



THOMAS GAINSBOROUGH SCHOOL LETTINGS POLICY

Date of Policy: July 17

Date of Review: July 18

INTRODUCTION

Thomas Gainsborough School is a central part of the larger local community and as such we welcome the letting of school premises by the local community. To avoid any unfortunate “double bookings” we employ a year diary in which we enter the bookings. This is maintained and updated by the Facilities Manager. Letting income includes income from hiring out rooms, the main hall, sports pitches or the swimming pool etc.

The school retains income from lettings of the school premises. i.e. for maintenance and general upkeep.

- Under the “Local Government and Housing Act 1989” all lettings income must be paid into the delegated Lettings budget;
 - Lettings income must not be paid into any voluntary or private fund held by the school;
 - Any costs incurred by the school due to a letting will only be met from lettings income.
1. Use of the premises for the school or LEA functions takes priority over private lettings.
 2. It is the Governing Body’s responsibility to agree to the terms of any proposal to let any part of the site or buildings. This may be delegated to the nominated letting officer (Facilities Manager) and Sports Centre Manager.
 3. The Governing Body employs the following principles when setting charges for lettings:
 - a) Lettings to bona fide, non profit making community/voluntary groups will be charged at cost or less, to cover caretaking, energy, wear and tear and administration. If charged at less than cost then the subsidy will be provided by income already received from other lettings – there must be some overall net income.
 4. The school premises will not be let if there is any reason to believe that any individual or organisation involved in the letting may bring the school’s name into disrepute. If any member of staff believes a letting should not be permitted he/she must report their concerns to the Facilities Manager. The Facilities Manager would then report to the next Resources committee meeting.
 5. All individuals and/or organisations hiring any part of the school premises must conform to

all relevant Health and Safety regulations. A statement pertaining to relevant Health and Safety standards and requirements should accompany any application for letting. If the school allows the hirer to undertake the locking up of hired facilities including equipment after the letting, the hirer is responsible for the health and safety of the site, this includes turning off lights and equipment etc. Closing windows and locking doors, setting alarms.

6. All hirers must have sufficient Third Party Liability insurance to satisfy SWMAT requirements
7. Lettings charges will be reviewed annually by the Sports Centre Manager and the Facilities Manager and agreed by the the Governing Body (*see Appendix A - Charges*).
8. Those hiring the facilities will be either invoiced by the school using SIMS FMS or on a “pay and play” basis and paid to the Sports Centre.

THOMAS GAINSBOROUGH SCHOOL

CONDITIONS OF HIRE

- Hirers are responsible for signing in and for monitoring persons on site, so that in the event of a fire alarm, all persons can be accounted for.
- All statutory requirements, including those relating to Health & Safety requirements must be observed. The hirer must ensure that risks associated with the activity are properly assessed and controlled throughout the hire period and that the premises are returned to the control of the school/Sports Centre in a clean and satisfactory condition. Any specialist cleaning or disinfectant required as a result of the hirer's/user's activity in the premises will be the sole responsibility of the hirer.
- Any vehicles parked upon school/Sports Centre property are at the owner's risk.
- The cost of any additional maintenance or repair work which is necessary because of the hirer's/user's activities will be borne by the hirer.
- The school must ensure that hirers are acquainted with the emergency and evacuation procedures (which will be on display), including the location of fire alarms, extinguishers and emergency exits and muster points. This can be done during a premises familiarisation session in advance of the actual hiring. Once completed the hirer takes responsibility for briefing other users associated with the hiring.
- Hirers may ask to see the fire risk assessment.
- It is the responsibility of the hirer to provide first aid equipment and trained personnel. They must also carry out their own fire drills and organise their own fire procedure, including calling the Fire Service if a fire is suspected or has been seen, identifying a muster point and carrying out a check of users.
- The hirer will ensure that only that part of the building actually hired is used and must observe any instructions given by the site supervisor/member of school staff concerning the area available.
- Smoking is prohibited in any part of the school premises including the grounds.
- All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate. Lower voltage equipment must also be safe and in good condition
- Fire exits must not be blocked or locked, nor should furniture, equipment or other obstructions be placed in corridors during the hiring.
- The hirer shall not allow so many users into the premises as to exceed the seating and/or dancing capacity declared in the hiring agreement.
- The hirer shall provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during a letting.
- The hirer is asked to arrange for users to park in the designated area only.
- All scenery, costumes and drapes used for stage performances or the like should be of a fire resistant material.
- The hirer is responsible for providing access to a mobile telephone for emergency purposes. The hirer must contact a representative of the school as soon as practicable in the event of an emergency that puts the premises or school property at risk. The school will provide a contact number for such emergencies.
- Should children under the age of 18 be present, adults must directly supervise them at all times.
- If coaching children or vulnerable adults, requirements on DBS checks must be followed. A copy of a DBS must be shown to the Facilities Manager before the hire of the facilities.
- The hirer is responsible for ensuring that premises are left in a clean and tidy condition, including replacing any furniture that may have been moved. Any additional expense incurred by the school in the moving and replacement of furniture and equipment, or extra cleaning that may be necessary

in returning the premises to a satisfactory condition, shall be recharged to the hirer.

INSURANCE

It is the responsibility of the **hirer** to effect suitable public liability **insurance** and other (what?) relevant insurance cover. It is the Sports Centre requirement that cover up to £5 million is required.

MISCELLANEOUS

1. In the event of an incident, fire or near miss, the school will ensure that **School Incident Report Forms** are made available to the hirer, who must ensure that one is completed before the hirer leaves the school site. The school will ensure that the School Incident Form is completed correctly and that an investigation is undertaken. A review of the risk assessment for an activity will be required.

If the hirer has produced a risk assessment then the hirer is responsible for undertaking the review and informing the school of any findings that may be relevant. The school is not responsible for undertaking risk assessments for hirer's activities.

2. In the event of a fire:-
 - The Hirer will call the Fire Service (if school staff are not present and supporting the activity).
 - All users will evacuate the building via the nearest fire exit and muster at the designated point.
 - Users must not re-enter the building until the "all clear" has been given.
 - Fires must be reported using the **School Incident Report Forms**.
 - In the event of a fire alarm call point being set off accidentally, the hirer must call the Facilities Manager on 07837 310871

LICENCES

The hirer is responsible for ensuring that any necessary licences required for a particular event have been obtained, such as theatre, performing rights or cinematograph licences. The school, where considered necessary, will normally obtain public entertainment licences for the premises.

THOMAS GAINSBOROUGH SCHOOL
CHARGES FOR SPORTS FACILITIES (with effect from 1 September 2017)

	Adults	Junior/ Concessions
	Inc. VAT	Inc. VAT
Main Hall (per 55 mins)	£41.00	£37.00
Small Hall (per 55 mins)	£24.00	£22.00
Badminton doubles	£9.50	£8.50
Badminton singles	8.50	7.50
Shuttlecock	1.50	-
Badminton racquet hire	1.00	-
Tennis Courts	£8.00	£7.00
Netball Court	£20.00	£18.00
Football pitch	£40.00	£33.00
Climbing Wall registration (inc 1 st climb)	5.00	£3.00
Climbing Wall	£3.00	£2.50
Climbing Wall hire (1 hour)	-	£25.00
Climbing Wall hire (2 hours)	-	£40.00
Synthetic Pitch (full)	£60.00	£55.00
Synthetic Pitch (half)	£39.00	£37.00
Dance Studio	£30.00	£25.00
Swimming Pool (casual)	£3.00	£2.00
Pool Hire (private)	£49.00	£49.00
Gym Induction	£15.00	£10.00
Casual Gym Session	£4.50	£4.00
Monthly membership	£25.00	£22.00
Couple Gym membership	£44.00	£36.00
Gym and classes	£28.00	£23.00
Couple Gym/classes	£49.00	£39.00
Individual classes	£4.50	£4.00

CHARGES FOR SCHOOL BASED AREAS (With effect from 1st July 2017)

Main Hall	£35.00 per hour
Symphony Hall	£25.00 per hour
General Classrooms	£15.00 per hour
Specialist rooms	£20.00 per hour
Media Studio	£35.00

NOTE:

Any other room booking to be by arrangement with the Facilities Manager.

Thomas Gainsborough booking form

Contact Name	
Name and Address of Organisation for Invoice purposes	
Telephone Number	
Fax Number	
E-Mail Address	
Date/s of Event	
No. of Delegates	
Start Time	
Finish Time	
Tea Times	
Lunch Times	
Additional Requirements e.g. Projector, screen,	

table layout, refreshment details	
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Confirmation of booking:

I, the undersigned, agree to adhere to Thomas Gainsborough Schools terms and conditions and guidelines.

Signed:

Date:

FOR OFFICE USE ONLY	Invoice No:
Room:	Taken by:

Booking Conditions

- All Bookings are subject to approval.
- Thomas Gainsborough School reserve the right of admission to any disruptive individuals. (No refunds given)
- Final numbers of candidates should be provided for catering purposes no later than 3 days prior to the hire.
- The customer shall be responsible for insuring all their own equipment brought onto the premises and for any damage caused to the School property or fixtures by any person, equipment or exhibits brought onto the premises by the customer or their delegates.
- Thomas Gainsborough School shall not be held responsible for any loss or damage to any property or any injury sustained during hiring of the facilities, arising from any cause whatsoever, or for any loss due to any breakdown of machinery, failure of supply of electricity or telephone, internet, leakage of water, flood, fire, riot, government restriction or act of God which may cause the premises to be temporarily closed or a function interrupted.
- All hirers must have Third Party Liability insurance. This must be provided to the Facilities Manger before the hire.

