



CONDITIONS OF LETTING

The premises are provided essentially for education purposes and must not be let in such a manner that might prejudice their use for this purpose. A site visit is recommended to ensure our facilities meet the requirements of your letting.

1. The Governors of the establishment (local body) shall determine in advance of the letting the time which premises are to be closed.
2. No entertainment or function to which the public are admitted shall be allowed unless the premises are licensed for the purpose under the byelaws of the Local Authority in whose area the premises are situated and all the necessary regulations against fire are complied with.
3. The promoters of entertainments and similar functions to which the public are admitted shall be responsible for completing to the satisfaction of the local body all formalities in connection with the use of the premises for the purpose. Where the Chief Fire Officer or Licensing Authority require additional facilities for the purpose of letting (such as "EXIT" sign and emergency lighting) which are not already installed, it shall be the responsibility of the Hirer to provide such facilities of an approved type and method of installation. Payment for admission shall be deemed to include admission by ticket or programme or by any other method by which the making of a payment entitles the person admission.
4. Permission shall not be granted for the use of an educational establishment for the promotion of plays or music unless the promoters have given proof to the Head either that all royalties or fees for performing rights have been paid or that the publishers have been notified as the case may be.
5. On the advice of the County Playing Fields Officer the Headteacher may refuse or cancel any hiring of a playing field without notice if weather conditions or the state of the grounds make it likely that unreasonable damage may result from use. Suitable footwear must be worn.
6. A gymnasium/sports hall may only be let after reference to the County Council Education Officer.
7. Applications will not be considered for the use of education premises for:-
 - (i) Committee rooms for candidates at elections
 - (ii) Livestock shows
 - (iii) Public meetings unless no alternative accommodation is available
8. Sub-letting is not permitted, but shared lettings of sports hall are permissible, provided that all sharing organisations are included in the application. All the organisations included in an application should be jointly and severally liable for the default of any organisation included in that application.



9. Third party use of equipment is restricted, under the school's letting agreement, to the use of ICT, audio visual, heating and air conditioning equipment. For use outside of normal school hours, there will be no first aid provision, so hirers would need to make their own arrangements. Arrangements for fire and emergency evacuation and procedures are covered with the hirer's part of the lettings process. Each letting is given individual consideration to agree appropriate operating procedures, responsibilities, emergency contact and any relevant licences required. Risk assessments will be conducted by the School Business Manager/ Clerical Assistant in conjunction with the lettings organiser.
10. Health and Safety, it is essential that all external site users understand the evacuation procedure for the site and who to contact in the event of an incident resulting in injury, damage or loss to an individual or the site. The fire alarm is a continuous bell and all exits have emergency lights and signs showing escape routes. The assembly point is the lower field area by the tennis courts and it is advised that your roll call is taken there. All electrical equipment used at the school must be PAT tested and deemed safe for use. The school can carry out this test on your behalf for a fee of £5.00 per test.

APPLICATIONS

All applications for the use of education premises must be made at least 14 days before the desired date to the Headteacher who shall consult the local body and communicate the decision to the applicant.

ALL LETTINGS CHARGES ARE PAYABLE IN ADVANCE (unless otherwise agreed)

In the event of a cancellation by the hirer the hiring fee will be returnable on application through the Headteacher/ Business Manager except where the caretaker has already made preparations, or where the notice of cancellation is received less than 24 hours before commencement of the letting, when the fee will still be payable.

Formal Written Agreements will be required for the letting of the school playgrounds and playing fields for Play Leadership Schemes.