



## Cogenhoe Primary Lettings Policy 2024-25

	<b>Name</b>	<b>Date</b>
Co-Headteachers Approval	Charley Oldham & Sian Blackwell	July 2024
Chair of Governors' Approval	Kate Coulson	July 2024
Recommended Review Date:	July 2027 (3 years - unless there are any changes before then)	

### Version Number

This document is issued and maintained in accordance with Cogenhoe Primary School procedures. Any changes must be clearly identified and discussed with the Governors. The most recent version must be detailed to staff and kept with the other policies for all appropriate stakeholders including parents where applicable.

<b>Version</b>	<b>Date</b>	<b>Description of Change</b>	<b>Changed By</b>
1	June 2020	New Policy	TH
2	July 2023	Updated	TH
3	July 2024		
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### Introduction

Cogenhoe Primary School is mostly funded from public funding via the Education and Skills Funding Agency (ESFA) and Local Authority. The school can accommodate a limited amount of extended and community services, and in accordance with the Education Act 2002, s27 (3) the local governing body may charge for the use of its premises to provide these services.

The primary purpose of the school site and buildings is for the education of pupils attending Cogenhoe Primary School. Public lettings during the school day are not considered appropriate given the limited space in the school, as groups of visitors onto the site are potentially disruptive to the educational environment and may cause potential safeguarding dangers.

It is recognised that the school operates within the wider community. Its facilities should therefore be made available to local groups when this does not conflict with either the interests of its pupils, the work of its staff or the peace of our neighbours.

### **Policy**

It is the governors' policy that whenever it is reasonable and practical, use of the school's physical resources outside the school day is permitted by members of the local community.

Lettings to local groups will be dependent upon payment of a fee and acceptance of the terms and conditions set out in this policy. The fees for a letting will be set at a level to ensure that income taken covers the costs (lighting, heating, staffing, etc) of the activity. Any profit generated by such lettings shall be used solely used to benefit the education of pupils who attend the school.

Cogenhoe Primary School Association will be exempted from any charge in respect of fund-raising activities or social events benefiting pupils and/or their families.

All lettings are subject to authorisation by either of the Co-Headteachers on behalf of the Governing Body. Charges will apply to all companies offering chargeable clubs to Cogenhoe pupils both before and after school.

Notice of lettings will be made available to the Resource, Business & Marketing Committee of the Governing Body.

### **Conditions of Hire:**

1. Any persons hiring the premises for use with children or vulnerable adults need to comply with safeguarding regulations, including the holding of a valid DBS. The person letting the premises must also ensure that only DBS compliant personnel are used, and the appropriate disqualification checks have been carried out.

2. No booking will be accepted from any person under the age of 18 years of age. The school may refuse admission to any person (s) who does not fully comply with the hire conditions or whose behaviour puts the health and safety of others at risk. No refunds will be given in these circumstances.

### **3. Fees.**

Charges for the hire of facilities at the school are:

	<b>Hourly Rate</b>	<b>Half Day Rate *</b>	<b>Whole Day Rate *</b>
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<b>Whole School</b>	<b>£25</b>	<b>£75</b>	<b>£120</b>
<b>School Hall</b>	<b>£15</b>	<b>£45</b>	<b>£90</b>
<b>Classrooms</b>	<b>£15</b>	<b>£45</b>	<b>£90</b>
<b>Outdoor Grounds (includes access to toilets)</b>	<b>£20</b>	<b>£60</b>	<b>£100</b>

\*If booking outside of normal school hours please contact the school as rates may vary. Concessions may be given to religious, charitable, and other organisations at the discretion of the Governing Body.

The school reserves the right to require payment of hire charges in whole or in part prior to the booking for private hire purposes. The school will issue invoices on a termly basis for regular bookings. Payment terms are normally 14 days after receipt on an invoice. Payment details are provided on the associated invoice.

#### **4. Cancellation.**

The school reserves the right, at its absolute discretion, to cancel a booking should they require the use of the facility for school activities or due to unforeseen circumstances, consider the function is on an objectional or undesirable nature or consider the facilities unfit for use. Any monies paid in respect of bookings cancelled by the school will be fully refunded but the school will not be liable for any other expenditure incurred, or loss sustained either directly or indirectly by the hirer because of the cancellation.

Should the hirer cancel the booking the following charges will apply:

	<b>No payment received in advance</b>	<b>Payment received in advance of booking</b>
More than 10 day's notice	No charge	Full refund
Between 5 and 10 day's notice	50% of fee payable	50% refund
Less than 5 day's notice	100% of fees payable	No refund

#### **5. Damage**

The hirer will pay the full cost of repair, or replacement of any fixtures or fittings that become unserviceable or unsuitable for use through damage caused by any person attending the function, whether deliberate or otherwise.

#### **6. Fire**

Under no circumstances must any Fire or Emergency Exit doors or gangways be impeded or blocked by chairs, tables, parked vehicles or any other equipment.

#### **7. Emergencies**

In the event of an Emergency the hirer must follow the guidance/instruction provided by the school. Hirers are responsible for ensuring they are aware of the evacuation procedures and that all personnel in their care are aware of these.

#### **8. Animals**

Animals and pets are forbidden on the school premises, with the exception of 'Medical Assistance Animals'.

## **9. Behaviour**

The hirer is responsible for the behaviour of all persons organising or attending the function, and to be liable for any costs incurred by Cogenhoe Primary School, or any third party that results from any actions of any person organising or attending the function. At all times the organiser and attendees must be mindful of the neighbours' feelings and rights.

## **10. Persons Attending**

Only personal guests or members of the private organisation hiring the school facilities may be admitted to a function. Any person attending any function shall do so by way of a ticket paid for prior to the function, or by written invitation issued prior to the function.

## **11. Maximum Numbers Attending**

Health and Safety considerations restrict the school hall to a maximum number of 100 people.

## **12. Alcohol and Drinks**

Unless a licence has been applied for and granted, alcohol may not be resold. Alcohol may however be brought by persons attending the function for their personal consumption with pre-agreement from either one of the Co-Headteachers. A sensible drinking policy is expected to be followed and the behaviour of attendees appropriate to the environment. If a licence is obtained, then The School Business Manager must see this before the event.

## **13. Smoking**

Smoking is not permitted on the school grounds.

## **14. Insurance**

The Hirer should provide their own public liability insurance for all lettings. The school will ask groups working with children to provide evidence of the appropriate DBS checks prior to lettings being commenced. Similarly, if alcohol is to be sold the school will need to see a copy of the associated licence. Where the hirer is contracting a third party to provide services as part of the letting the school will need to see copy of the Third Party's Insurance.

## **General Conditions**

**15.** It is the responsibility of the Hirer to ensure the premises are left in the same condition in which they were found. Should they be, otherwise, an additional charge will be levied against the hirer in line with the cost of making good.

**16.** The Hirer shall admit any member of school staff to any function to ensure that the conditions of this booking are complied with.

**17.** No function shall clash with school business.

**18.** The school shall have the right to cancel any booking, whether confirmed or not, without prior notice, if it suspects that any of the above conditions have been broken by the Hirer, or any person organising any function or event, or any conditions printed on this booking form is likely to be broken, by any person attending any function or event, or connected with the function or event in any way.

- 19.** The school accepts no responsibility for loss, damage, or theft of personal items on the school grounds
- 20.** The school will provide details of the code for the external gates to the side of the school to enable exit from the school in case of emergency. The case of emergency the school should call the Site Supervisor. A contact number will be provided on the date of hire.
- 21.** Photography/videos and any other forms of filming (e.g. mobile phones) shall not be permitted without the prior permission of the school. Written applications for the use of video/photographic equipment should be made at least 10 working days in advance of the session hire, and written confirmation from the school should be received prior to the booking.
- 22.** The schools carpark may be used for the purpose of the letting, however access to and from the school should not be blocked.
- 23.** The hirer should allow for sufficient time for setting up and clearing away as part of the booking.
- 24.** No booking can be advertised or publicly announced until confirmation of the booking has been received in writing from the school.
- 25.** The school shall not be liable for any personal injury to any user or for the consequential loss, otherwise that because of the defective condition of the school or its equipment or because of the negligence of the school. The hirer must ensure that a competent first aider is on site throughout the letting and provide their own first aid resources. Any reportable incident that occurs during the booking must be reported to the school.
- 26.** The Hirer must seek written confirmation for the use of Portable Electrical Equipment during a letting. Such requests will be processed within 5 days of receipt. The school will not be liable for any accident caused by defective equipment. All equipment should be in sound mechanical working order and fitted with the correct fuses.
- 27.** The school will provide details of Emergency Procedures as part of the booking.

**Cogenhoe Primary School  
APPLICATION FOR THE PRIVATE HIRE OF EDUCATION PREMISES**

Letting No:

*Note to applicant: Before completing this form, please refer to the attached conditions.*

**PART 1 APPLICATION DETAILS** *(To be completed by the applicant)*

Accommodation/ Facilities required: .....

Purpose of Hire Day:.....

Dates required:    From:    To:

Times required:    From:    To:

Name of applicant:.....

Telephone No. (Office Hours):.....

Full postal address:

.....

Name of organisation:

.....

DBS details [Relevant personnel employed in booking]:

.....

DBS details [Relevant personnel employed in booking]

.....

Concession applied for: Yes / No

Please state reason:

.....

I am aware of the schools Lettings policy and the conditions of use included within this.  
I have received a copy of the school's statement of emergency procedures

I personally agree to be responsible for the fees charged in respect of letting and I will observe the regulations which I have read. I can confirm that where required all staff have completed the appropriate disqualification questionnaire for the organisation.

Invoice to be sent to (name and Email address: .....

Applicant (PRINT NAME): ..... Signature:.....

Date .....

**PART 2 Approval Details** *(to be completed at the establishment concerned)*

Letting Number:

I recommend that this application is Approved/Not approved

Concessions allowed: Yes / No

Comments:

Signed: (Head of School): .....

Date:.....

(Original to be kept by establishment, copy to be returned to Hirer)