

Unique document no:

Document title

Lettings of School
Premises Policy and
Regulations

Version

3.0 January 20



LIGHTHOUSE
SCHOOLS PARTNERSHIP

Lettings of School Premises Policy and Regulations

Policy Approved by the Board of Trustees

Signed :

Date

Name :

Chair of Board of Trustees

Authorised for Issue

Signed :

Date

Name :

Executive Principal

High Down Schools Sections:

Signed.....Chair of
Governors

Signed.....Executive
Headteacher

Date.....

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Document History

Version	Author/Owner	Drafted	Comments
1.0	Clare Sanders	August 2017	Approved by the Board of trustees 1 September 2017
2.0	Heather Kirkpatrick	November 2017	Personalised sections completed
3.0	Heather Kirkpatrick	January 2020	P16 Schedule of Charges replaced with Revised Schedule of Charges approved by Local Governing Body on 27 th June 2019
			P17 Information for Hirers: staff details updated

This Policy applies to the following schools within the Lighthouse Schools Partnership

LSP Central Team

Gordano School

High Down Infant School

High Down Junior School

Portishead Primary School

St Mary's CofE Primary School

St Peter's CofE Primary School

Date Policy Adopted	1 September 2017
Review cycle	Annually
Review date	Summer 2018

Lettings of School Premises Policy and Regulations Non-Statutory

Rational and Aims of the Policy

1. The Board of Trustees and Local Governing Bodies have full responsibility for the use of the School's premises during the school day and outside normal school hours.
2. This includes the letting of School premises to outside bodies and the control of all income and expenditure associated with such activities.
3. The Trust positively welcomes the contribution that well run voluntary groups which organise community based activities are able to make and encourages such ventures through the use of lettings.
4. The letting of school premises shall not detract from the primary objective of the schools in the trust as educational establishments. Although providing a vital link with the community and other organisations, the letting shall be organised so that there is no disruption to the delivery of the curricula and at no cost to the trust, schools or their pupils' education.
5. The Trust's policy is to encourage the use of School facilities i.e. buildings, playing fields and other grounds such as car park by the pupils, parents, the community and organisations ranging from sports clubs to senior citizens' clubs, local businesses.
6. The income received from the letting of the premises will be used to assist the schools' to enhance and enrich the education and working environment of the pupils.

Equal Opportunities

7. The Trust consider the schools to be a vital resource for the local communities and individuals and groups who wish to make appropriate use of the school facilities are able to do so wherever this is reasonably possible.
8. The Trust positively encourages individuals or groups who wish to make reasonable use of the school facilities, regardless of their race, gender, disability, sexuality or religion.
9. The schools within the Lighthouse Schools Partnership will not consider applications for letting from people under 21 years of age. The hirer will accept responsibility for being on the premises, being in charge of the premises let and for ensuring that all conditions of the letting agreement are observed, particularly those relating to management and supervision of the premises.

Categories of users Statutory Users

10. Where it is established by statute that school premises may not be used then other priorities must stand aside. This does not preclude the local governing body from setting a realistic letting charge to cover their costs. Statutory usage will be:

- a) Use of premises for polling stations or political meetings when an election (local or parliamentary) has been declared;
- b) Official meetings of the Parish or Parochial Councils;
- c) Any other statutory purpose, which may arise

Designated Users

11. The designated user group is likely to be the largest to use the premises. The local governing body of each school within the Lighthouse Schools Partnership reserve the right to set charges at cost recovery and not at a level that would deter such user.

Within this category, priority booking shall be given for extended use as follows:

- (a) within the School: the School's own activity including
 - Meetings - Governor, staff or the School Parents' Association
 - Activities - school and curriculum activities (e.g. concerts, plays etc.)
 - Fund raising activities for School funds;
 - Community Trust linked to the school;
- (b) extended School activities: for example extra curricula activities and clubs, community education or training events, approved childcare activities, non-profit making sport and interest courses and clubs, post 16 education programmes (where applicable).

Private users

12. Those that are not defined as statutory or designated users are defined by the Board of Trustees as private users.

Regulations for the letting of School premises

13. All lettings of the facilities will be in accordance with the adopted regulations for the lettings of School premises, the details of which are annexed to this Policy.

14. The Policy and the regulations for the letting of School premises will be sent to all enquirers and be posted on the Lighthouse Schools Partnership and on individual school's website.

Guidelines on charging

15. The Board of Trustees have delegated the setting of charges for lettings to the local governing body of each school, charges will be based on the following guidelines: the Policy is to set charges to bring additional income to the School taking account of Best Value, including elements such as insurance cover, heating and lighting, cleaning, staff overtime, fair wear and tear and any items subject to VAT.

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16. Details of the charges are available from each school.
17. Decisions to waive or reduce lettings fees are delegated to the Business Manager of each school
18. The local governing body will review the charges for letting annually and reserve the right to review the charges at any time.
19. The local governing body will give a minimum of 30 days' notice of any increase in charges for letting.

Administration of the Regulations

20. While full responsibility for all lettings is with the local governing body, the day-to-day management and administration is undertaken by the Headteacher and/or Business Manager.
21. The local governing body of each school within the Lighthouse Schools Partnership reserves the right to withhold permission to let any part of their School (although the right to make this decision may be delegated to the Headteacher and/or the Business Manager). In the case of dispute, the local governing body's decision is final.
22. The local governing body reserves the right to refuse to let the premises to any group or individual for purposes that are inconsistent with the ethos of the School, this decision may be delegated to the Headteacher or Business Manager. In the case of dispute, this would be referred to the local governing body..

APPENDIX 1 Regulations for the Lettings of the Lighthouse Schools Partnership School Facilities

General

These Regulations apply to the letting of all premises forming part of and maintained by local governing bodies of the Lighthouse Schools Partnership. Where use of the school facilities is required by Act of Parliament these Regulations apply only to the extent that they are not inconsistent with the provision of the Act concerned.

Definitions

Named School : The school that the person letting the premises applies to and wishes to use their facilities.

The Trust: The Board of Trustees of the Lighthouse Schools Partnership.

The Local Governing Body: the local Governing Body of the school.

Facilities: the premises or grounds hired for the function as described on the letting form.

Function: the purpose for which the premises have been hired as stated on the letting form.

The Hirer: the person letting the premises. When an individual signs on behalf of an organisation, they shall be jointly and severally responsible with the organisation for the hire charge and any other associated costs incurred by the School as a result of a breach of these regulations.

The Letting Form: the form provided by the Lighthouse Schools Partnership for the letting of premises at the named school.

Procedure

1. All prospective Hirers must complete the Lettings Form. Failure to do so will result in the letting not being approved and access to the premises being denied
2. The Hirer must personally sign the Lettings Form and not assign or sublet the Premises.
3. In signing the Lettings Form, the Hirer confirms they have read the Regulations, agreed to abide by them and accept responsibility for use of the Premises and the conduct of those attending at the Premises.

Applications for Letting of Premises

4. The Lettings Form must be received by the school that the hirer wishes to use at least 21 days before the proposed date of use.
5. Where the proposed date falls within the School holidays, the Lettings Form must be received at least 21 days before the end of term.

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6. Applications will only be accepted for a maximum period of one year between the first day of September of one year and the last day of August of the following year.
7. When giving details of the length of time the Premises are required the Hirer must state the access and exit times, allowing for any preparatory and clearing up time. The minimum period and charge of hire will be 2 hours. The hirer should have due respect for lettings that may precede or follow. The Hirer can only use the Premises during the time stated on the Lettings Form.

Risk assessments

8. The Hirer must provide risk assessments to the Business Manager not less than 10 days before the hire of the Premises.
9. The Hirer shall carry out all risk assessments necessary for the purposes for which the Premises are let.
10. If the Hirer is not competent in carrying out any risk assessment, the Hirer must seek support/advice from the Business Manager of the named school.

Payment

11. A 10% non-returnable deposit is payable and must be submitted with the Lettings Form.
12. All charges must be paid as follows:
 - (a) for regular lettings on terms to be agreed but in any event on or before the first letting;
 - (b) for casual lettings payment must be received a minimum of 14 days before the proposed date of use;
13. Any application made for hire of the Premises within 14 days of the hire date, the hire charge must be paid in full before the booking is accepted.
14. All payments must be made payable as instructed by the individual named school.

Insurance

15. It is the responsibility of the Hirer to effect all insurance required to cover their liabilities and to obtain public liability insurance cover of £5 million for their use of the school premises. A copy of the insurance certificate must be provided to the named school with the lettings booking form.
16. The Hirer must produce evidence of insurance to the named school before the letting commences and before written approval is given. A copy of the relevant insurance certificate will be retained on file.

Charges

17. The local governing body will review annually applications for charges for regular lettings.

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18. Charges will be made at the rates determined by the local governing body and shall be liable to change without notice to the Hirer.
19. In the event of an incorrect charge being quoted, the local governing body reserves the right to charge the correct rate.
20. The local governing body reserves the right to vary or waive the requirements of the regulations on charges.
21. Where applicable VAT will be charged at the current rate in addition to the letting fee.

Approval/refusal of lettings

22. The Trust and local governing bodies reserves the right to refuse to let to unsuitable hirers. The Trust has been advised that the National Front and British National Party are considered unsuitable hirers of school premises.
23. The Trust and the local governing bodies will not display political favour considering applications from political parties.
24. All lettings (including any variation in the terms of the lettings) shall not be approved or charge confirmed until approval or confirmation is given in writing by the named school.
25. The local governing body reserves the right to refuse any application, or at any time, any agreement for hire made in consequence of any application. The school is not obliged to give a reason of such refusal or termination. Any fees paid will be refunded or an alternative date offered, except in the case of misconduct.
26. The Premises must not be used without a current written lettings approval. Any person who uses all or part of the facilities or the school without authorisation will be charged at the appropriate rate and may be refused permission to use the school facilities in the future.

Cancellation

27. The Hirer shall give a minimum of 21 days written notice of a cancellation to the named school.
28. Where a cancellation is made at any time within 21 days of the hire date the full hire charge will become due and payable by the Hirer.

Special Conditions

29. The local governing body reserves the right to impose Special Conditions in respect of any letting, series of lettings or class of lettings to protect the School or Trust employees. The Special Conditions will be notified in writing to Hirers before giving written approval and before any deposit is paid.
30. Special Conditions may include any requirement considered by or on behalf of the local governing body to be desirable, including exclusion or admission of any person, persons or class of person or of any animal, animals or equipment, the giving of bonds or the effecting insurance.

31. Where facilities are booked by the Hirer prove not to be available during the letting, the local governing body will consider applications for ex gratia refunds of a proportionate part of the letting charge, providing that no refund shall be given for facilities not included in the letting charge.

Legal Requirements

32. The Hirer shall ensure that any activities for children under 8 years of age comply with the Children Act 2004 and that only fit persons who have passed the appropriate Disclosure Barring Service checks have access to the children. Checks also apply where children and young people under 19 years of age and vulnerable adults are taking part in activities. The local governing body retain the right to request written confirmation that the Hirer and associate persons hold a current DBS check where appropriate. The Hirer must provide a copy of the DBS check and Child Protection Policy relating to their Function on request.
33. The Hirer must comply with the Trust and named school's Health and Safety Policy.
34. If a licence in respect of all activity in the Premises is required, the Hirer must ensure they hold the relevant licence(s).
35. The Hirer must comply with the legal requirements concerning consumption of intoxicating liquor, music singing and dancing licences, theatre licences and copyright.
36. Where a licensed bar is used during a Function the Hirer must ensure that the correct licence is obtained and approved by the relevant authority. Pre-approval must be sought from the school prior to submitting the licence application. The conditions attaching to any licence relating to a Function must be observed.
37. The Hirer must ensure that in relation to the Premises, nothing is done in contravention of the law relating to gaming, betting and lotteries and be responsible for observance of the requirements of the relevant legislation.
38. Applications for regular 'Car Boot Sales' must be accompanied by a valid Planning Consent or a letter of exemption from the local planning authority.
39. Lettings in respect of Childcare Schemes and Holiday Play Schemes will be subject to additional procedures currently set out in the local Council's Guidelines for Childcare on School Premises.
40. The Hirer must comply with any legislation in force at the time of the letting. The Hirer shall comply with section 12 of the Children and Young Persons Act 1933, as amended by the Licensing Act 2003. That is to say where any play or entertainment is provided at which the majority of persons attending are children, if the number exceeds 100, it shall be the duty of the Hirer to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or any other persons being admitted to the Premises or to any part of it than can be safely accommodated there and to control the movement of the children and other persons admitted whilst entering and leaving the Premises and to take all reasonable precautions of the safety of the children.

41. The Hirer will to the best of their endeavours ensure the requirements of the Equalities Act 2010 be observed at all times throughout the lettings.
42. The Hirer is specifically forbidden to use or to allow the use of the Premises or any part of the school for any illegal or immoral purposes and shall not carry on any activities so as to cause a nuisance or annoyance for other users of the Premises or neighbouring or adjoining Premises.
43. A no smoking policy applies at all times in all parts of the named school premises including the grounds and car parks. The Hirer must ensure that all users of the Premises comply with this policy.
44. No person under the age of 21 is entitled to hire the Premises.
45. No animals/dogs are allowed on the premises including the grounds and car parks.

Electrical Appliance Safety

46. The Hirer should ensure that any electrical appliances brought by them onto the Premises shall be safe and in good working order. The Hirer must hold a current PAT Certificate and provide a copy of that Certificate prior to the letting.
47. Any electrical appliances used by the Hirer are to be used in a safe manner in accordance with the Electricity at Work Regulations 1989.

Health & Safety

48. The Hirer must ensure they know the position of the fire extinguishers and emergency exits in the Premises, or the nearest available fire extinguishers and emergency exits.
49. Before the start of the letting the Hirer must check the following items:
 - (a) All fire exits and see they are unlocked and all escape routes are free of obstruction;
 - (b) That fire doors are not wedged open;
 - (c) Exit signs are illuminated;
 - (d) That no obvious fire hazards are present.
50. All means of exit from the Premises must be kept free from obstruction. Fire safety appliances must not be removed or tampered with in any way.
51. The emergency lighting supply and illuminated exit signs must not be tampered with in any way.

Outbreak of fire

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52. The fire brigade must be called to any outbreak of fire, however small. Details of any outbreak must be given to the named school Site Manager or Business Manager as soon as possible.
53. No telephone is available at the Premises outside normal office hours. Hirers must have access to a mobile telephone.
54. The Hirer is responsible for the safety of those persons attending the Function and will ensure that in the event of a fire or emergency the procedures set out below are applied.

Fire and Emergency Procedures

55. Any person discovering a fire should raise the alarm by using the nearest call point.
56. If the alarm is raised within the Premises or any other part of the School is in use the following procedures will apply:
 - (a) All staff and visitors must leave the building immediately using the nearest fire exit door. The last person is to close the doors behind them if possible;
 - (b) Do not stop to collect personal belongings;
 - (c) Do not use the lift;
 - (d) Follow the green and white exit sign and make your way to the designated assembly point;
 - (e) A member of staff or, if not present, the Hirer to telephone 999 and notify the emergency services;
 - (f) Nobody to re-enter the building until authorised to do so by the fire authority;
57. Fire action notices detailing the above procedure are located throughout the School.

Condition of Premises

58. Whilst the local governing body gives no guarantee as to the fitness, suitability or condition of the Premises at the commencement of the letting, all reasonable efforts will be made to see that the Premises are in a reasonable condition.

Damage loss or accident

59. The Trust and named school shall not be liable for loss due to break down of machinery, failure of supply of electricity or gas, leakage of water, fire, government restriction or act of God that may cause the Premises to close or the hire to be interrupted or cancelled.
60. The Trust and named school shall not accept any responsibility for the loss of or damage to any car or other vehicle which is brought or left on the School premises.

Supervision

61. The Hirer must ensure that at least one responsible adult (and where appropriate sufficient responsible adults) is present and able to supervise at all times during the letting.
62. The Hirer accepts responsibility for being in charge of the Premises at all times when members of the public are present.
63. The Hirer is responsible for ensuring that all the regulations governing the letting agreement are met including in particular those relating to management of the Premises and supervision of all present.
64. The Hirer shall at all times maintain good order and shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the Premises.
65. The Hirer is responsible for ensuring that no one shall trespass on any part of the School not covered by the letting agreement. Should any trespasser activate the security system the Hirer shall pay any charge levied on the School.
66. All instructions given to the Hirer about parking vehicles must be observed.
67. Parking is prohibited on the concrete paths, service roads or grass areas of the named school.
68. Hirers must ensure that all associated users are aware that the car park is available and should be used.
69. No cars are to be driven on to any playing fields or grass areas. Failure to comply with this regulation will result in an immediate warning.
70. The Hirer must ensure that cycles are not ridden on footpaths or on grassed areas around the School.
71. Admissions to dances, concerts or similar events must be ticket only. The Hirer must keep a written record of the number of persons admitted to the Premises and leaving the Premises so that the number of people present in the building at any time can be established. The written record shall be made available for inspection by all appropriate bodies including the police, any authorised officer of the fire brigade, the licensing authority and the local governing body.
72. If the Premises are let for the purposes of a private party, admission shall be by invitation only.
73. The Hirer must provide sufficient adult supervision in order to maintain good order both inside and outside the Premises.
74. The Hirer must provide suitable security on the door to ensure control of entry and good conduct of the event.
75. Anyone providing music must ensure that the volume is kept to a reasonable level and must not cause any interference with any other activities in the named school or inconvenience for local residents.

76. The Hirer is responsible for notifying the police authorities and local residents of any Function which may cause inconvenience or temporary disruption, for example, unsociable hours or increased traffic.

Explosive and flammable Substances

71. The Hirer shall ensure that:

- (a) Flammable substances are not brought onto or used in any part of the Premises;
- (b) No internal decorations of a combustible nature, e.g. polystyrene, cotton, shall be used.
- (c) No smoke machines, lasers, strobes, real flames, firearms, special effect equipment, pyrotechnics or lighted candles (save for small candles on a birthday cake) shall be used, without prior discussion with the named school and permission from the Business Manager of the named school.

The Equipment and Accommodation

72. The Hirer must clear away all rubbish and leave the Premises in the condition in which they were found.

73. In the event of any damage or defects caused to the Premises or equipment in the Premises, the Hirer must notify the Business Manager in writing.

74. If there is another Hirer letting the Premises immediately afterwards, that Hirer should also be informed of the damage and defect.

75. The Hirer shall make good or pay for all damage (including accidental damage) to the Premises, fixtures, fittings, specialist equipment or content and any loss of content.

76. Any desks, furniture or equipment in the Premises must not be interfered with without the prior approval of the Business Manager.

77. Standing on seats, furniture, windowsills etc. is not permitted. Fittings, fixtures or decorations of any kind are not permitted, other than purely temporary arrangements that require no nails, screws or other fixed devices that would damage or disfigure part of the Premises.

78. Chalk, resin or polishing materials may not be used on floors.

79. Where the named school has lighting equipment and sounds systems the following applies: The lighting arrangements and sound systems of the Premises must not be supplemented or altered, without prior discussion with the appropriate member of staff and permission from the Business Manager. Specialist equipment such as a public address system must not be installed by the Hirer except with the written approval of the Business Manager.

80. If the Hirer wishes to install any specialist equipment, the Hirer must give the Business Manager a minimum of 14 days notice together with written details of the equipment that the Hirer wishes to install.
81. Specialist rooms and equipment, including gymnastic equipment, public address systems, stage lighting and pianos are not included in the letting agreement unless specifically mentioned in the Letting Form and approved in advance by the Business Manager.
82. Before the Business Manager gives approval of the use of any specialist rooms and equipment, the Hirer must give details of the name(s) and qualifications of the person or persons using the rooms and equipment. If the Business Manager give approval, the Hirer is responsible for the proper use of the specialist use and equipment.
83. The local governing body does not provide first aid facilities for the Hirer, or guarantee access to a telephone for calling assistance during lettings. Hirers must make their own arrangements in this respect.
84. All accidents causing injury and incidents with potential for injury must be reported to the school as soon as possible after the event.
85. The local governing body does not undertake to provide suitable chairs or seats for use by the Hirer.
86. Any furniture provided by the Hirer must be removed immediately after the end of the letting.

Vacation of the Premises

87. The Hirer shall ensure the Premises is vacated by all people attending the Function within the time specified within the Letting Form. The Hirer shall ensure that any articles taken to the Premises are removed at the end of the Function. If the articles are not removed, the local governing body reserves the right to charge the Hirer for each day, or part of a day, until the articles are removed. Failure to remove articles at the end of the function, in the event causing significant disruption to the named school will be charged a sum to reflect the inconvenience to the named school.
88. After using the premises, the Hirer shall carefully check there are no apparent fire risks and all doors and windows are closed and secured.

Catering Facilities

89. Where catering facilities are available the following special conditions apply:
 - (a) A separate charge will be made to use the school catering facilities in addition to charges for the letting of the Premises;
 - (b) A member of the named schools' contracted Catering Staff must be present whilst the catering facilities are being used. The requirements of that member of staff must be obeyed unless specific permission for sole use or the kitchens has been given by the local governing body within the letting agreements. The Hirer is responsible for the proper use of the facilities if approval is given. Any application to use these

facilities must specify the name and qualifications of the person(s) using the equipment;

- (c) There must be no smoking in any kitchen by any person handling food or catering equipment;
- (d) School tea clothes must not be used;
- (e) The kitchen and equipment must be left as clean as it is found;
- (f) School crockery and cutlery must not be used except by special permission of the Catering Company;
- (g) Tables must be covered before use and washed after use;
- (h) Any other special conditions that may be specified by the Catering Company and named school Business Manager.

Grounds and Playing Fields

- 90. The following regulations governing grounds and Playing Field.
- 91. Any applications to use the Playing Fields will be considered by the local governing body. Charges for the use of the Playing Fields will be calculated pursuant to the charging guidelines.
- 92. The local governing body is responsible for the final approval of letting of the Playing Fields.
- 93. The local governing body do not give any guarantees to the standard of any of the Playing Fields nor of the maintenance or improvement of this standard during the season. The Hirer shall be deemed to be aware of the state of any of the Playing Fields upon submitting the application and the application will be deemed to be for the particular Playing Fields as seen.
- 94. The named school Business Manager shall decide whether any of the Playing Fields is fit for use and their decision shall be final.

Compliance with Regulations

- 95. If the Hirer fails to comply with any of these Regulations whether intentionally or not, such failure may be deemed by the local governing body to be just cause for the immediate cancellation of any letting or fees for letting.
- 96. If facilities prove not to be available during the letting, the local governing body will consider applications for refunds of a proportionate part of the letting charge. No refunds will be given for facilities not included in the letting charge.
- 97. The local governing body's decision as to any refund will be final.

HIGH DOWN SCHOOLS SCHEDULE OF CHARGES

A. Lettings within school opening hours (commencing after 7.30am and ending by 6pm Monday to Friday in School term Time)

Groups with less than 10 pupils	Free of charge
Groups with 10 pupils or more - initial letting up to one hour	£10 first hour
Additional hours	£5 per hour

B. Lettings outside school opening hours

	MONDAY TO FRIDAY UP TO 11PM	SATURDAY, SUNDAY AND PUBLIC HOLIDAYS UP TO 11PM
Initial letting up to one hour	£25 first hour	£35 first hour
Additional hours	£10 for each additional hour thereafter up to a maximum of £50	£12 for each additional hour thereafter up to a maximum of £70

Costs for the use of the premises after 11pm would be negotiable.

Rates above may be subject to VAT depending on use.

The school catering accommodation is not available for letting

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APPENDIX 3 - NAMED SCHOOL INFORMATION FOR HIRERS

NAMED SCHOOL : High Down Infant School/High Down Junior School			
ADDRESS: Down Road, Portishead			
POSTCODE : BS20 6DY			
SCHOOL CONTACTS			
	NAME	Post	CONTACT PHONE NUMBER (During working hours)
Lettings Co-ordinator	Nikki Harris-Evans	Administrator	01275 843969
	Heather Kirkpatrick	Business Manager	01275 843969
	Kevin Burgess	Site Manager	07969 632969

EMERGENCY NUMBERS WILL BE ISSUED PRIOR TO THE LETTING

Emergency Action	Evacuate the building when pulsing alarm sounds
ON DISCOVERING A FIRE Break the glass on the nearest fire alarm call point Call Emergency Services 999	
ON HEARING THE ALARM Leave the premises by your nearest exit route Do not stop to collect personal belongings Do not attempt to tackle the fire unless trained and safe to do so Make you way to the assembly point Do not re-enter the any building until authorised to do so by the Fire and Rescue Service	
CONTACTING THE EMERGENCY SERVICES If calling the emergency services, the school's address and postcode is Down Road, Portishead BS20 6DY	
The school grab bag is held the School Business Manager's office and includes details of the school plans and services to be provided to the emergency services	

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APPENDIX 4 - LETTINGS APPLICATION FORM

NAME SCHOOL:

LETTINGS APPLICATION FORM

Lettings Ref:	NOTE TO APPLICANT: BEFORE COMPLETING THIS FORM, PLEASE READ CAREFULLY THE LETTINGS POLICY AND REGULATIONS FOR THE LETTING OF PREMISES AT THE SCHOOL
TO BE COMPLETED BY THE APPLICANT (PLEASE TYPE OR USE BLACK INK - THIS WILL ASSIST US WHEN PHOTOCOPYING)	

<u>SECTION 1</u> PURPOSE OF HIRE	
---	--

<u>SECTION 2</u>	
NAME OF ORGANISATION	
NAME OF APPLICANT	
APPLICANTS ADDRESS	
POST CODE	
TELEPHONE NUMBER	HOME: _____ WORK: _____
Accessibility - If there are questions relating to accessibility around the School or you require any specific accessibility arrangements please contact the School in advance and discuss.	

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SECTION 3					
ACCOMMODATION/FACILITIES REQUIRED	PURPOSE OF HIRE	DAYS(S) OF WEEK	DATES REQUIRED	TIMES REQUIRED*	
				FROM	TO
RESOURCES REQUIRED PLEASE TICK	FLIPCHART				
	LAPTOP/DATA PROJECTOR			P.A. System	
DO YOU WISH THE LETTING TO CONTINUE THROUGH THE SCHOOL HOLIDAYS? *YES/NO					

*TO INCLUDE PRELIMINARY PREPARATION AND CLEARING AWAY

SECTION 4 INSURANCE

Public Liability Insurance of £5m is a requirement of the Lighthouse School Partnership and the named School for all users of our facilities, and a **copy as evidence of such insurance needs to be provided.**

We have our own Public Liability Insurance of £5m and attach herewith a copy of our current policy

SECTION 5

I take FULL responsibility for ensuring the school remains secure during the letting. On behalf of the organisation I personally agree to be responsible for the fees charged in respect of this letting and I agree to abide by the regulations stated in the school lettings policy, the contents of which I have read and understood.

Please refer to the named school schedule of charges.

For casual lettings, a 10% non-returnable deposit is payable and must be submitted with this Application Form - please contact the named school co-ordinator to confirm cost of booking and agreed value of non-returnable deposit. Full payment must be received a

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Premises Policy and
Regulations

Version

3.0 January 20

minimum of 14 days before the proposed date of hire to ensure the premises are made available.

For regular lettings, after any initial payment you agree to payment one month in advance of use throughout the season. Terms to be agreed, but in any event on or before the first letting.

Cheques need to be made payable to Lighthouse Schools Partnership.

Signature of Applicant:		Date:	
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Thank you for completing this booking form. Please return it to:

SECTION 6 (FOR SCHOOL USE ONLY)

This application for lettings is approved

not approved

If not approved state reason:

Signed:

Business Manager

Date: