



Lettings and Charging Policy

Approved by:	Full governing body	Date: 14 November 2022
Previously reviewed on:	15 November 2021	
Next review due by:	Annual review – Autumn 2023	

Chair of Governor's signature and date:

A handwritten signature in black ink, appearing to read 'Carl Logan'.

Mr Carl Logan
14 November 2022

SCALE OF CHARGES FOR USE OF EDUCATIONAL PREMISES & FACILITIES.

Category A

Moulton CEVC Primary PTA events; Moulton Pre-School; Staff INSET; Teacher Organisation use; other staff professional activities; school based sporting initiatives.

Category B

Religious Services; Sunday Schools; Statutory Body Meetings; OAP's and mentally and physically handicapped activities; Political /Ward Meetings.

Category C

Regular Drama Clubs; Choral Societies; Sports Clubs; Political /Ward Meetings.

Category D

Fund-raising events by other organisations; public and private meetings; parties and all other events, social or otherwise.

All day holiday clubs hire subject to be arranged on application.

SUMMER CHARGINGS (1 April – 30 September)

CATEGORY	1 CLASSROOM	2 CLASSROOMS	HALL	EACH ADDITIONAL CLASSROOM	SWIMMING POOL ONLY AVAILABLE TO P.T.A
A	FREE	FREE	FREE	FREE	Agreed contribution based on number paying
B	4.00	5.00	7.00	2.00	
C	7.00	9.00	12.00	5.00	
D	8.00	11.00	14.00	6.00	

50% surcharge on Friday evenings & 100% surcharge w/e & bank hols.

THE ABOVE CHARGES ARE PER HOUR. MON- FRI UNTIL 10PM; **EXCEPT SCHOOL HOLIDAYS WHEN ALL CHARGES ARE AT THE CATEGORY D RATE.** (SEE NOTE 2 BELOW)

WINTER CHARGINGS (1 October to 31 March)

CATEGORY	1 CLASSROOM	2 CLASSROOMS or Atrium	HALL	EACH ADDITIONAL CLASSROOM	SWIMMING POOL
A	FREE	FREE	FREE	FREE	NOT AVAILABLE
B	6.00	7.00	9.00	4.00	
C	9.00	11.00	14.00	7.00	
D	10.00	13.00	16.00	8.00	

50% surcharge on Friday evenings & 100% surcharge w/e & bank hols.

SPORTS FACILITIES

Playing field	£15.00 per hour or part thereof
Playing field – 1 st Moulton Scouts special arrangement due to Covid	£5 per session
Hard Surface Area/Playground	£4.00 per session

PLEASE NOTE:

1. VAT may be added at current rate to charges for staff wages, hire of sports facilities.
2. Any letting after 10pm is subject to additional charge of 25% of the letting charge for each hour or part thereof that the letting extends beyond 10pm.
3. For frequent regular club users a 20% discount scheme is applied.
4. Cancellation:
 - (i) If the hirer gives 7 days or more notice no cancellation fee is charged unless as a result, costs would still be incurred which were being borne by more than the one user
 - (ii) If the notice is less than the 7 days, a 50% cancellation fee may be charged.
 - (iii) The full fee is payable if no notice is given by the hirer to the school.

This document must be read alongside the school's Policy for Health and Safety and both documents signed by the hirer.

Definitions

Those people making use of the premises hired under a letting agreement between the school and the hirer are known as users in this document. The person or organisation actually entering into the contract with the school is the hirer. There should be a person or persons 'supervising' or organising the users - in this document the term steward is used for these.

General Conditions

1. Lone working procedures need to be in place to cover the person unlocking/locking up and other support activities. Separate guidance on lone working is available if required.
2. The hirer is responsible for the health and safety issues, not the school. All statutory requirements must be observed and school specific requirements complied with.
3. Lettings may occur during the hours of darkness. Adequate and sufficient lighting is provided inside and outside the premises to assist with safe access and egress. As the hirer is in control of such lighting, they will be shown where the switches are.
4. External lighting is installed and the hirer will be made aware of its location and use prior to lettings.
5. Please note that no lighting is available in the car park opposite the school. On-site parking is available for a limited number (15) of vehicles.
6. Details of vehicle and pedestrian entrances and exits, parking facilities, toilets etc. are made known to the users.
7. The school and county council will accept no responsibility for damage howsoever caused to vehicles and other property while the user is on the school site including car park facility. Parking is made available only on the basis that it is at the vehicle owner's risk. The hirer is asked to arrange for users to park in designated areas only.
8. The hirer must ensure that only that part of the building actually hired is used and must observe any instructions given by the site supervisor/ member of school staff concerning the area available.
9. Hirers whether organisations or individuals, providing out of school activities for children (whether or not from the school) must insure they have suitable child protection arrangements, and are suitably informed and vetted.
10. The school is committed to safeguarding and also complies to The Equality Act 2010 & Prevent Duty June 2015
The school's Safeguarding Policy must be consulted and followed when dealing with external organisations that work with children or young people. All hirers must

state the purpose of the hire and sign to confirm that the facility will not be used to disseminate inappropriate material or other purposes which could be reportable under the new statutory Prevent Duty or will contravene current legislation in any way. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the headteacher before approval is given. The headteacher or the headteacher's representative will submit an incident report if s/he suspects that the letting or gathering has been used for political purposes not previously authorised by the headteacher,

- 11.** Hirers are responsible for signing in and for monitoring persons on site, so that in the event of an emergency, all persons can be accounted for.
- 12.** Hirers will be acquainted with the emergency and evacuation procedures (which are on display), including the location of the fire alarms, extinguishers and emergency exits and muster points during a premises familiarisation session in advance of the actual hiring. Once completed the hirer takes responsibility for briefing other users associated with the hiring. They must also carry out their own fire drills. 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 is responsible for drawing up specific evacuation plans for any disabled people. Procedures are in place in the event of a fire alarm call point being set off accidentally. Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring. Hirers may legitimately request to see the school's fire risk assessment.
- 13.** Rooms that are made available to hirers are checked periodically (not less than once per term) to ensure that they are in a suitable condition for the specific activity that any lettings will involve. Records of such inspections are kept. The schools is not responsible for the users' activities, but are assured that the activity and the hired room/equipment available are compatible.
- 14.** Any precautions required to ensure the users' safety when using equipment are the responsibility of the hirer. Equipment will be provided by the hirer and not by the school. All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should not be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.
- 15.** 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.
- 16.** It is the responsibility of the hirer to provide first aid equipment and trained personnel.
- 17.** Smoking is not allowed in any part of the school premises.
- 18.** The hirer shall not allow so many users into the premises as to exceed the seating and/or dancing capacity of the premises. 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.

19. The hirer shall provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting.
20. The Headteacher reserves the right to have a member of school staff present throughout the letting and to put a stop to any event that is not properly conducted.
21. The hirer is responsible for providing access to a mobile telephone for emergency purposes.
22. Hirers must have regard to the national standards of qualification, experience and overall competence of instructors/supervisors/coaches for sporting and other activities.
23. 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 including replacing any furniture that has been moved. 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.

Insurance

1. It is the responsibility of the **hirer** to effect suitable public liability and other relevant insurance cover. As a general rule cover up to £5 million is required.

In the event of an incident, fire or near miss

2. The school will ensure that **County Council 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 from the hirer.

Licence

3. The hirer is responsible for ensuring that any necessary licences, required for a particular event, have been obtained, such as theatre, performing rights or cinematograph licenses.
4. Permission to allow alcohol on the premises must be obtained from the Headteacher and the necessary licence obtained from Forest Heath District Council.

REVIEW POLICY ANNUALLY

Hirers Signature

Date

Moulton CEVC Primary School

The following Health and Safety Advice should be noted by the Hirer

Lettings occurring during the hours of darkness

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Please note that no lighting is available in the car park opposite the school. On-site parking is available for a limited number (15) of vehicles.

Hirers whether organisations or individuals, providing out of school activities for children (whether or not from the school) must insure they have suitable child protection arrangements, and are suitably informed and vetted.

Hirers signature

Date