



Moat Farm Junior School

Lettings Policy 22-23

- The Governors wish to support the use of the school by the community and other groups wherever possible.
- Lettings will be made with charges set by the Governing Body (see below and Conditions Sheet).
- No regular use of outside playing areas will be permitted until our own timetable of Out-of-Hours activities is complete.
- Costs subject to annual review by the Governing Body to be decided at the first staffing and finance committee of the academic year.
- The Governors and Head teacher reserve the right to adjust the lettings rates based on long-term leasing arrangements.

CONDITIONS OF HIRE

- 1) The Named Hirer is responsible for ensuring compliance with all terms and conditions of the hire.
- 2) Application for the use of any part of the school premises, including playgrounds or playing fields, must be made to Moat Farm Junior School at least 7 days before the desired date. One application can cover the duration of one half term. The Governors or Head teacher of the school, reserve the right to refuse any application for hiring school premises and, where the circumstances make such necessary, to cancel the arrangements without notice
- 3) Under normal circumstances the main school building is available for hire between 15.15-17.30 pm during the school term Monday to Thursday evenings for after school clubs where MFJS pupils attend and between 17.30 pm and 21.00 pm for other external providers. Weekend or school holiday hire is subject to agreeing appropriate site management arrangements (additional charges may be incurred).
- 4) Lettings fees will be waived for external providers running after school clubs for the benefit of MFJS pupil where no charge is passed onto the pupils or for other providers at the Governors discretion.
- 5) The site will be closed during Bank Holiday periods.
- 6) The fees payable are based on scales approved by the Governing Body, they are payable not less than 7 days prior to the date of the letting. No refund will be made unless at least 48 hours notice of cancellation is given
- 7) No apparatus, tools or equipment belonging to the school can be used unless prior permission has been granted
- 8) School furniture and fittings may not be moved or floors treated by the hirers unless express permission has been obtained

- 9) The hire of facilities is on condition that the hirer is liable for any damage incurred. Any damage arising from the hiring of school premises will be repaired by the School and charged against the party or persons hiring the facility

- 10) Particular attention is drawn to the need for care of hall floors. All footwear should be suitable for these rooms

- 11) Decorations and advertising matter are not permitted without special permission from the Head. Notice boards, supplied by the hirer, may be displayed at the entrance to the school for 24 hours before the commencement of the letting, such boards to be fixed in accordance with the Head's ruling.

- 12) Hirers are not permitted to use and must not enter accommodation other than that which is stated on the permit.

- 13) Emergency exits must be kept clear at all times. Smoking and safety regulations must be observed. Any licences or copyright consents necessary (the conditions of which must be complied with), must be obtained by the hirer from the appropriate authorities and presented to the school prior to the date of hire

- 14) The consumption or sale of alcoholic beverages on the school premises requires the prior approval of the Governors or the Head teacher of the school before any necessary licence is applied for

- 15) No furniture or equipment may be bought on to the school premises without the approval of the Governors or the Head teacher. The school will not in any circumstances be responsible for any damage, injury or loss of goods brought to the school by the hirers or for damage or injury to the person of the hirer or any persons being in or about the premises while in the use of the hirers.

- 16) Parking of motor vehicles, is permitted only on condition that persons bringing such vehicles on to school premises do so at their own risk and that they accept responsibility for any damage or injury to the property or to any persons whether connected with the school or not caused by such vehicles or their presence on the school's premises
- 17) Payment of hiring charges should be made direct to the School and an official receipt obtained.
- 18) The hirer must have school contact/key holder telephone numbers at hand throughout to ensure contact is available at all times
- 19) The hirer will ensure appropriate behaviour of all parties throughout the hire with due regard to the neighbours and property
- 20) The School grant facilities for the public use of schools and classrooms on the express condition that those responsible for hiring the room will give an undertaking that the meetings will be conducted with propriety and will hold themselves liable for any damage incurred.
- 21) Any damage arising from the hiring of school premises will be repaired by the school and charged against the party or person hiring the school premises in question.
- 22) In addition, those responsible for hiring school premises must indemnify Moat Farm Junior School from and against all actions, claims, demands, losses, costs, damage and expenses which may be brought or made by any person in respect of injury or damage sustained by them in consequence of or arising out of the use of school premises.
- 23) All equipment brought into the school for the purpose of the letting must be removed immediately afterwards. Electrical equipment should not be used on school premises unless it has been PAT (Portable Appliance Testing) tested. Any items left or stored on the premises are done so at the owners risk. MFJS cannot take responsibility

24) The number of persons admitted to the premises must not be more than the building or part thereof can properly accommodate. The hirer is responsible for ensuring that any activity does not restrict the use of passages, staircases, exits, etc.

25) Prior to any letting for the hire of school premises involving the participation in Martial Arts or similar activities being accepted; the following must be provided:

- a. Details of affiliation to the relevant Body;
- b. Legal liability cover for a minimum of £2 million; and
- c. Copies of Licences held by all coaches.
- d. Where MFJS pupils are in attendance current DBS clearance's.

26) On entering the building the hirer must examine the Fire Regulations posted at the fire alarm point nearest to the accommodation to be used and ensure that these are understood.

Additional conditions of Hire for After School Clubs

The following guidelines apply to after school clubs running for the benefit of MFJS pupils between 3.15pm and 5.30pm Monday to Friday

- After school clubs where external providers are charging pupils will incur a charge of £10 per session for hire of the hall, gym, playing field or MUGA or £8 per session for the hire of a classroom. The charges are payable to Moat Farm Junior School weekly in advance.
- Providers must complete the letting application and return to the School Business Manager.
- Providers will be limited to the use of the facilities that they have specifically hired during the duration of the letting.
- Providers must supply an up to date attendance register to school reception at the start of each half term and keep the school informed of any changes.
- Providers are responsible for contacting children and parents directly to inform them of changes to the club and will be responsible for the collection of money and for chasing late paying pupils.
- Providers are to dismiss pupils from the fire exit doors opposite the class room they are using or in the case of the hall the exit opposite 5S or in the case of the gym the exit opposite 3G. Please inform parents of this as waiting in reception will not be allowed.
 - Providers are responsible for those pupils until they are collected at the end of the session by a parent or guardian.
 - Providers must supply the school with a copy of their current DBS / CRB clearance notification

Lettings Charges

- Gym, Hall, Playground and Playing Field £15 sessional charge.
- Gym, Hall, Playground and Playing Field £10 per hour charge.
- Caretaker charges for lettings after 5.30 pm £19.11 per hour.
- Hire is inclusive of chairs, tables, lighting and heating charges.
- Payment must be made in full 7 days before the letting either in cash or by cheque made payable to Moat Farm Junior School.
- Concessions:
 - The school may waver any lettings fee for a hire of the school that is in any way beneficial to the school or pupils.
 - After school clubs where external providers are charging pupils will incur a charge of £10 per session for hire of the hall, gym, playing field or MUGA or £8 per session for the hire of a classroom. The charges are payable to Moat Farm Junior School weekly in advance.
 - Lettings fees for Trust activities will be made at a flat rate of £2.50 for an after school club or £5 per day for holiday clubs.
 - Fees will also be wavered for Local Authority or National Elections.

APPLICATION FOR HIRE OF SCHOOL PREMISES

Hirer's Name:	
Address:	
	Post Code:
Contact No:	
Event:	
Date of Hire:	
Time of Hire:	
Facility Required:	

I confirm that I have read and agree to adhere to all terms and conditions of the Lettings Policy

I have enclosed a copy of where appropriate public liability insurance, licences, DBS clearance

Lettings Charge Calculation

Description	Cost per unit	Number of Hours	Total cost
Sessional Charge	£15	-	£15
Hourly Charge	£10		
Caretaker Charge	£19.66		
Total Cost	-	-	

Lettings Application for After School Clubs

(3.15pm to 5.30pm)

Half term: _____

Dates: _____

Day: _____

Facility Required: _____

Times Required: _____

Signed: _____

Date: _____

ContactDetails: _____

DBS Clearance Number and Date: _____

Public Liability Insurance no: _____