

# St. Peter's CE Primary School, Heswall

## Lettings Policy



John 8:12 "I am the light of the world. Whoever follows me will never walk in darkness, but will have the light of life."

**ST. PETER'S CE PRIMARY SCHOOL**

*firm foundations, shining bright*

Matthew 16:18 "You are Peter and upon this rock I shall build my church."

### OUR VISION

Like St Peter, we build upon the rock of Jesus to enable us to shine: achieving our God given potential and loving ourselves, others, the world and God.



**2023 – 2024**

Date Adopted: 11.06.24

Date of Review: Summer 2025

Committee: Assets

### **Requests for the Letting of Premises**

On receipt of a request to use the school premises or grounds by a group or individual, the school should send the prospective hirer an application form together with the Conditions Governing the Hiring of Educational Premises (copies enclosed) along with a list of the charges for the different sorts of accommodation.

### **The Application Form**

The application form is to be completed by the hirer and returned to the school. The school should check that all parts of the form are complete and ensure the hirer has signed the form. If the school agrees to the hire then it should write to the hirer and inform them of the cost.

Although the school may decide not to charge PTAs or Pas for the use of facilities, it is still important that they complete an application form for insurance purposes.

### **Conditions Governing the Hiring of School Premises**

This document is very important as it establishes the conditions under which the hirer has hired the school premises and the following advice on the conditions is provided for your information.

### **Damage to Authority Property**

This condition places the responsibility for the proper use of the premises and property and for the conduct of the people using the premises in connection with the hiring. Any expenses due to damage caused by the hirer can be claimed by the Authority and therefore the hirer is advised to take out Public Liability Insurance. Although it is the responsibility of the hirer to take out the insurance cover, the Headteacher, under certain circumstances, may feel there is good cause to insist that insurance cover is necessary. It should be noted that many clubs and organisations already hold a policy that covers hiring of premises.

### **Loss or Damage of Private Property**

The condition is self-explanatory.

### **Charges**

It is up to the school Governing Body to establish the charges for the hiring of the premises and to decide if it is necessary to charge for additional cleaning or repair which arises from hiring. It is suggested that a list of charges be prepared and that this be sent to the hirer when sending out the application form.

Letting of School Premises to S4YC	£40.00 per day
Letting of School Premises to Clubs	£0.50 per child, per session
Letting of Football Pitch	£12.00 per team, per match

It should be noted that if the hirer wishes to use the Kitchen facilities, then a charge will be made for such use and this will be extra to the charges determined by the school.

### **Cancellation**

It is up to the school to decide if it wishes to adhere strictly to the 48 hours cancellation notice but it is suggested that if any costs are incurred as a result of late cancellation that these be recouped.

The Authority's right to cancel will only be used in exceptional circumstances.

On the use of playing fields it is advisable that Headteachers take the advice of the Leisure Services staff on the conditions of the playing fields.

### **Licences and Permissions**

It is the responsibility of the hirer to obtain the necessary licences or permissions and to indemnify the school and the LA against any failure to do this.

### **Use of Kitchen Facilities (Hirers)**

Education Client Services are to be informed of any proposed usage of the kitchens other than for school meals, therefore a copy of any application form indicating a wish to use kitchen facilities should be sent to the Education Catering Client Officer in advance of the required date. A charge will be levied for the hire of the kitchen, to include payment for a trained member of the kitchen staff to be present in the event of heavy kitchen equipment being used. Untrained personnel, unfamiliar with heavy kitchen equipment, may cause damage to themselves or others.

Equipment that may **NOT** be used:

- refrigerator
- freezer
- electric mixer
- electric slicing machine
- sterilising sink

The hirer must supply all cleaning cloths, tea towels, hand towels and crockery/cutlery. Should any light equipment stock have been used and gone missing a charge will be levied. It is incumbent upon the hirer to clean the kitchen after use, including floors should there be any spillages. Hirers may apply for use of the kitchen by Private Caterers but must ensure that all necessary insurances exist and that all legislation governing food and hygiene is complied with.

PTA's (Friends of St. Peter's) – no charge will be made for the hire of the kitchen facilities but the Cook in Charge on the site **MUST** be informed when the kitchen is going to be used. If any heavy equipment is to be used a trained member of kitchen staff must be present and their hours of work charged for accordingly. No untrained

personnel may ignite/use commercial catering equipment in the kitchens. Headteachers have a responsibility under the terms of the Health and Safety Act 1974 to ensure safe practices on their school site.

The Food Safety Act 12990 requires that food handlers be officially trained in food hygiene practices, and introduces the concept of personal liability – resulting in imprisonment or a heavy fine. PTA's should be aware of this.

### **General**

Although it is the responsibility of the hirer to take all necessary precautions for the safety of the premises and persons thereon, the school should provide the hirer with the necessary information in order to comply with this condition i.e. the siting of fire exits, fire appliances etc.

The hirer is not allowed to sublet the premises or part thereof and this should be strictly enforced as it could have implications on the insurance arrangements that have been made.

### **Procedure for Charging for Hire**

See attached "Invoicing the Hirer".

### **Keeping of Records**

Application forms and related documentation should be kept in the school for 3 years after which time they may be destroyed.

# METROPOLITAN BOROUGH OF WIRRAL

## APPLICATION FOR THE HIRE OF EDUCATIONAL PREMISES

Name of Hirer/Organisation	
Contact address & phone number	
Purpose of Hire:	
Number of persons the hirer intends will be using the premises during the period of hire:	
Any specific requirements?	

I apply to use: (Please tick as appropriate)

Hall	<input type="checkbox"/>
Classrooms	<input type="checkbox"/>
Playing Field	<input type="checkbox"/>
School Premises and Grounds	<input type="checkbox"/>

For (Event or Activity) \_\_\_\_\_

At (School or other premises) \_\_\_\_\_

**Single Booking** - Date required:

Start time: ..... Finish time:

.....

**Regular/block booking**

Start Date: ..... End Date:

.....

Frequency of

use.....

.....

I have received the Conditions relating to the hire and wish to hire the premises on these terms.

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

Hirers are advised that it is in their interest to ensure that they have public liability insurance cover. Many clubs and organisations already hold a policy that covers hiring premises.

This form should be returned to the Head of the premises concerned.

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**For Official use only**

Head's remarks: