



Engage MAT Lettings Policy

Date of ratification: October 2016.....

Date of review: October 2019.....



Lettings Policy

Introduction

A booking will only be confirmed upon receipt of a signed booking form (Appendix 1) and completed questionnaire (Appendix 2).

Payments must be made one month in advance unless a prior arrangement has been made.

Payments will not be refunded should the activity be cancelled within one month of the booking date by the hirer, unless this is due to exceptional circumstances.

General Conditions

The hirer is responsible for the proper use of facilities and equipment and **MUST** take all reasonable precautions to ensure that there is no damage to any fabric of the buildings, furniture and school equipment. **Any damage will incur a cost.**

The hirers must report to reception on arrival and sign in. Hirers are responsible for signing in and for monitoring persons on site, so that in the event of a fire alarm all persons can be accounted for.

All legal health and safety regulations must be observed as per HSE guidelines (posters in Reception & central front doorway).

All statutory requirements, including those relating to health and safety matters, must be observed. School specific requirements must also be complied with. In all cases, the hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition. Any specialist cleaning or disinfection required as a result of the hirer's/user's activity in the premises will be the sole responsibility of the hirer or will be carried out & charged to the hirer (this applies in particular to animal and bird fairs, pottery work using high silica clays and more toxic glaze materials, etc).

In the event of an incident, fire or near miss

The school will ensure that **Incident Report** forms are made available to the hirer who, in turn, must ensure one is completed whenever necessary. The school will follow up the report to ensure that it is completed correctly and that an investigation is undertaken. A review of the risk assessment for the activity will be required. If the hirer has produced a risk assessment then the hirer is responsible for undertaking the review and informing the school

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of any findings that may be relevant. Schools are **NOT** responsible for undertaking risk assessments for hirer's activity(ies).

In the event of a fire

The hirer will call the Fire Service (if school staff are not present and supporting the activity)

All users will evacuate the building via the nearest fire exit and muster at the designated point.

Users must not re-enter the building until the "all clear" has been given. The Fire Service will give this.

Fires must be reported using the Incident Report form.

It is the responsibility of the hirer to provide first aid equipment and trained personnel. They must also carry out their own fire drills and organise their own fire procedure, including calling the Fire Service if a fire is suspected or has been seen, identifying a fire assembly point and carrying out a check of users.

The hirer is responsible for ensuring that premises are left in a clean and tidy condition, including replacing any furniture that may have been moved. Any additional expense incurred by the school in the moving and replacement of furniture and equipment, or extra cleaning that may be necessary in returning the premises to a satisfactory condition, shall be recharged to the hirer at a rate of £10 per hour plus VAT.

The cost of any maintenance or repair work which is necessary because of the hirer's/user's activities will be borne by the hirer or carried out and charged to the hirer.

Fire appliances must not be removed or tampered with other than for fire fighting purposes.

The hirer will ensure that the users' activity is not so loud or otherwise obtrusive as to render the fire alarms ineffective.

The hirer must ensure that only that part of the building hired is used and must observe any instruction given by any member of staff concerning the area available.

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The hirer is not entitled to use or enter the premises other than the agreed times, unless prior arrangements have been made. Ten minutes is allowed at the start and end of the hire period for changing.

Smoking is not allowed on any part of the school site.

All mains powered electrical equipment brought onto the premises must be safe and have a valid inspection certificate. Lower voltage equipment must also be safe and in good condition.

Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors.

The hirer should notify the School if they require the use of any equipment during the let. The hirer should ensure that there is a competent person able to use the equipment, as demonstrated to a member of the school staff prior to commencement of the let.

The hirer shall not allow so many users into the premises as to exceed the capacity of the premises declared in the hiring agreement. Even if the stated capacity is not exceeded, the hirer will not use the space provided in such a way as to create conditions of over-crowding or to impede safe and effective escape from the premises in an emergency.

The hirer is asked to arrange for users to park in designated areas only and not on grass or roadways. This information must be conveyed to any person who may attend an event/activity. Parking is available at the vehicle owner's risk. The Short Stay School will accept no liability for damage howsoever caused to vehicles and other property while the user is on the School site.

All scenery, costumes and drapes used for stage performances or the like should be of a fire resistant material.

The Headteacher reserves the right to have a member of school staff present throughout the letting and to put a stop to any event which is not properly conducted.

The hirers will be responsible for having access to a mobile telephone for emergency purposes. The hirer will contact the school Site Manager on (Tel no. tba) as soon as practicable in the event of an emergency which puts the premises or school property at risk.

Should children be present, adults must directly supervise them at all times.

Hirers must have regard to the national standards of qualification, experience and overall competence of instructors/supervisors/coaches for sporting and other activities. Where the hirer is providing a service endorsed by The Short Stay School then national competence standards and the school's supervision requirements must be met in all cases.

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If coaching children or vulnerable adults, it is essential for coaches to hold a DBS Certificate.

The hirer must ascertain that organisations and individuals providing out of school activities for children (whether or not from the school) have suitable child protection arrangements, and are suitably informed and vetted. The hirer and stewards must know what to do if they suspect, or are informed, that a child is being abused.

The hirer must have their own suitable public liability insurance, details to be provided on Appendix 2. (Suitable is deemed as cover up to £5 million).

The hirer is responsible for ensuring that any necessary licences required for a particular event have been obtained, such as theatre, performing rights, cinematograph or premises. They will provide the school with a copy upon request.

When hiring the field or other outdoor services, the hirer should consider the need for changing facilities, toilets etc. and negotiate with the school about availability. Where practical, these will be made available.

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Appendix 1

Booking Form

Name:

Address:

Address for Invoicing (if different):

Date of commencement:

Times let needed:

Nature of let:

Approx Numbers:

Total Cost:

Contact number during letting:

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I declare that I am over 18 years of age, have included the full payment and agree this booking is made in accordance with the Lettings Policy issued by The Engage Trust

Signed:

Date:

Payments:

Please make cheques payable to 'The Engage Multi Academy Trust'

Or

BAC's quoting Invoice No.

Sort Code 30.96.17

Account Number 67101260

For Office use only

Lettings calendar updated:

Site Manager informed:

Payment received & banked:

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Appendix 2

Lettings Questionnaire

The following questionnaire should be completed and returned to the school as soon as possible.

	Yes	No
1. Do you agree to comply with the requirements of the school's letting regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have your own public liability insurance? If so, please provide details at the foot of this document	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you bring electrical equipment of any sort when you hire the premises (even extension leads, for example)? If so, has this equipment been tested in accordance with The School requirements?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you discussed with the school the action to be taken in the event of a fire alarm?	<input type="checkbox"/>	<input type="checkbox"/>
Public Liability Insurance:		
Insurance company.....		
Date of expiry.....		
Value insured £.....		

Signed:

On Behalf of:

Date:

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