



Lettings policy and conditions of hire

The use of our school premises is permitted by the Governing Body on the understanding that the following rules are adhered to at all times.

- a) Once you, the Hirer, have accepted a permit to use the school premises, you are automatically bound by all terms and conditions of usage of the premises. The Governing Body have the right to vary these terms and conditions at any time.
- b) The person signing the application form, on behalf of their organisation, (then known as the Hirer) is personally responsible for ensuring that all terms and conditions of our lettings policy are adhered to.
- c) The requirements of the school Governing Body on or in connection with the issue of licenses for public dancing, music or any public entertainment must be strictly fulfilled. As those licenses lay down stringent regulations, the hirer must study the regulations of the Local Education Authority on the issue of licenses for such purposes. A copy of the regulations and requirements can be obtained on application to the Director of Education or the Governing Body.
- d) If a hirer is uncertain as to the application of any of the licensing regulations, he/she should obtain further information from the Licensing Officer of Cambridgeshire County Council. A hirer who is organising events for children must have regard for the requirements of The Children Act 1989.

1) Bookings

All applications for the hire and use of the school facilities must be made with the school in which your activity/event is to take place. Booking forms are available from the school offices. Completed booking forms must be returned to the appropriate school office within 14 days of making a provisional booking otherwise the facilities may be offered to a new enquiry. A booking is only confirmed when the booking form is returned and authorised. Please note below, that reference to the 'school office' is to the office in whichever school your event will take place.

Block bookings

Enquiries for regular use will be referred to the school office to assess requirements and availability. Block bookings are reviewed annually to ensure that the use of the premises is in line with priorities for the local area and school policies. If it becomes necessary to terminate a block booking, groups will be given a minimum of one months notice unless it

is due to misuse of the premises when it will be with immediate effect. However, a three month assessment period will be in place for all new lets.

2) **Booking times**

Times must be strictly adhered to and must include any time required for setting up, cleaning and putting away equipment afterwards. Any changes to the booking times must be made with the school office or caretaker.

Unless otherwise agreed in writing by the County Planning Authority :

- **The community areas** within the school building shall not be used except between the hours of **0700 to 2300 Monday to Saturday and 0900 and 2100 on Sundays and Bank Holidays**.
- **The MUGA** shall not be used except between the hours of **0900 and 2200 Monday to Saturday and 0900 and 1900 Sundays and Bank Holidays. Outside of these hours the floodlighting shall be off at all times.**

Please note that for any event that continues after 10pm the hourly rate will increase to £25 for the final hour.

3) **Hire charges**

Hire charges are reviewed annually and are effective from 1st April each year. Full payment prior to the booking date will be required for all social and commercial bookings. Otherwise, hirers will be asked to make full payment within seven days of the event or on receipt of an invoice. Cheques for payment should be made payable to **Trumpington Federation** – dependent upon which venue you have chosen. Charges are made from the time access is required until the area is cleared after use. A minimum of hour charges are made and rounded up as appropriate.

4) **Cancellation**

Hirers must give 2 weeks notice in writing to the school office for the cancellation of regular of one off bookings. Regular groups must where possible give at least 24 hours notice to the school office or caretaker if they are not coming in for a booking, otherwise charges will be incurred. It is also important for security of the building that the office and caretaker are made aware if a group is not coming in on a particular day.

5) **Contact details**

Please inform the school office of any changes to the contact details of the hirer, organiser, club secretary or treasurer.

6) **Licensed bars**

The hirer is responsible for obtaining a licensed bar for social bookings. Proof of licence must be shown to the school office at least one week prior to the event and displayed at all times during the event along with the bar price list. Bar facilities must close by 11pm and at least half an hour before the end of a booking. Failure to provide a copy of the licence will result in the bar being refused.

7) Health and Safety

Please observe safety regulations and read the notices displayed on the wall or notice boards in the room, toilets and communal areas in the vicinity of your let. **Do not block or lock any fire exits.** Fire drills will be undertaken from time to time. Please evacuate the building whenever the alarm sounds and assemble in the appropriate assembly point. Details of the assembly point are provided in the fire evacuation procedures for each school – a copy will be provided with your letting confirmation. The hirer is responsible for ensuring compliance with all fire procedures required by the school.

8) First Aid

Groups should have their own first aid supplies; however first aid kits are located in the halls and meeting rooms. Please make sure all group members are aware of this. If first aid equipment is used please inform the school office as soon as possible so that it can be restocked.

9) Smoking

There is a no smoking policy for the whole site. Smoking is not allowed in the school or anywhere within the grounds.

10) Electrical appliances

All portable electrical appliances on site must have a safety certificate. If regular groups use any of their own equipment, please inform the school office and this can be included in the annual portable appliance test (PAT). The school have the right to refuse any equipment on site that appears to be sub-standard or without a certificate.

11) Insurance

Groups should have their own insurance to cover public liability, equipment and damage as appropriate along with any necessary licences. Copies of these must be shown when making a booking. Cambridgeshire County Council operate an insurance scheme which can be requested at the time of booking, this will be charged at 10% of the total lettings cost. Please ask at the school office for details.

12) Security

Please do not leave the building unattended. There must be a handover to another group or the caretaker. The caretaker on duty's contact details will be displayed. Please also ensure individuals look after their own personal property and do not leave them on display in parked vehicles. The school and governing body cannot be held responsible for any loss or damage to property or accidents occurring during the occupation of the premises.

13) Accessibility

Accessibility to our services and facilities is important. There are a disabled access toilets and the buildings are wheelchair accessible.

14) Child protection

We take child protection very seriously and have a record of Criminal Record Bureau disclosures and County Council forms for all people and groups working with children.

15) Car parking

Parking facilities are available but are limited during the school day. For the safety of the children access is not permitted between 8:40 to 9:00am and 2:50 to 3:15pm. Please leave the car park quietly as the school is located in a residential area. Users of the car park use the site at their own risk. All vehicles must be removed from the site as the premises are secured at the end of the evening.

16) Cleanliness

Cleanliness is essential. Each group is responsible for cleaning up after their session, and leaving the room as it was found. All equipment must be cleaned and put away, with all surfaces wiped clean. Please ask for approval with the school office if activities will include art, craft, food or any other potentially messy activities.

17) Equipment

Please enquire at the school office if you wish to use any school equipment. Use of school equipment must be agreed in advance of the event. Please take care of items and report any breakages to the school office or caretaker as soon as possible.

18) Damage

Any damage discovered or caused must be reported as soon as possible to the school office or caretaker and there will be a charge for repair or replacement if caused by the hire participants.

Please discuss any special arrangements and the use of the facilities with the school office or caretaker, such as decorations and bringing equipment on site. Please note that candles are not permitted as smoke detectors are fitted throughout the school.

19) Responsibility

The person hiring the premises or grounds will be held responsible for any damage or accidents occurring during the occupation of the premises. Hirers must take any necessary arrangements regarding insurance and licences to cover their activities and meetings. Reimbursements of any cost incurred will be required by the school. Please be considerate to our neighbours.

INDIVIDUAL LETTING H&S INFORMATION

Date of letting	
Organisation	
Event	
Time	

Activity	Contact person & mobile number
Who will be opening the building?	
Who do I contact with any queries on: Room/resources / furniture/equipment?	
Who will be locking up?	

- Please ensure that you read the Conditions of Hire for your use of the room/site.
- Prior to the meeting/event, please ensure that you have read and familiarised yourself with the emergency fire procedures – which can be found on the wall as you enter the room.
- Please ensure that any damage to equipment is noted on the reverse of this sheet.
- Please leave the room tidy and clean, an additional charge may be levied if the school has to undertake a further clean of the room used (cleaning cloths etc are available from the cleaner).

Please sign below to say that you agree to the above and that you have read the Terms and Conditions document.

Name **Date**

Damage Report

Damage caused	Equipment/furniture damaged



Fawcett Primary School – Booking Form

Hirer's name				
Address				
Telephone number				
Type or name of event				
Date of event				
Total duration of event	From		To	
Number of tables required		Number of chairs required		(Leave blank if not applicable)

<input type="checkbox"/>	Rate A – commercial or profit making event	<input type="checkbox"/>	Rate B – educational or community event
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Section 1- Base tariff

Please enter total hours in the box next to the area you wish to book. Remember to include time for setting up and clearing away. All charges are rounded up to the nearest full hour. If an event continues from 10pm until 11pm during the week, the rate for the final hour increases to £25.

Hours/games	Area	Rate A – hourly rate/rate per game	Rate B – hourly rate/rate per game
	Dining hall	£10.00	£5.00
	Main hall	£20.00	£10.00
	Football pitch and changing rooms	£30.00	£30.00

Section 2 – additional charges

A fixed unlocking and locking charge will be added to all booking unless the event includes a dance, disco or licensed bar. In the case of events with a dance, disco or licensed bar an hourly caretaking charge will apply, calculated using standard overtime rates. Please tick the appropriate box below:

Tick	Event type	Cost
<input type="checkbox"/>	Event on Monday to Saturday (no dance, disco or bar)	£6.40 for unlocking and locking
<input type="checkbox"/>	Event on Sunday or Bank Holiday (no dance, disco or bar)	£12.80 for unlocking and locking
<input type="checkbox"/>	Event including a dance, disco or licensed bar	Hourly charge for caretaker

PTO

Section 3 – Insurance. Please tick the appropriate box below.

Tick	Insurance type	Cost
	Optional Cambridgeshire County Council insurance scheme	10% of total lettings charge
	I have arranged my own insurance	n/a

Declaration

- I have read and agree to abide by the Lettings Policy and Conditions of Hire
- I understand that extra cleaning costs may be charged
- I am covered by a valid public indemnity insurance policy (delete if not applicable)
- I have obtained the necessary licences (delete if not applicable)

Signed _____

Date _____

Once completed and signed, please return the form to the school office to secure your booking.



Trumpington Meadows Community Rooms Booking Form

Hirer's name				
Hirer's Address (for invoicing purposes) PO Number if applicable.				
Telephone number				
Email address (for booking confirmation)				
Type or name of activity				
Date of event				
Time of event Opening hours 8 – 6pm weekdays Out of hours after 6pm and weekends	Start time:		Finish Time:	
Out of hours telephone number for emergencies during your let: 07553618208	Please ensure you vacate the building promptly after your let. Should you have a lot of equipment to pack away, please extend your 'Finish Time' to allow for this.			

Section 1: Base tariff

Please tick the appropriate price band.

Price Band A

for local non profit organisations,
community and city-wide groups

Price Band B

for commercial lettings or profit making
groups and events

Please enter your total hire hours in the box next to the room you wish to book. You must include time for setting up and clearing away. All charges are rounded up to the full hour.

Hours	Area	Max seating capacity with tables	Max seating capacity without tables	Band A Hourly rate	Band B Hourly rate
	Hall	65	100	£15.00	£36.80
	Meeting Room 1	45	80	£12.00	£23.50
	Meeting Room 2	25	45	£12.00	£22.10
	Activity Studio	n/a	n/a	£12.00	£23.50

Please note that Hirer's Liability Insurance will be added to your final hire cost.

Section 2: Additional charges

Refreshments

We can offer you a selection of hot and cold drinks and biscuits at your request for £1 per person. Please indicate how many in the table below. However, it is your responsibility to serve your own drinks and to keep the areas you use clean and tidy.

Please contact the office for more information about the corporate menu we offer through Flair Catering.

Out of hours Bookings

An unlocking/locking charge will be added to all out-of-hours bookings (after 6pm and at weekends).

****You must vacate the premises promptly at the end of your booking. Failure to do so could result in extra charges for you from the security firm locking the school.****

	Cost
Event on Monday to Thursday after 6pm	£7.50 for unlocking and locking
Friday evening and Saturday	£10.00 for unlocking and locking
Sunday	£15.00 for unlocking and locking
Tea/Coffee + Biscuits	£1.00 per person
Fruit Squash + Biscuits	£1.00 per person

Section 3: Insurance

Please tick the appropriate box below.

	Cost
Cambridgeshire County Council Hirer's Liability Insurance Scheme for non-commercial lets (£250 excess)	15% of total hire charge or £1.25 whichever is greater
I have my own insurance	

Section 4: Declaration

I have read and agree to abide by the Lettings Policy and Conditions of Hire.

I understand that **I must leave the rooms clean and tidy or I may be charged cleaning costs.**

I am covered by a valid public indemnity insurance policy. (Delete if not applicable)

I have obtained the necessary licences. (Delete if not applicable)

Signed

.....Date.....

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Please sign and return your completed form to the school office to secure your booking.