



IES BRECKLAND

LETTINGS POLICY

History of Document Issue No	Author/Owner	Date Written	Approved by Trustees	Comments
Issue 1	Caroline Driver	July 2012	July 2012	1st issue

Introduction

The Governing Body regards IES Breckland's buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as such. However, a letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

The school's budget will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet additional costs incurred by the school in respect of lettings.

Prior to the letting taking place, this document and IES Breckland's Policy for Health and Safety should be provided to the hirer who must sign to confirm that they have read and accepted the terms and conditions.

CONDITIONS OF USE

General

The school will ensure that all hirers comply with the conditions laid out in the IES Breckland Hire Agreement which is issued to all hirers.

Security of the Premises

Entrance to IES Breckland will be via the most appropriate entrance which will be opened by the Premises Manager/Junior Manager at an agreed time. For security reasons, IES Breckland's keys will generally not be available to the Hirer. The Premises Manager/Junior Manager will be responsible for securing the premises at the end of the event.

Vehicles

The school will accept no responsibility for damage howsoever caused to vehicles and other property while the users are on the school site. 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.

Charges

The Governing Body is responsible for setting charges for the letting of the school premises (appendix C). Charges will be reviewed annually by the Governing Body in time for the new financial year starting from 1st September. The school is not registered for VAT. Hirers will be required to pay a £100 refundable deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating additional expense being incurred for cleaning, caretaking or other such costs.

Cancellations

Lettings may be subject to a cancellation fee up to the full cost of the hire if less than 48 hours' notice is given.

Lone Working

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.

Other Footwear must be appropriate for the activity. No stiletto or other thin heels to be worn in any circumstance.

TERMS AND CONDITIONS OF HIRE OF IES BRECKLAND PROPERTY

Hirer`s Obligations

Child Protection

The hirer will follow requirements on Criminal Record Bureau checks if coaching children or vulnerable adults. The hirer will also have suitable child protection arrangements and know what to do should they either suspect or are informed of a child in their group, is being abused. The hirer will ensure that all children are supervised at all times. The hirer will provide a sufficient number of stewards to ensure adequate and efficient supervision of the users during the letting.

Health & Safety

The hirer, not the school, is responsible for the health and safety issues related to the activities associated with the hire. All statutory requirements must be observed and school specific requirements complied with.

Signing In

The Hirer must report to reception and sign in. For groups, hirers are responsible for signing in and monitoring persons within their group while on site, so that in the event of an emergency, all persons can be accounted for.

Fire Prevention/Evacuation

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 assembly points during a premises familiarisation session in advance of the actual hiring. The hirer then takes responsibility for briefing other users associated with the hiring.

The hirer is responsible for drawing up specific evacuation plans for anybody who will not be able to get themselves out of the building unaided.

Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring. Hirers must ensure that fire appliances are not removed or tampered with other than for fire fighting purposes.

Hirers must ensure procedures are in place in the event of a fire alarm being set off accidentally.

Hirers must ensure that the users activity is not so loud or otherwise obtrusive as to render the fire alarms ineffective.

Emergencies

The hirer is responsible for providing access to a mobile telephone for emergency purposes. The hirer must contact a representative of the school as soon as practicable in the event of an emergency that puts the premises or school property at risk. The school must provide a contact number for such emergencies.

Accidents and Near Misses

The hirer will notify IES Breckland within 24 hours of an incident, accident or near-miss taking place on the school site, in order that an investigation can be conducted quickly and the necessary reporting (including the HSE RIDDOR if applicable) undertaken. In the event of an incident, the hirer will complete an Incident Report form who must ensure completion and return of the form, as soon as reasonably possible after the letting.

First Aid

It is the responsibility of the hirer to provide first aid equipment and trained personnel.

Qualifications

The hirer must have regard to the national standards of qualification, experience and overall competence of instructors/supervisors/coaches for sporting and other activities. Evidence of qualification as an instructor may be requested by the school.

Premises

The hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises is 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.

The hirer will ensure that **only** the areas of the premises actually hired are used and must observe any instructions given by a member of school staff. No equipment belonging to the school is to be used other than that specifically included in the hire agreement or otherwise agreed in writing by the school. The hirer is not allowed to sub-let a part of the school property.

The hirer will notify the school as soon as practicable of any damage, breakage and/or loss caused to the premises or facilities and will meet all reasonable costs of any such damage, breakage and/or loss. Refundable damage deposits will be held by the school to assist with meeting such costs.

Capacity

The hirer shall not allow so many users into the premises as to exceed the seating and/or standing capacity of the premises. The hirer will not use the space provided in such a way as to create conditions of overcrowding or to impede safe and effective escape from the premises in an emergency.

Insurance

Professional hirers must have suitable public liability and other relevant insurance cover. As a general rule cover up to £5 million is recommended. Voluntary groups are covered by the school's own insurance.

Smoking

Smoking is not permitted in any part of the school's premises. It is the responsibility of the hirer to ensure users do not smoke.

Equipment

Except by specific agreement, equipment must be provided by the hirer and not by the school. All mains powered electrical equipment brought onto the premises must have a valid test and inspection certificate. It is the hirer's responsibility to take precautions to ensure users' safety when using equipment, whether that equipment belongs to the school or not.

Dogs

The hirer will not bring any dogs (other than guide dogs) or other pets on any part of the school's premises.

Qualifications

Hirers will have regard to the national standards of qualification, experience and overall competence of instructors/supervisors/coaches for sporting and other activities. Evidence of qualification as an instructor may be requested by the school.

Licences

Hirers will ensure that any necessary licences required for a particular event have been obtained (such as theatre, performing rights or cinematograph licences).

Payment Hirers will pay the total payment including the £100 damage deposit no later than 2 weeks before the booking in the manner set out on the Hire Agreement form and without the necessity of reminder letters.

TERMS AND CONDITIONS OF HIRE OF IES BRECKLAND PROPERTY

IES Breckland's Obligations

Child Protection

IES Breckland will ensure that copies of CRB certificates are obtained from those hirers who instruct children and/or vulnerable adults plus certificates for any coaches who the hirer may also employ to assist with their activity.

Premises

IES Breckland will provide the facilities and premises at the dates and times set out on the Hire Agreement form.

IES Breckland will inspect rooms available to hirers periodically to ensure that they are in a suitable condition for the specific activity that any letting will involve.

IES Breckland will give reasonable notice if the premises hired are not available.

Fire Prevention / Emergency and Evacuation

IES Breckland will inform the Hirer of emergency and evacuation procedures, including the location of fire alarms, extinguishers and emergency exits and assembly points and provide contact details of the Premises Manager/Junior Manager. IES Breckland will obtain a signature from the hirer to effect that they have been instructed accordingly and contact details provided to them.

IES Breckland will ensure that school lettings are incorporated into the fire evacuation plan and that the plan is updated each term.

IES Breckland will ensure that the fire certificate is valid and that all fire exits are clear, fire doors unlocked, emergency lighting and illuminated exit signs, where installed, are checked and fire fighting equipment is available and in working order.

In the event of an incident, fire or near miss

IES Breckland will ensure that Incident Report forms are made available to the hirer who, in turn, must ensure completion and return of the form, as soon as reasonably possible after the letting. IES Breckland will follow up the Incident Report to ensure that an investigation is undertaken

Insurance

IES Breckland will effect and maintain Public Liability Insurance against any claims made against either party in respect of loss or injury suffered as a result of this agreement.

Other

The Principal 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.

Appendix A to Lettings Policy

Application to hire facilities at IES BRECKLAND

1	Name:	2	Organisation:
3	Address:	4	Telephone and email:
5	Event description:	6	Date(s) of event:
7	Start time:	8	Finish time:
9	Number of people:	10	Room/area required:
11	Additional requirements <i>(equipment/facilities)</i> <i>NB: An additional charge may apply:</i>	12	Room layout <i>if applicable:</i>
13	I have seen the school's Health and Safety Policy YES/NO	14	I have seen the scale of charges YES/NO
15	Do you have your own public liability insurance? If so, please provide details with this document	16	Will 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's requirements? (PAT testing as a minimum.)
17	I have read/understood and agreed the school's Lettings Policy YES/NO	18	Signature:
19	Do you require & obtained a TENS licence?	20	Date:

Appendix C to Lettings Policy

IES Breckland

Scale of Charges for Letting the School Premises (September 2012)

	Per Hour		
	Rate 1	Rate 2	
School Hall	£15	£10	Per Hour
School Hall	£100	£75	Per Day
Tennis Court	£5	£4	Per Match
Sports Field	£30	£25	Per Game

Rate 1 applies to members of the public and business users.

Rate 2 applies to non-profit education-related organisations.

Note: Weekends attract a 50% surcharge on the hourly rate (excluding tennis court + field).

Any hirer wishing to serve and or sell alcohol should obtain the relevant temporary event notice direct from Forest Heath District Council. A copy of the notice must be supplied to IES Breckland prior to the hire taking place.

Requests for large scale furniture movement and set up will be chargeable in addition to the scale of charges above. Please ring the school for further information

All lettings are subject to availability

All lettings are subject to a £100 refundable deposit to be held by the school against any damage caused by the hirer or additional cleaning required because of the hiring

Other facilities, such as printing, laminating can be arranged on request.