

LEE Hurst Swan School Lettings Policy

Purpose

The School is willing to let/lend its property for the following reasons:

1. To promote the sensible and just use of School property for the mutual benefit of the school and groups and individuals in the community.
2. To raise revenue which will be used to the educational advantage of students at Leehurst Swan School.

Guidelines

1. The school has priority use of the property
2. The school reserves the right to refuse any lettings request.
3. The school will always seek to cover its costs unless it is the direct beneficiary of a fund-raising activity.
4. Hirers will be expected to respect school property and honour all school and legal regulations which may be in force at any time.

Implementation and Evaluation

1. The Lettings Policy will be reviewed annually.
2. Individual lettings will be managed by the school in accordance with the schools' policy.

SCHOOL LETTINGS CONDITIONS **(hirer also means user free of charge)**

1. The hirer agrees that all requirements relevant to the letting will be complied with (including any necessary licence, eg. for the sale of intoxicating liquor) and that all personnel employed by the hirer or involved in the activity concerned will be advised of these conditions.
- 2.a. Fourteen (14) clear days' notice is required in the event of the need to cancel a booking. If due notice is not given, the hirer will be required to pay the full hire charge.
- 2.b. Once a written agreement has been made between the school and the hirer, involving school administrative time, a cancellation fee of 25% of the total cost of the letting will be levied by the School.
3. All lettings are provisional. School needs must take priority. In the event of a cancellation, every effort will be made to give a minimum of seven days' notice. The school cannot be held responsible for short notice being given due to emergency repairs or health and safety issues.
4. The hirer must ensure that a responsible person will be present on the premises at all times during the period of the letting.
5. The hirer accepts full responsibility for any damage to or theft of Leehurst Swan School property occurring during the period for which the premises are hired.
6. Any additional cleaning undertaken by Leehurst Swan School staff which, in the opinion of the officers of the School, occurs as a result of the hiring and outside the scope of the agreed hire charge, will be charged to the hirer at the appropriate rate.
7. Leehurst Swan School accepts no liability for the loss of personal property brought into or left in the premises during the letting.
8. Leehurst Swan School site is a no smoking environment. The hirer, and those using the School premises under the same letting arrangement, must respect this policy. If any damage is caused due to smoking the hirer will be liable to any defect.
9. Leehurst Swan School is responsible for ensuring that the means of access or egress are safe for the use of the hirers and plant and equipment used by the hirers is safe. It follows, therefore, from this that if the hirer discovers a hazard in regard to access to School premises or the equipment to be used, he/she should take action to make the Site Supervisor on duty aware of the hazard.
10. The hirer agrees that no animals other than disability assistance dogs shall be brought onto School premises.

11. The hirer agrees that no equipment will be used without approval and that the installation of the hirer's equipment will be carried out by competent personnel. Electrical equipment must carry a current PAT test label.
12. The hirer accepts that he/she should familiarise himself/herself with the position of telephones, escape routes, fire alarms and fire-fighting equipment. Notices regarding the procedures in relation to action in the event of a fire should also be studied and the information disseminated. The Site Supervisor will advise if required so to do.
13. The hirer agrees to indemnify Leehurst Swan School against all claims, actions and liabilities arising from the use of the premises by the hirer apart from claims and actions arising through the negligence of the School, its servants or agents.
14. Hirers of Leehurst Swan School premises must follow RIDOR process if any member of their group requires hospital treatment. The School **MUST** also be informed if this is the case. This is a condition of hiring.

INSURANCE ARRANGEMENTS

1. There is cover under the Leehurst Swan School's Public Liability Insurance insofar as injuries arising from a defect of the School premises or of the contents of the building are concerned. There is, however, no cover against any injury arising from some action or negligence by the hirers. Hirers should therefore note that they must accept responsibility for suitable supervision and for taking out adequate insurance cover.
2. It is possible for a hirer to take out a public liability policy with most insurance companies, either for a short period of a few days or, as is most usual, an annual policy. The minimum limit of indemnity for this type of policy should be not less than £1,000,000 and preferably £2,000,000.
3. Leehurst Swan School would consider it desirable that any organisation operating regularly in any of its premises should have a continuing public liability policy to cover the possibility of claims arising out of all aspects of its activities.
4. Hirers should ensure that their public liability policy includes damage to premises under their control. It is not essential to take out a separate fire policy as any liability which could be proved against the hirer when there is a fire would come under this policy.
5. At present Leehurst Swan School's insurers are Marsh & McLennan, Tower Place, London, EC3R 5BU. Hirers experiencing difficulties in obtaining cover to comply with the hire conditions should direct their enquiries to the insurers named above.

FACILITIES AND CHARGES

Rooms available are The Walker Hall and kitchen, gym hall and classrooms. Toilet facilities are provided for all lettings.

Lettings Charges (including heating, excluding unlocking/locking and cleaning fee)

The Walker Hall and kitchen	£95.00 (£75.00 Walker Hall only)
The Gym Hall	£50.00
Classroom (small)	£30.00
Classroom (large)	£35.00
Hire of Top Field, Grounds, etc	By Arrangement

Sessions

Charges are per session* and sessions are as follows:

08:00 – 13:00

13:00 – 18:00

18:00 – 23:00

The Walker Hall can only be used between the hours of:

08:00 – 23:00 on Mondays – Saturdays

12:00 – 22:00 on Sundays and Public Holidays

*Additional sessions on the same day will be charged at 60% of the first session.

PAYMENT - Hirers will be invoiced prior to the event. All settlements are required at least seven days before the event. Please pay direct to Leehurst Swan Ltd, 20.75.19 50858765.

Any queries regarding the invoice must be referred to the Bursar's office within five working days of receipt. For long term agreements individual arrangements may exist.

Revised September 2018