

SHIREHAMPTON PRIMARY SCHOOL **LETTINGS POLICY**

Rationale

The primary purpose of the School site and buildings is for the education of pupils attending Shirehampton Primary School. Public lettings during the school day are not considered appropriate, as groups of visitors onto the site are potentially disruptive to the educational environment particularly given the vulnerability of many pupils.

It is recognised that the school operates within the wider community. Its facilities should therefore be made available to local groups when this does not conflict with either the interests of its pupils or the work of its staff.

Policy

It is the governors' policy that whenever it is reasonable and practical, use of the school's physical resources outside the school day be permitted by members of the local community. Lettings to local groups will be dependant upon payment of a fee and acceptance of the terms and conditions set out in the Booking Application Form. The fees for a letting will be set at a level to ensure that income taken covers the costs (lighting, heating, staffing, etc) of the activity. Any profit generated by such lettings shall be solely used to benefit the education of pupils who attend the school. The Friends of Shirehampton Primary School will normally be exempted from any charge in respect of fund raising activities or social events benefiting pupils and/or their families. All lettings are subject to authorisation by the Head Teacher on behalf of the Governing Body.

Governors.

Notice of lettings will be made available to the Premises Committee.

Documents:

- 1 Conditions of Letting
- 2 Information for Users
- 3 Letting Application Form
- 4 Confirmation of Booking

Document1

Conditions of Letting

1. Fees. Charges for the hire of facilities at the school are:

Minimum of £20.00 per hour / per area (excluding)

Caretaker/Cleaning: To be advised.

A deposit may be requested.

2. Cancellation. The full fee will be payable if cancellation is less than four weeks before event.

3. Damage. The hirer will pay the full cost of repair, or replacement of any fixtures or fittings that become unserviceable or unsuitable for use through damage caused by any person attending the function, whether deliberate or otherwise. The hirer must ensure they have their own Liability Insurance cover.

4. Behaviour. The hirer is responsible for the behaviour of all persons organising or attending the function, and to be liable for any costs incurred by Shirehampton Primary School, or any third party that results from any actions of any person organising or attending the function.

5. Persons Attending. Only personal guests or members of the private organisation hiring the School facilities may be admitted to a function.

6. Any person attending any function shall do so by way of a ticket paid for prior to the function, or by written invitation issued prior to the function.

7. Maximum Numbers Attending. Health and Safety considerations restrict the School Hall to a maximum number of 200 people for any function.

8. Alcohol and Drinks. Unless a licence has been applied for and granted, alcohol may not be resold. Alcohol may however be brought by persons attending the function for their personal consumption.

9. Smoking. Smoking is not permitted within any of the School buildings or within the school site boundaries.

10. The School shall have the right to cancel any booking, whether confirmed or not, without prior notice, if it suspects that any of the above conditions have been broken by the Hirer, or any person organising any function or event, or any conditions printed on this booking form is likely to be broken, by any person attending any function or event, or connected with the function or event in any way.

11. Insurance. The Hirer should provide their own public liability insurance for all lettings.

12. It is the responsibility of the Hirer to ensure the premises are left in the same condition in which they were found.

13. The Hirer shall admit any member of School staff to any function to ensure that the conditions of this booking are complied with.

Document 2

Information for Users

Before the start of your function please familiarise yourself with the location of the following;

1. Emergency Exits
2. Fire Alarms. This is a residential school and so during evening functions you are probably not alone, it is therefore vital that in the case of a fire the alarms are activated.
3. Telephone In case of an emergency the nearest telephone is located within the Main Office. To obtain an outside line dial 9 followed by the required number.
4. First Aid box which is located within the Main Office located in the main school corridor.
5. The external doors require a fob to gain entry. A member of staff should always be available to permit you entry however if this is not the case please discuss this with Michael Cole (site manager) who can arrange a fob to be given to you if he deems this necessary.

The Site Manager is Mr. Michael Cole and can be contacted in an emergency out of school hours 9 0117 9822546 or mobile 07969055567.

LETTINGS APPLICATION FORM

ESTABLISHMENT COPY (to be retained at the premises concerned)

PART 1 APPLICATION DETAILS (to be completed by the applicant, please type or use ball point pen)

NAME OF PREMISES/PLAYING FIELD:

ACCOMODATION/ FACILITIES REQUIRED	PURPOSE OF HIRE	DAY OF WEEK	DATES REQUIRED		TIMES REQUIRED	
			FROM	TO	FROM	TO

DO YOU WISH THE LETTING TO CONTINUE THROUGH SCHOOL HOLIDAYS?

YES / NO

Name of applicant Telephone No. (Office hours)
 Full Postal address
 Name of organisation

Is the organisation on the register of approval youth organisations held by the Director of Community Leisure?

YES / NO. If YES state registration No

I personally agree to be responsible for the fees charged in respect of this letting and I will observe the regulations which I have read.

Signature of applicant: _____ Date: _____

PART 2 APPROVAL DETAILS (to be completed at the establishment concerned)

I recommend that this application: approved / not approved

Date caretaker informed: _____ Date grounds services supervisor informed: _____

Comments:

For WEEK-END USE ONLY - complete the following:

Will the caretaker be required to be on activity duty throughout the duration of the letting?

YES / NO

Signed: _____ Date: _____

PART 3 FOR SCHOOL USE ONLY

Basis of charge

Accommodation	Equipment			VAT at 15%	Total

Total amount to pay: £

Payment Details

Single Payment	Payment by Instalments
£	£



St. Mary's Walk
Shirehampton
Bristol
BS11 9RR

Tel: 0117 9031447

Headteacher: Louisa Munton
Assistant Head: Edward Powe
Assistant Head: Melina Burrowes

Email: shirehampton@bristol.gov.uk
Website: www.shirehamptonprimary.org

Date:

Dear Hirer,

Confirmation of Letting

Premises:

Organisation: Letting No:

Your letting application has been approved, and confirmation of the details is shown overleaf. Where arrangements have been made for payments to be made by instalments, details are shown over. Charges for use of specialist equipment are shown separately.

Payment should be made directly to the school by the date(s) shown overleaf. Cheques should be made payable to Bristol City Council.

Please note: If payment is not received by the date(s) specified, the accommodation will not be made available to you.

Special Conditions

The following special conditions will apply for the letting:-

1. The school has a "NO SMOKING" Policy. It is the responsibility of the Hirer to enforce this condition.
2. This is not a VAT invoice. If one is required, it will be issued by the school when each instalment/payment is received.

Regulations

Your attention is drawn to the conditions of hire on the attached policy, particularly concerning insurance.

If you have any queries with this application please do not hesitate to contact the school office who will be pleased to help you.

Yours sincerely

On behalf of the Governing Body