

LETTINGS POLICY

Role	<i>Designated Staff Member for Lettings</i>	<i>Deputy Designated Staff</i>
Name	<i>School Business Manager</i>	<i>Mr A Davis, Facilities Manager</i>
Contact via	<i>Head Teachers office Main school office Tel 0208-304-8311</i>	<i>Head Teacher's office Main school office Tel 0208-304-8311</i>

Our 'Named Governor' with special responsibility for Lettings is _____

Policy Reviewed & Approved by Governors:

Date: _____ 2015 _____

Signed by Headteacher: _____

Signed on behalf of the
Governors Finance Committee: _____ 2018 _____

Conditions of Hire of Townley Grammar School

In these conditions the following expressions have the meaning respectively assigned to them:

'Hire Charge' means the charge made by the Governing Body for the hire of the school premises

'Hirer' means the person or organisation making the application for the hire of the school premises

'Period of Hire' means the period during which the hirer is entitled to use the school premises

1. The contract of the hire of Townley Grammar School shall be made between the person or organisation who signs the application form for hire and the Governing Body of the School and the Head Teacher.
2. The hirer shall pay the Governors the agreed hire charge.
3. The hire charge will be reviewed annually (March) and hirers will be notified in writing of such increases giving a term's notice of the increase to the charge.
4. At the Governors discretion the hirer may be required to pay a deposit of £100.00 against any damage or additional cleaning which may arise from the hire of the school premises. The deposit less any deductions will normally be returned to the hirer within 14 days after the period of hire.
5. If the arrangement to use the school premises are cancelled by the hirer, he/she shall agree to give the school one week's notice. The Governors shall reserve the right to retain a sum equivalent to one quarter of the hire charge.
6. The Governors or the Head Teacher reserves the right if at any time they require to use the premises for any purpose connected with an activity organised by the school or in an emergency or for any purpose in connection with European, Parliamentary or Local Council elections to cancel the application to hire the school premises. An alternative day and time will be offered to the hirer; in the event of this offer being refused a full refund of the hire charge will be made to the hirer.
7. The Governors or the Head Teacher can give no guarantee to the number of chairs or tables being made available at the school. No arrangement will be made for the transfer of chairs or tables from or to any other part of the school premises without prior consultation with the Head Teacher.
8. The setting out of any chairs or tables is the responsibility of the member of site manager or the assistant site managers. The hirer should ensure adequate preparation time is requested in the application to enable the setting out of any chairs or tables for this purpose. The movement of any chairs or tables once set out for the hire by the site manager or the assistant site managers is the responsibility of the hirer. The use of a piano may be subject to an additional charge.
9. The hirer shall not be entitled to any specialist equipment such as the Public Address system, sports equipment, technology or science equipment. Any request for the use of such equipment is at the discretion of the Head Teacher whose decision is final.

10. On the days that the school is in session no article such as pianos, tables, chairs, flowers etc, may be delivered to the school premises before 4.30pm on the day of the hire of the school premises.
11. A person appointed by the hirer shall:
 - Be present when a member of the site management team opens the premises at the commencement of the period of hire;
 - Maintain adequate supervision of persons using the premises, ensuring all children are appropriately supervised
 - Report any damage immediately to the member of the site management team on duty
 - Report any intruder or unauthorised person the member of the site management team on duty
 - Ensure that all health and safety guidelines are maintained
 - Be present until the premises are closed by the member of the site management team
12. The Site Manager or Assistant Site Manager agrees to inform the hirer when he can be reached in the event of an emergency or if there are intruders on the premises.
13. Shoes fitted with stiletto heels shall not be worn in the main school hall, the gym, the dance studio, drama studio or theatre.
14. The number of persons using the school premises shall not exceed the number stated in the application for hire.
15. All measures for the conservation of and economy in fuel consumption at the school premises will be enforced.
16. The school premises shall not be used for any other purpose than that stated in the application for hire nor in any manner inconsistent with the terms on which the Governors or Head Teacher have agreed to the hire.
17. The Hirer shall inform the Governors or the Head Teacher of any additional persons associated with the hirer who will be accompanying them on the school premises.
18. The Hirer shall use the best practical means for preventing disorderly behaviour by persons resorting to the premises by reason of the use of the premises by the hirer.
19. The Governors or the Head Teacher shall agree to inform the hirer of all fire regulations concerning the school. The hirer will be advised of the times and days of fire alarm testing.
20. The school premises are not licensed for public performances. The hirer shall ensure that any such application for a performance licence is made to the Council.
21. The school premises must be cleared and vacated immediately upon the expiration of the period of hire. Failing to this will incur an additional cost in respect of excess time.
22. The school premises are not licensed for the consumption of alcoholic beverages. The hirer is responsible for obtaining any such license.
23. The hirer shall pay for making good any damage of any kind sustained by the school premises, or for any fixtures, displays of work, fixtures and fittings therein.

24. The hirer is required to make his/her own arrangements for the insurance in respect of which may be made by the persons for injury or damage arising from the hire of the school premises. The Council's insurance does not cover the liabilities of the hirer.
25. Any vehicles parked on the school premises during the period of hire are parked at the owners risk and the Governors cannot take responsibility to any damage or loss incurred as a result.
26. The school premises must be left as nearly as possible in the condition before the period of hire. Any chairs or tables set out as in point 8, should be cleared away and any accumulated rubbish should be removed from the school premises by the hirer unless otherwise authorised by the Site Manager or the Assistant Site Managers
27. The hirer shall ensure that:
- Where the school premises are used for the purpose of musical performances or discos (PTA) the level of noise shall be kept to an acceptable level
 - The school premises are vacated quietly with particular attention paid to vehicle noises such as slamming car doors or revving up of engines.
 - The hirer shall ensure that no commercial vehicles (**ice cream vendors, snack bars, fast food stalls etc**) shall be admitted to the school premises during the period of the hire
- (The school is in day to day contact with the community and strives to maintain good relationships with all neighbours. Any complaints received will be taken seriously and the Governors and Head Teacher reserve the right to refused any further application from the hirer to use the school premises)
28. All lettings shall be subject to a minimum charge:
- All lettings shall be charged on the basis on the actual number of hours for which the school premises are made available for hire, including preparation time.
29. The Governors or the Head Teacher are unable to provide any catering facilities during the period of the hire.
30. If in the time surrounding the changeover from summer to winter period, if the hirer wishes to have heating provided, he must attach such a request to the application for hire of the school premises
31. Hirers are not permitted to hire out to a 'third party'
32. The school reserves the right to change this policy and will provide sufficient notice if this is the case.

A copy of these conditions of hire of Townley Grammar School will be sent to all hirers of the school premises on receipt of the application for hire.

**Theresa Clark
School Business Manager**