



WYTON ON THE HILL PRIMARY SCHOOL

LETTINGS POLICY

The Governors of Wyton on the Hill Primary School have approved the following policy for the use of the school hall. The policy will be reviewed annually by the Resources committee.

The school hall will be available for community events, but not for private functions, subject to the availability of the caretaker and prior approval of the Governing Body. This must be requested at least 4 weeks prior to the event.

The kitchen is not available for hire as it is the responsibility of Cambridgeshire Catering Services (CCS).

The hall may not be hired to anyone under the age of 18 years.

All groups hiring the hall must provide evidence of private insurance covering public liability.

The premises will be made available to "Friends of Wyton" (FOW) free of charge.

The consumption of alcohol on the premises is prohibited except:

- a) Where FOW is the sole organiser, for a maximum of 4 events per annum.
- b) Where prior approval has been given by the Governing Body. At all times, the correct licence must have been issued. A copy of licences must be attached to the booking form.

The premises will be made available for meetings during election campaigns only be political groups prescribed by the Representation of the People Act 1983.

Procedure:

When an enquiry is received, a schools lettings terms & conditions form and the scale of charges will be given to applicants for information and completion. For single bookings, a deposit of £10 is payable at the time of booking. Regular lettings will be invoiced directly on a monthly basis.

N.B. The Governors have the absolute right to refuse any booking.

Scale of charges

Scale 1 – Preferential rates.

(This applies to groups affiliated to the community such as recognised youth groups. e.g. Beavers, Cubs, Brownies, charity groups and others who are non-profit making organisations.)

£15 for the first hour.

£7:50 for each additional hour or part thereof.

Note: The Governing Body may agree reduced letting charges for community use on an individual basis.

Scale 2 – Private group rates.

£20 for the first hour.

£10 for each additional hour or part thereof.

Weekend lettings carry a surcharge of £20 to reflect the extra caretaking costs.

Toilet facilities are included in the letting rate.

If it is deemed necessary that the caretaker should be present during the letting, an additional £5 per hour will be payable.

Payments will be due monthly and must be paid within 7 days.

Cheques should be made to Wyton on the Hill Primary School.

Note: In the event of cancellation by the school no fees will be charged for the cancelled session.

In the event of cancellation by the hirer normal fees will be charged for the cancelled session.

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Lettings Terms and Conditions

- All applications for the hire of the school hall must be made in writing on the enclosed form.
- The Governors reserve the right to terminate the hiring at any time for reasons outside their control. However the Governors will not be under any liability to the hirer for any loss s/he may sustain as a result of such termination.
- No alcohol must be consumed on the premises without permission. Appropriate licences must be shown at the time of hiring.
- No part of the school premises is to be used for the purposes of gaming.
- Car parking must be restricted to the allocated car park – main access points must be left clear for emergency vehicles. All vehicles are brought onto the premises at the owner's risk. The school can take no responsibility for theft or damage.
- Hirers must familiarise themselves with the school's procedures in the event of fire. A copy of these is attached.
- The school caretaker is responsible for unlocking and locking the premises.
- All accidents or damage which occur during the letting period must be reported to the caretaker immediately. All loss or damage to school property or premises, however caused, shall be charged to the hirer.
- The hire must not sublet the premises.
- The premises must be left in good order and vacated promptly. Failure to do so may incur additional charges.
- All rubbish is to be left in black bin bags – **NO GLASS OR COMBUSTIBLE MATERIALS ARE TO BE PUT INTO BLACK BAGS.**
- No preparations are to be applied to the floor.
- Hirers will have access only to parts of the school premises as specified on the booking form. Under no circumstances is access permitted to any other part of the premises.
- The hirer will indemnify the Governors and Cambridge County Council against all claims, demands, actions or proceedings in respect of any loss, damage or injury caused by or to any person in or upon part of the premises.
- All equipment brought onto the premises to be used by the hirer must be safe and meet the needs of statutory requirements. Only items bearing a current "Certificate of Testing" may be brought onto the premises. No responsibility for safeguarding such items can be taken by the school.
- The hirer must provide adequate supervisors to ensure the orderly and safe conduct of persons on the premises. All persons must be supervised leaving the building.

WYTON ON THE HILL PRIMARY SCHOOL
APPLICATION / CONFIRMATION OF BOOKING

APPLICANT'S NAME:
ADDRESS:
.....
PHONE NUMBER:
ORGANISATION:
DATE OF LETTING:
TIME OF LETTING FROM TO
FACILITIES REQUIRED:
HALL
TOILETS
NUMBER OF PEOPLE ATTENDING EVENT:
TOTAL LETTING CHARGE DUE:

WYTON ON THE HILL PRIMARY SCHOOL
I accept the terms and conditions of usage as set out in the school's policy. I certify that I am at least 18 years of age. I attach details of my / our Public Liability Insurance. I attach copies of appropriate licences. I agree to pay on demand the agreed hire charge. I hereby indemnify Cambridgeshire county Council, the Education Authority, School Governors and staff against all claims in respect of injury, loss or damage.
Signature of applicant:
Date:
Signature of Headteacher
Date:



To:

INVOICE
HIRE OF SCHOOL HALL

Charges from _____ to _____ at a rate
of £ _____ per hour.

Total due:

Cheques payable to Wyton on the Hill Primary School.

Payment due 7 days from date of invoice.

WYTON ON THE HILL PRIMARY SCHOOL

INFORMATION FOR OUT OF SCHOOL HOURS EVACUATION OF BUILDING IN CASE OF FIRE / BOMB THREAT

The school is equipped with an automatic fire alarm which is linked direct to fire services. If the fire alarm sounds please follow the following procedures:

- Leave the building via the nearest safest exit. Designated fire exits are situated:

in the Hall,
between rooms 1 & 2
between rooms 5 & 6

In the event of fire, these exits must be used unless unsafe.

In the event of fire exits being unsafe, evacuate through the nearest door.

(Classroom doors are not designated fire exits but should be used if they are the nearest safest exit.)

- Assemble all members of your group at a safe point. This is likely to be in the school playground at the furthest point from the building. If your route is blocked please assemble at a safe point.
- Carry out a roll call to ensure all members of your group are out of the building.
- It is the group leaders responsibility to make arrangements for anyone with special needs or a disability.

Up to date fire routine notices will be placed around the school – please read.