



Letting Policy

Introduction:

- This policy sets out the principles and procedures for the hiring of facilities at Wick CE Primary School following recommendations made by the Local Education Authority.
- If the letting is for an activity involving children, as part of the schools commitment to safeguarding and promoting the welfare of children and young people, an appendix to the lettings application must also be completed before the letting can be agreed.
- The Governors and Headteacher, whilst anxious to encourage the community to fully utilise the accommodation provided at the school, reserve the right to process, approve or refuse applications for hire. Decisions will be made having consulted with the school caretaker who is responsible for the security, maintenance and cleaning of the buildings.
- This policy relates to the buildings used as accommodation by Wick CE Primary School, the area of playing field equal to the size of one football pitch, a hard playing area for netball and the swimming pool.
- At no time can the main school kitchen or catering facilities be hired except for the preparation and serving of basic refreshments (hot drinks, biscuits etc)
- Access to the school telephone will be restricted to emergency calls only.
- The school's 'No Smoking' Policy will be respected by hirers.

Hiring Facilities:

1. All applications to hire facilities at the school must be made using the official application form available from the Headteacher or School Business Manager.

- a) This should be completed and include as much detail and information as possible concerning the nature of the hire and returned to the school, giving a minimum of 6 weeks notice of the required hire date.

The maximum number of users the school hall can accommodate, as determined by the fire regulations, is 120.

2. Applicants from either private or recognised local organisations applying for hire will be required to sign to confirm they have public liability insurance and, where appropriate, a licence in respect of music, entertainment, gambling or the provision and consumption of alcohol for the event(s) planned at the school. Also they must sign to say they will comply with the schools Health and Safety Policy.
3. Applicants should include any requirements in terms of furniture i.e. chairs, tables etc. normally available within school. Regrettably no additional furniture, other than that described, can be provided but hirers are at liberty to provide their own should they wish to do so. Should this be the case, details should be disclosed and discussed with the Headteacher at the time of application.
4. Any facilities hired, once used, should be returned to their original state (including the positioning of furniture/equipment) and swept, mopped and cleaned with equipment and materials provided. Failure to comply with these requests could result in an unsuccessful

application for hire by the organisation/individual concerned in the future. Respect must be shown to near neighbours with regard to noise created during the event.

5. The hirer is required to pay the school the cost of making good any damage to the property, which is as the result of the letting . The hirer is required to clear away and remove any rubbish from the school site and leave the premises and/or grounds in the condition in which they were found. We would also request that the toilets are checked and flushed at the end of each letting. The hirer will be responsible for reimbursing the school for any additional cost incurred in cleaning the premises or clearing the grounds after a letting.
6. Care must be exercised with regard to any equipment, fixtures and fittings in the area to be hired. In particular:
 - Displays of children’s work.
 - Occasional furniture/plants.
 - PE Equipment, which is not available for hire.
 - Piano, which is not normally available for hire.
 - General decoration.

Any decorations should be affixed using only staples, pins, string or ‘Blu-tak’. On no account should sellotape, nails or screws be used. In all cases, requests for decorations should be disclosed on the application form and discussed with the Headteacher.

6. Facilities are available (subject to availability) in the day during school’s term time until after 6.00 p.m. and this is subject to availability and the demands made by school events.
7. These rates are for organisations not associated directly with the community. There will be a discount available for organisations that operate for the benefit of our pupils.

Main School Hall (toilet facilities – 1 male and 1 female)

Days of the week	Hours	Cost
Monday – Friday	Between 8.00 a.m. and 6.00 p.m.	£20.00 first hour + £10.00 every other hour
Monday – Friday	After 6.00 p.m.	£30.00 first hour + £10.00 every other hour
Saturday/Sunday	Between 8.00 a.m. and 6.00 p.m.	£30.00 first hour + £10.00 every other hour
Saturday/Sunday	After 6.00 p.m.	£35.00 first hour + £10.00 every other hour

Classroom (1st room to hire)

Days of the week	Hours	Cost
Monday – Friday	Between 8.00 a.m. and 6.00 p.m.	£15.00 first hour + £10.00 every other hour
Monday – Friday	After 6.00 p.m.	£18.00 first hour + £10.00 every other hour
Saturday/Sunday	Between 8.00 a.m. and 6.00 p.m.	£18.00 first hour + £10.00 every other hour
Saturday/Sunday	After 6.00 p.m.	£20.00 first hour + £10.00 every other hour

Playing Field (football pitch) or Hard playground area (netball court) – please note there are no changing facilities

£20.00 per hour

Swimming Pool

£35.00 per hour – Monday to Friday

£45.00 per hour Saturday

Please note, during the school day the car park at the front of the school cannot be used by hirers.

1. Payment – A one off booking should be paid in full before the event. A repeat hirer will be invoiced every month for the bookings that have taken place. The balance should be paid within 7 days of the completion of the hire period and cheques should be made payable to South Gloucestershire Council.
2. Any further details or information concerning this policy and arrangements of hire can be obtained by contacting the Headteacher at the school.

Telephone: 0117 9372399
Email: office@wickprimary.org.uk

3. The school does not accept any liability for personal injury, damage, theft or loss. Hirers will be responsible for providing appropriate insurance to cover any such eventuality.

Review

Written by: Robert Cockle

Date: 14/11/22

Approved by: FGB

Date: 28/11/22

Reviewed by: FGB

Date: 28/11/22

Next review: November 2025

Signed.....

Date

Chair of FGB