions of Hire

1. Although all applications will be properly considered, the School reserves the right to refuse applications as necessary.
2. All enquiries regarding lettings should be addressed to the School's Bursar. Written applications should be made on the attached form and a record of bookings will be kept. Charges are payable directly to the school at least 7 days in advance unless by prior arrangement. A deposit will be required at the time of booking. Payment is accepted by cheque, not cash. Cheques should be made payable to "Ladybrook Primary School".
3. At least 24 hours notice of cancellation must be given, in which case a refund of fees will be considered. Governors reserve the right to withhold all or part of the fee if this condition is not met.
4. The Governors may suspend or cancel any hiring of premises without stating the reason for doing so. If a hiring is cancelled by the Governors any hire fee previously paid for the cancelled hiring shall be reimbursed to the hirer. Such reimbursement shall be the only liability that the Governors shall incur as a result of any cancellation or suspension.
5. No smoking is permitted anywhere on the School's premises, including play-grounds and fields.
6. For all external lettings during school terms, the Site Supervisor will be on site. Leaders should report to the Site Supervisor on arrival and departure.
7. For certain School-based activities, it may not be necessary for the Site Supervisor to be on site throughout the function. This will be at the discretion of the Governing Body with authority delegated to the Headteacher.
8. The School prides itself in maintaining a good quality environment. Any damage to the premises should be reported to the Site Supervisor. The hirer shall be liable for all damage caused to the premises arising out of a hiring and shall indemnify the Governors against loss, damage and expense, unless due solely and directly to the negligence of the Governing Body.
9. Ladybrook Primary School groups may be exempt from function charges. This will be at the discretion of the Governing Body with authority delegated to the Headteacher.
10. No copyright work shall be performed without the licence of the owner and the payment of the appropriate fee. The hirer shall indemnify the Governing Body against any infringement of copyright which may occur during the hiring.
11. The hirer shall not use the hired premises for any purpose for which a licence is necessary unless a licence is in force in respect of the premises.
12. The hirer is responsible for the health and safety of all persons using the hired premises. The hirer

must therefore ensure that the hired area and all entrances and exits are suitable for the proposed use by the hirer and are safe for persons using the premises. Prior to the hirer's use of the premises, the hirer must be fully aware of the fire precautions in existence for the hired areas, including identifying fire doors and emergency means of escape from the premises.

13. The hirer shall be liable for and shall indemnify the Governors against any expenses, liability, loss, claim or proceedings whatsoever arising under statute or common law in respect of personal injury to, or death of, any person, or damage to any property arising directly from the hire of the premises, unless due solely to the negligence of the Governing Body.
14. The Governors accept no liability for damages or loss of the possessions of the hirer or any person hiring the premises.
15. The hirer, during the period of the hire, shall take all reasonable steps to ensure that no noise nuisance is created.
16. No open fires, candles or unauthorised electrical equipment shall be used on the School premises.
17. For safety and hygiene reasons, no child under the age of 14 is permitted in the kitchen.
18. No food or drink may be prepared or consumed on the property without the direct permission of the school, in line with current food hygiene regulations.
19. Access to appropriate toilet facilities is included as part of the hire arrangements.
20. The use of shoes with stiletto heels is prohibited, and the hirer shall ensure that the users are not permitted to wear this type of footwear on the premises.
21. The hire of premises does not include the use of any School equipment unless by prior arrangement.
22. All litter must be placed in the bins provided both inside and outside the schoolbuilding.
23. The hirer shall not sub-let or assign the hired premises or any part thereof. Should the hirer do so or attempt to do so, the hire agreement shall be cancelled and all fees forfeited.
24. The hirer should retain this document for future reference and detach and return the accompanying Booking Form.
25. All charges must be paid within one month of the issue of invoices.
26. Where key holder privilege has been granted, a lock up fee will apply if for any reason there is a problem locking up the building or that alarm is activated.
27. Any additional cleaning required following the event may be charged to the hirer.

# Ladybrook Primary School

Gleneagles Close, Bramhall, SK7 2LT tel. 0161 439 8444

## Booking Form

The premises are let subject to the conditions outlined in the Conditions of Hire which accompany this booking form and which you should retain for future reference. Please ensure that you have read and understood this policy before proceeding.

Fees are payable at least 7 days in advance unless by prior arrangement. Cheques should be made payable to Ladybrook Primary School. A receipt will be issued at the time of payment.

<b>Name of Group</b>	
<b>Contact Address</b>	
<b>Contact telephone number</b>	

<b>Dates Required</b>	
<b>Times Required</b>	
<b>Purpose of Letting</b>	
<b>Numbers Attending (Max)</b>	

### Accommodation Required

Hall	Field	Playground	Staffroom

### Additional Facilities

Refreshment Preparation	Tables (number)	Chairs (number)	Other

I wish to book facilities at Ladybrook Primary School as detailed above.

I agree to abide by the terms and conditions of the Conditions of Hire, which I have retained for future reference.

I accept that additional charges may be levied where there is damage to the school building or property through negligence or wilful intent.

I have the necessary insurance cover for the event (School / Own Insurance)

I agree to the payment conditions.

I accept the quoted charge of £00.00

Signed ..... Date .....

Name in full.....

On behalf of (organisation as appropriate) .....