



LETTING POLICY

General Information:

The school is managed by the Governors under the directions of the LEA and in its role in the community encourages its facilities to be used by various groups and individuals within the community area.

- When approached regarding a letting, the **Resources Committee** will give consideration to:
 - a) The suitability of the letting to the aims of the school and its standing within the community
 - b) The suitability of the timing in relationship to other functions of the school
 - c) The availability of accommodation and the suitability of the accommodation for the planned activity
 - d) The availability of a key holder to supervise the letting
- The governing body have the right to refuse any application (or head teacher acting on their behalf) and also have the right to terminate any agreement relating to the hire of the school premises.
- For charges see attached sheet. These will be reviewed regularly by the Resources committee. The hire charge includes energy, toilet facilities, site supervision **and locking up after the event unless the Group Leader has been specifically authorised to lock up by the Resources committee**. Telephone facilities will not be made available. Charges will be rounded up and charged on an hourly basis.
- Community Groups will be charged at a community rate determined by the Resources Committee (see attached sheet)
- Lettings for school fund raising events will be free of charge.
- Income derived from lettings will be retained by the school and will contribute to the school's budget
- In accordance with the Local Government Act 1972 School premises must be made available for local, National and European elections and to meetings of Parish Councillors if required. In these circumstances the Community Charge will be levied to only cover costs incurred.
- Use of school premises for school functions will take priority over lettings.

Terms & Conditions of Hire

21 CLEAR DAYS ARE REQUIRED BEFORE A BOOKING IS MADE

1. Applications for hire of the premises shall be treated equally regardless of race, colour, nationality, sex, religion, marital status or disablement. The Hirer must also not discriminate or permit others acting on his behalf to discriminate in any of its activities held in the premises in any of these ways.

It is the responsibility of the hirer to obtain Public Liability Insurance – a copy of which is required by the school, this must satisfy Milton Keynes Council requirements (currently £2,000,000). This can be arranged through the school at an additional 10% of the hire cost.

2. All deposits, hire charges and balances must be paid 14 days in advance. **A deposit of one month's hire cost is payable in advance – this will be refunded at the end of the agreement.**
3. The hirer will indemnify Germander Park School against any loss, damage, claim or expense howsoever arising, caused or occasioned during the hirer's use of the premises. It shall also be the responsibility of the hirer to effect adequate Public Liability Insurance to cover risks arising out of the use of the premises by the group/organization and its or the hirer's invitees and visitors. The insurance policy should be endorsed to indemnify Germander Park School and Milton Keynes Council. This can be purchased through Milton Keynes Council. The hirer shall not sublet or transfer this booking to any other person or organization.
4. No betting, gaming or lotteries shall take place on the premises except that allowed by law and the hirer shall obtain any licence or certificate required, prior to booking the premises for such use. A copy of the licence will be given to the school prior to the event. The hirers shall ensure compliance with all the relevant legislation, orders and regulations, including that relating to music, singing and dancing and this sale and supply of food and drink. ***The consumption of alcohol in or around the premises is prohibited at any time and under any circumstances. The Hirer is responsible for ensuring alcohol is not consumed in or around the building by the function attendees whilst the event is taking place .***
5. Fire exits must not be obstructed. The hirer must ensure that all the users present are aware of the fire procedures, which are displayed in the building. Emergency lighting will be turned on.
6. Hirers must not cause any danger to public Health & Safety or annoyance or nuisance to local residents or adjoining occupiers. The hirer will be responsible for the behaviour of all persons using the premises.
7. With the exception of guide dogs, no animals will be allowed on the premises.
8. Germander Park School has a policy of no smoking in their buildings or within the school grounds and this MUST be adhered to at all times.
9. All equipment hired can only be used within the facility and must not be removed. Hirers must leave the premises clean and tidy and all equipment and furniture should be stored away or placed tidily as required. Cleaning and tidying up must be carried out DURING THE HIRE PERIOD. The hirer is liable for the costs of any additional cleaning should this be necessary, together with damage and breakage, which may occur during the hire period. Hall floors are used for PE and no substance should be applied to the floor, no footwear that can cause damage to the floor should be worn.
10. In cases of block bookings, the user must not leave their own belongings or equipment on the premises without the written consent of Germander Park School and any items left in the building with Germander Park School's approval, are left at the owners risk and this responsibility for insuring such belongings firmly lies with the user. Any belongings left in the premises without prior agreement from Germander Park School will be treated as abandoned and may be disposed of by Germander Park School.
11. Approval for the use of Council premises by political parties shall be determined by the nature of the occasion. Public meetings such as rallies will not be permitted.
12. The premises shall not be used as the hirer's postal address.

13. No alterations or additions shall be made to the premises.
14. No advertising or publicity material will be displayed inside or outside the building without the prior approval of Germander Park School's Governing Body.
15. Cancellation of bookings must be made at least seven working days before the date of hire or a refund will not be given.
16. Germander Park School reserves the right to cancel the hiring if the hirer breaks any of the above conditions.
17. Germander Park School reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time
18. Germander Park School reserves the right to close the premises at any time for emergency or periodic maintenance and also when the premises are required for school activities, public elections or similar events.
19. Standing capacity 200 people; seating capacity 90 (chairs available)
20. **VAT** may be applicable (see attached Sports Lettings advice).

Date:

Date of next review:

GERMANDER PARK SCHOOL

APPLICATION FOR THE HIRE OF SCHOOL PREMISES

Any information you give us about yourself will be held on computer or manual record, which you have a right to see and check. Information may also be used in connection with the prevention and detection of crime and fraud.

Name of Applicant: <i>Invoice to :</i>	Telephone Nos. Home: Work: Mobile:
Address of Customer: <i>Send Invoice to :</i>	

Accommodation Required Hall Room Grounds

Facilities Required No. of Tables No. of Chairs

How many people expected to attend?

Booking Information

First booking date			
Day(s) of the week			
Date			
*Start Time		*Finish Time	

*times should include setting up and clearing away and ½ hour cleaning afterwards (Any additional cleaning needed will be charged after the event.)

Event Title:	
Will there be music entertainment ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what form?	
Is hirer intending to sell foods/goods or refreshments?	<input type="checkbox"/> <input type="checkbox"/>
<i>N.B The consumption of alcohol is not allowed in or around these premises</i>	

It is Germander Park School's requirement that bookings are covered by Public Liability Insurance (£2 million) and accidental damage (Please attach a copy of your policy). If you do not have this please confirm with the Administration Assistant in the School Office and we will add 10% to the hire charge for insurance.

- This application is not a confirmation of booking. A letter to this effect will be forwarded to you when your application is agreed and this letter will state the final cost of the hire.
- Applications are only accepted from persons over 18 years of age
- All monies must be paid within the timescale stated on your invoice prior to the lettings date (this will be forwarded to you following the confirmation of booking)

DECLARATION

By signing this application, I agree to comply with the Terms and Conditions of Hire overleaf.

Signed

Print Name

Date

Please return this form to: Germander Park School, 1 Germander Place, Conniburrow, Milton Keynes MK14 7DU Tel: 01908 674620

HIRE CHARGES FOR GERMANDER PARK SCHOOL AS AT APRIL 2014

£25.00 per hour

£12.50 per hour for community bookings and long-term bookings.

N.B. Groups that do not have public liability insurance (£2 million) will be charged 10% of the hire charge for this to be arranged.