



## **William Law C E Primary School**

### **Lettings Policy**

Policy shared with staff on                      Intranet [by email/staff briefing]

Policy confirmed by the Governing Body of William Law CE Primary School on:

Date:    5<sup>th</sup> May 2021

Signature: 

Policy to be reviewed on:    September 2021 (due to new build)

***This policy is written in line with the Christian values and ethos of our school***

# WILLIAM LAW C E PRIMARY SCHOOL

## 'Lettings' Policy

### **Introduction**

The general requirement of the Governing Body is that the premises be used to promote the work of School and Church.

### **Arrangements for Approving Lettings**

Where use of the premises by a particular group has become established, this will continue without any further approval being required.

Approval is required for all new lettings from William Law School and Werrington Church.

### **Lettings Regulations**

All groups using the premises out of school hours must abide by the Lease.

Existing users are not required to complete an application form. All groups must ensure that prior to the event they have confirmed availability with either the School or Church Secretary. An authorised 'Key Holder', who is responsible for the premises, must be present throughout their use of the premises. Key holders must abide by the instructions given in 'Guidance for Key Holders' [see Appendix 4].

An application form [see Appendix 3] must be completed by new users. Completed forms should be returned to the School Secretary at the William Law School office. An authorised Key Holder must be present throughout a category 3 or 4 letting. [Where the caretaker is present, a charge will be made for the hours she is on duty].

### **Appointment and Training of Key Holders**

Key Holders are appointed by William Law School or Werrington Parish Church. A list of keyholders is available from both School and Church. No person may take on the role of Key Holder until they have been appropriately trained.

### **Lettings Fees**

An annual payment is made by the Werrington Parochial Church Council, in respect of Church use of the building.

Lettings fees, which are reviewed annually, must cover the cost of heating and lighting, cleaning and payment to the caretaker [if appropriate]; in addition to the standard hire charge. An estimation of what the lettings fee will be, showing how it has been arrived at, will be sent to the hirer in advance of the actual letting [see appendix 5].

### **Administration of Lettings**

Administrative matters in connection with the hiring of premises will normally be dealt with by the School Business Manager, in consultation with the parish office. This will include issuing of application forms, confirming of details, updating of the 'hall bookings' diary, notification to persons concerned, and sending of invoices.

### **Health and Safety**

It is important that hirers are made aware of various Health and Safety provisions. A leaflet outlining these provisions should be given to hirers along with the 'Estimation of Lettings Fees'. [see appendix 6]. Gate codes are given.

### **Revision**

This policy shall be reviewed every 3 years

**WILLIAM LAW C E PRIMARY SCHOOL**  
**HIRING REGULATIONS**

1. In these Regulations 'The Hirer' means the person signing the application form and in addition any organisation for whom he is stated in such form to be acting. The liability under the hiring agreement of such person and such organisation shall be joint and several.
2. An application form must be completed in respect of hiring of the school premises by groups other than those which are Werrington Church based. The application must be submitted to the School Secretary no less than 5 working days prior to the event.
3. Not more than the number of persons stated in the application form shall be allowed in the School premises at any one time.
4. Use of the School premises or the relevant part thereof and entry thereto is limited to the purposes and times stated on the application form and no sub-letting is permitted.
5. The Hirer is responsible for and shall indemnify the School Governors against all damage to the School premises and to any property on the School premises occurring during or in relation to the hiring or while persons are entering or leaving the School premises pursuant to the hire, however and by whomsoever caused.
6. The School Governors shall not be responsible for any loss or damage to any property arising out of the hiring nor for any loss, damage or injury which may be suffered by or be done or happen to any person resorting to the School premises during or in relation to the hiring arising from any cause whatsoever or for any loss due to any breakdown of machinery failure of supply of electricity or gas, leakage of water, fire, government restriction, requirement of the Local Education Authority or force majeure which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled and the Hirer shall indemnify the School Governors against any claim which may arise out of the hiring or which may be made by any person resorting to the School premises or in relation to the hiring in respect of any such loss, damage or injury.
7. The right at any time to enter the School premises and remain on the premises during the hiring is reserved to the School Governors and their representatives and any police officer. Normally, the school caretaker, who is a representative of the School Governors, will be present throughout the duration of all lettings, other than those which are Werrington Church based.
8. The Hirer shall ensure that good order is kept in the premises.
9. The School Governors [by themselves or their representatives] may put a stop to any entertainment or meeting which in their opinion is not properly conducted or which may infringe any of the provisions hereof.
10. No bolts, nails, screws, bits, pins, spikes or other objects shall be driven into the fabric or furnishings of the School premises. No articles may be fixed thereto and there shall be no structural alterations to any stage in the School Hall.
11. The Hirer shall at the expiration of the hiring leave the School premises in a clean and orderly state.
12. The Hirer shall ensure that all property brought into the premises for the purposes of the hiring are removed before the expiration of the hiring. The School Governors shall not be responsible for any property left behind and reserve the right to charge extra while it is in the premises.

13. No slogans, advertisements, flags, emblems or decorations shall be displayed outside the School premises whether affixed to the same or free standing.
14. The Hirer shall remove any slogan, advertisement, flag, emblem or decoration displayed inside the school premises if in the opinion of the representative of the Governing Body it shall be unlawful, unseemly or libellous or expose the premises to an undue risk of fire or is likely to lead to a disturbance or a breach of the peace.
15. No exits may be blocked or chairs or obstructions placed in corridors or fire appliances removed or tampered with and the Hirer shall ensure that users of the premises are aware of the locations of emergency exits and that the Hirer's staff know the location of fire-fighting equipment.
16. Any lights or other electrical apparatus which will be connected to the electrical installation in the premises will be properly insulated, fused, and electrical plugs and sockets will not be overloaded.
17. All conditions attached to any music and dancing licence and any theatre licence for the School premises shall be observed. A copy of each such licence held may be seen on application to the School Secretary and the Hirer shall be deemed to have had notice of all such conditions.
18. All legal requirements regarding the sale and consumption of alcoholic liquor the performing of plays and the exhibition of cinematograph films shall be observed and there shall be no infringement of any copyright subsisting under the Copyright Act 1956. The School Governors or their representatives shall be entitled to require proof that the provisions of this clause have been complied with 48 hours before the hiring. All legal requirements of Gaming and Lotteries legislation shall similarly be observed without infringement.
19. All scenery and costumes used for stage performances and the like must be fireproofed.
20. If the hiring includes use of the School kitchen the Hirer shall comply with such conditions as the School Governors may prescribe at the time of the hiring.
21. The Hirer shall make such provision for such Insurance cover as the School Governors may require, and shall pay all premiums due there under, and produce the policy or policies of insurance 48 hours before the time of hiring.

[APPENDIX 3]

WILLIAM LAW CE PRIMARY SCHOOL  
**APPLICATION FORM FOR THE HIRE OF SCHOOL PREMISES**



Room(s) required: \_\_\_\_\_

Date of proposed hiring \_\_\_\_\_ Max. No. of persons expected \_\_\_\_\_

Between the hours of \_\_\_\_\_ and \_\_\_\_\_

Time of opening \_\_\_\_\_ closing \_\_\_\_\_

Nature of function for which premises are required: \_\_\_\_\_

I certify that I am not less than 18 years of age, that I have read the Regulations governing the letting of the William Law School for the time being in force.

I accept responsibility for:

- observance of the Regulations, and agree to pay on demand the lettings charge hereby incurred.
- any damage attributable to my hiring of the premises.

I confirm that I/my organisation is fully insured for third party liability [for claims of up to two million pounds].

I confirm that I have never been refused permission to hire any school premises nor have I been convicted under the misconduct provisions of the 1996 education act.

I hereby indemnify the Governors of the William Law School against all claims in respect of injury, loss or damage [including damage to the school premises] arising from this letting. [In requiring this undertaking the Governing Body does not seek to absolve itself or any employees from liability as owners/occupiers of the premises].

Signed \_\_\_\_\_ Date \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_

---

**For Office Use:**

Booked in Church/School diaries \_\_\_\_\_ Invoice sent \_\_\_\_\_

Caretaker required \_\_\_\_\_

Name of Key holder in charge \_\_\_\_\_ Payment received \_\_\_\_\_



**CONFIDENTIAL**  
**INFORMATION FOR KEYHOLDERS**

**GUIDANCE FOR KEY HOLDERS**

Responsibility

Opening, closing, and the period in between, is the responsibility of the key holder concerned. Access to the building should be confined to one of the main entrances. If a meeting is taking place in an area out of sight of the entrance, then the point of entry should be carefully controlled.

Training

No person may become a key holder until approved by the School or Church, and has received training.

Opening

1. Entry is through either the Church or School main entrance.
2. If the security system sounds then the system must be de-activated using the key fob. If there is no tone then the system has already been de-activated. Do not re-activate.

Locking Up

1. Ensure windows are closed, doors locked and lights turned off.
2. If the last group to leave the building [check there is no other group or person inside] activate the intruder alarm system. A 'beeping' will sound. This is a warning to vacate the building and lock the main door within 45 seconds.
3. Close and lock the main door.
4. Walk around the building to ensure that all windows are closed and doors locked.

Heating System - Vestry extension Panel

The extension, when activated, brings the heating on for 4 hours.

There are three functions, each controlled by a corresponding switch:-

- |             |   |   |
|-------------|---|---|
| Zone 2      | - | for rooms 9 - 14  |
| Hall        | - | for the main hall.  |
| Compensator | - | for Activity Hall and classes 1 - 8. [This also brings on the entire heating system!] |

Only in an emergency should key holders attempt to gain access to the 'plant' room. Take care not to press the emergency close down button which is to the left of the door on entering.

Building Defects/systems malfunction

Any defect in the building and/or its contents should be reported to the school office. A very serious defect which may result in further damage, the building being without security, and/or is a threat to health/safety should be reported to the caretaker immediately. Less serious matters should be reported to the parish office and the school office in writing.

Parking

If more than 50 vehicles are expected at an event, key holders must ensure that additional arrangements are put in place for parking. Such arrangements must be communicated to the people concerned.

WILLIAM LAW C E PRIMARY SCHOOL

**Information about and Estimation of Charges for Lettings**

**Standard Hire Charge**

[inclusive of administrative costs; and normal 'wear and tear']

Classroom	£20.00 per hour
Activity hall	£30.00 per hour
Main hall	£50.00 per hour
Field	£50.00 per hour

**Heating [only if used]**

Any room in Heating Zone 2 [ie rooms 9-14 and staffroom]	£5.00	per hour
Main Hall	£5.00	per hour
Any other room [including Activity Room]	£5.00	per hour

**Caretaker [where appropriate]**

£20.00 per hour

**Cleaning [where appropriate]**

£15.00 per hour

**Estimation of Charge**

**Organisation** \_\_\_\_\_ **Date of Letting** \_\_\_\_\_

Standard fee	_____	hours at £	.....£
Lighting	_____	hours at £	..... £
Heating	_____	hours at £	..... £
Caretaker	_____	hours at £	..... £
Cleaning	_____	hours at £	..... £
Other [specify]	_____	hours at £	..... £ _____
TOTAL ESTIMATED CHARGE			£

This is an estimate of what your letting will cost. Please do not pay until you receive an actual invoice. The Governors retain the right to increase the charge if costs incurred are greater than those listed above.

**HEALTH AND SAFETY ADVICE/REQUIREMENTS FOR SCHOOL LETTINGS**

**1. EMERGENCY EVACUATION OF BUILDING**

**1. RAISING THE ALARM**

**In the event of fire, sound the alarm.** Break the glass of the nearest fire call point. See attached plan for position of fire call points. Immediately inform either the Headteacher or Deputy or Office Manager. Whichever of them is nearest the telephone will call the Fire Service.

**2. CALLING THE FIRE SERVICE**

Dial **999** and ask for the Fire Service. Report 'Fire at William Law School, Twelvetree Avenue, Werrington'.

**3. EVACUATION OF BUILDING**

On hearing the fire alarm [a continuous two tone siren] -

**Leave building in quiet and orderly fashion by the nearest EXIT** checking nearby group rooms, toilets and cloakroom areas, doors to be closed on leaving.

**Assemble on large playground**

**4. TAKE A ROLL CALL or ensure a fire officer is appointed to check that the building has been cleared.**

**5. REPORT ANY MISSING PERSONS TO THE PERSON IN CHARGE.**

Do **NOT** go back into the building unless you are advised that it is safe to do so.

**DEALING WITH THE FIRE**

Once the building has been evacuated, it may be possible, while awaiting the Fire Service, for adults to attempt to deal with the fire.

Fire extinguishers are positioned as indicated on the plan overleaf.

**2. ACCESS TO TELEPHONE**

A telephone is available in both the parish and school offices and staff room. When using the school phone it is necessary to dial 9 to get an 'outside' line. These telephones should only be used in an emergency or after authorisation from the governor's representative.

**3. FIRST AID PROVISION**

A standard medical kit [look for green box] can be found in the school staff room and the parish kitchen. In addition, for minor injuries, a box of plasters, medical wipes etc., is kept in a blue topped container, alongside the green first aid kits.

**4. ROOM CAPACITIES**

The maximum capacities, in terms of safety, for different rooms, are as follows:

Main Hall	720	Each Classroom	30
Activity Room	50	Staffroom	25

WILLIAM LAW C E PRIMARY SCHOOL

Hire of Kitchen Premises

Conditions of Hire

1. A kitchen hire charge of £20 an hour for Light Refreshments and £40 an hour for a Full Catering Function will apply.
2. The staff charges are inclusive of all employer's costs.
3. When the kitchen facilities are hired, Hirers must contact the School Caterer, prior to the function, to be advised on the use of the premises and equipment, and staff costs.
4. All cleaning materials and cloths must be supplied by the Hirer. All rubbish and all waste food must be taken away.
5. Use of kitchen premises requires the Hirer to leave the premises in a satisfactorily clean condition with the floors cleaned. Additional charges will be raised if this is not the case.
6. The cost of any repair due to damage or faults caused by the Hirer to kitchen premises will be levied on the Hirer.
7. The hire of light equipment [ie crockery etc] if needed, is available by arrangement with the School, who will set the charges.
8. All charges are subject to periodic review.
9. Refrigerators and freezers are **not** available for use during any lettings.

These conditions are designed to protect the School's assets and to ensure the safe use of machinery as well, as ensuring that the Health and Safety of children and staff is protected.

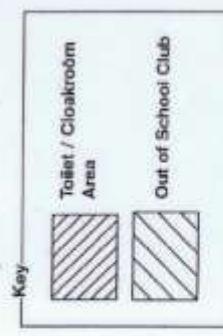
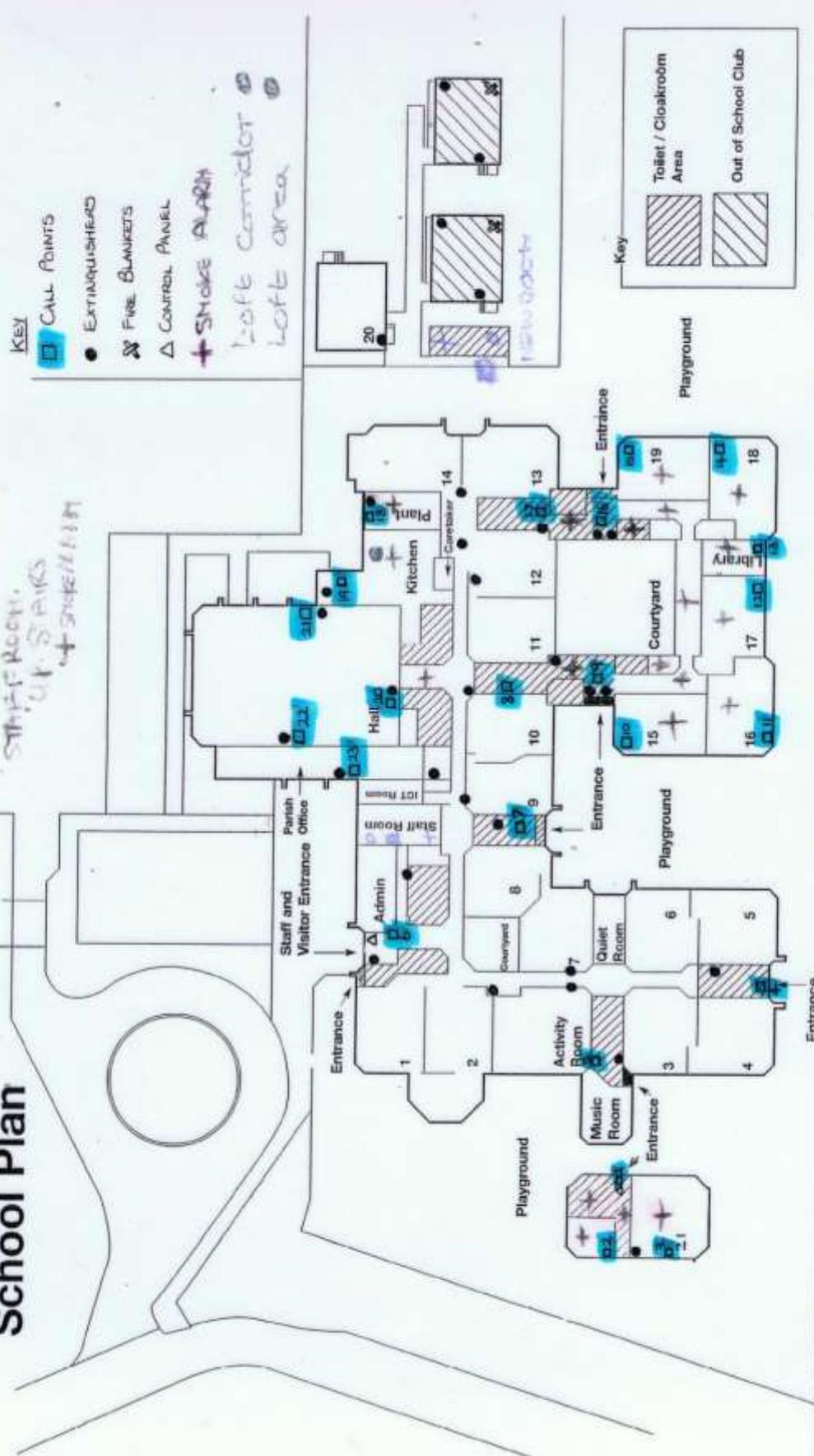


# William Law C of E Primary School School Plan

LOCATION OF FIRE EQUIPMENT

- KEY
- CALL POINTS
  - EXTINGUISHERS
  - ☒ FIRE BLANKETS
  - △ CONTROL PANEL
  - + SMOKE ALARM
  - Loft Corridor
  - Loft area

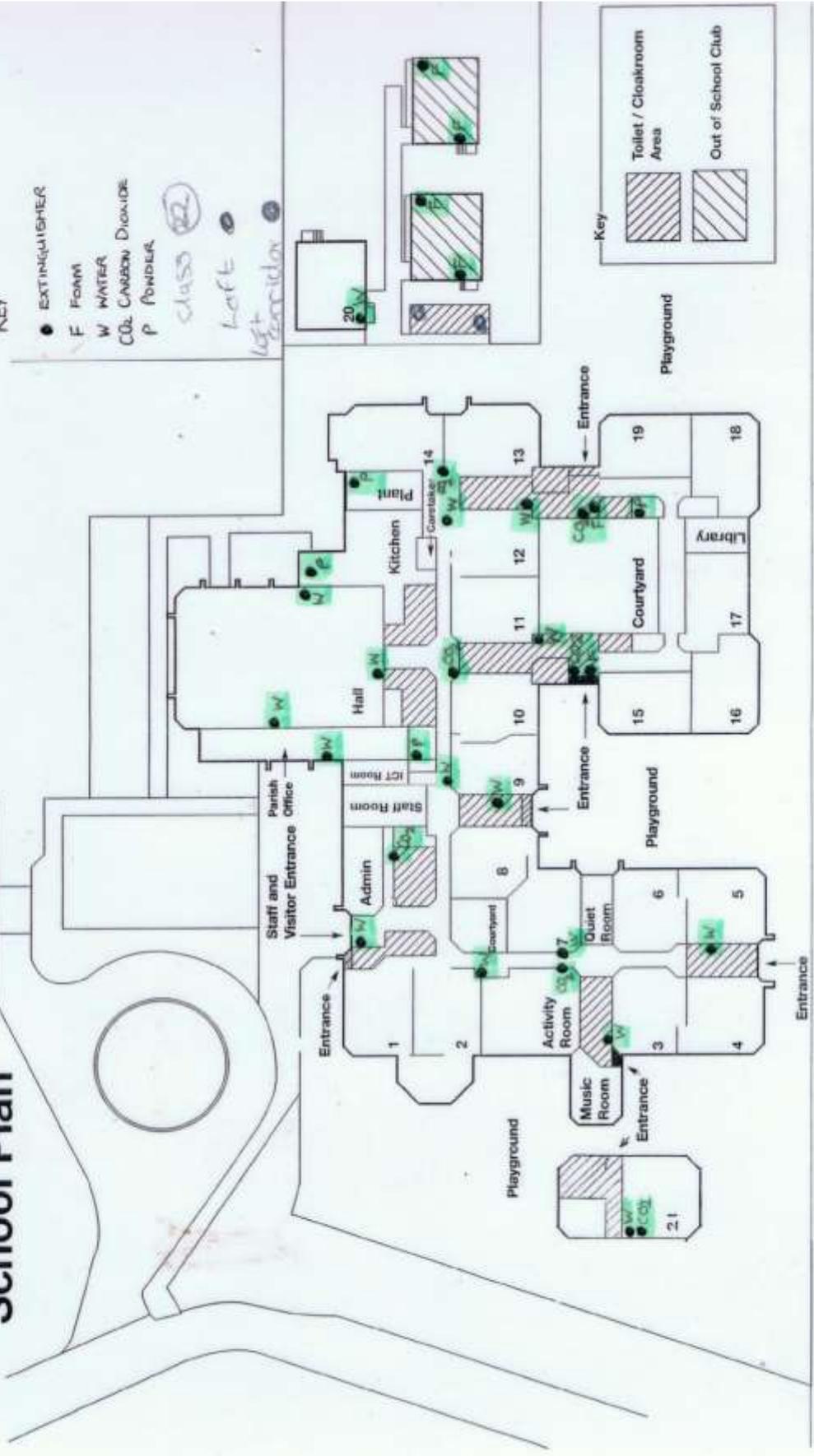
STAFF ROOM, UT. SAID + SMOKE ALARM



# William Law C of E Primary School School Plan

FIRE SAFETY  
EXTINGUISHER TYPE

- KEY
- EXTINGUISHER
  - F FOAM
  - W WATER
  - CO<sub>2</sub> CARBON DIOXIDE
  - P POWDER
- class 22*
- left*
- left corridor*



Key

	Toilet / Cloakroom Area
	Out of School Club