

## NORMANBY PRIMARY SCHOOL

### Private or Casual Lettings Arranged with School

Document History	
Created or reviewed	November 2023
Reviewing Officer	Head Teacher
Review Frequency	Biennially
Review Date	Nov 2025

Version Control			
Version	Date	Notes and Amendments	Approval
1.0			LGB
2.0	01/03/2021	Update of charges	LGB
	01/11/2023	No changes	LGB

## Private or casual lettings arranged with School: Terms and Conditions

### General Conditions

- All school Policies and Procedures should be adhered to including No Smoking, Fire Risk Assessments, Equal Opportunities, DBS's, Child Protection.
- A Risk Assessment should be undertaken and handed to school 48 hours before commencement of activity.
- Individual groups are fully responsible for their own insurance, First Aid, security of own and school equipment.  
During the period of hiring, the Hirer shall be responsible for all damages, losses, claims and costs arising out of their use of the Room and shall indemnify the School from and against any expense liability loss claim or proceedings including claims for personal injury to or the death of any person whatsoever arising out of the hiring of the Room except where due to the negligence of the School or their respective servants or agents.  
The Hirer is required to have adequate Public Liability Insurance in place for the use of the Room. The level of indemnity of the Public Liability Insurance must be no less than £5,000,000 for each and every claim.
- Damages must be reported and by undertaking to use the school you accept full liability for damages, vandalism or loss and agree to pay in full for repair or replacement at the school's discretion.
- School must be informed in writing immediately if damage, accidents or incidents of note.
- The school may vary charges as set out above at it's discretion.

### Cancellation

- Cancellation within 48 hours of event – pay in full
- Cancellation within 1 week of event - pay half
- Cancellation within 1 month of event - pay 20%

A 50% booking reserves the required facility. Cancellation by school will be accompanied by a full refund.

### Additional Charges

Rooms should be left clean and tidy, free of rubbish. An extra charge may be incurred if additional cleaning is required.

There may be an annual 5% increase in the above charges applied from April.

### Timings

Bookings should allow for setting up/clearing away times. The school will be locking doors/the car park at the end of the booking time.

### Safeguarding

During the period of the hiring, the hirer shall be responsible for ensuring the safety and well-being of their staff, volunteers, guests and course members.

The hirer should attach a copy of their safeguarding arrangements and Policy; details of First Aid arrangements and named Safeguarding Lead (including contact details) to this agreement.

These conditions may be varied at any time by the Head Teacher.

**A booking form is available from the school**

## APPENDIX 1

### Charges

**The following rates are applicable from 1<sup>st</sup> January 2021.**  
(Review due Summer Term 2024)

Type of Room used	Rate per Hour (£)
Hall/Sports Hall	£10
Classroom	£8
Specialist Equipment Classroom (ICT)	£12
Sunshine Club	£12
Outside Area	£10

In addition to the hourly rate an allowance is payable to cover any caretaking costs incurred. The allowance is:

Weekday	£30
Saturday	£40
Sunday	£40

## **NORMANBY PRIMARY SCHOOL**

### **ROOM HIRE AGREEMENT**

**This agreement gives to the Hirer a licence to use the Room during the times specified:**

Room:('the Room')

Date(s) of hiring:

Time of starting:

Time of closing:

Maximum number of persons using the Room:

Furniture required:

Tables: (insert details)

Chairs: (insert details)

Other: (insert details)

Layout (insert details)

**The governors of Normanby Primary School ('the School') permit:**

Add name ('the Hirer')

of

Add address

telephone number:

daytime

evening

to use the Room at the date(s) and times indicated, on the following conditions:

1. The fee of £\_\_\_\_\_ will be invoiced within one week of hire.
2. The Room must be vacated on time and left in a clean and tidy condition.
3. No alcoholic drinks may be consumed anywhere on the School premises.
4. No smoking will be permitted anywhere on the School premises (including in the grounds).

5. No open fires, candles or unauthorised electrical equipment shall be used on the School premises.
6. No illegal, indecent or immoral activity is permitted.
7. Noise levels must be contained to a reasonable level at all times and after 10:30pm no noise shall be audible in any of the neighbouring houses and flats.
8. No betting, gambling or gaming is permitted on the School premises.
9. If the Hirer wishes to provide public music, dancing or other public entertainment, the Hirer must first obtain any necessary licence and show it to the Bursar, or in their absence other staff member, on demand.
10. The Hirer personally must pay for all damage caused to any School property as a result of the hiring. The cost of repair or replacement will be determined by the school, on an open book basis.
11. The School will provide a clean and tidy room, all heating and lighting, use of lavatories and cloakrooms (in common with others), furniture as specified and, if the hiring includes use of the kitchen, cooking equipment, crockery and cutlery.
12. For safety and hygiene reasons, children under 14 are not permitted in the kitchen areas.
13. The Hirer can contact the duty caretaker at all reasonable times, please confirm the correct number on arrival at school on the day of the booking.
14. During the period of hiring, the Hirer shall be responsible for all damages, losses, claims and costs arising out of their use of the Room and shall indemnify the School from and against any expense liability loss claim or proceedings including claims for personal injury to or the death of any person whatsoever arising out of the hiring of the Room except where due to the negligence of the School or their respective servants or agents.
15. The Hirer is required to have adequate Public Liability Insurance in place for the use of the Room. The level of indemnity of the Public Liability Insurance must be no less than £5,000,000 for each and every claim.
16. Where the hirer is acting as Key Holder, they must follow all procedures regarding the safety and security of the site including when they close the premises at the end of a session. Guidance will be given by the Site Manager or other senior member of staff when keys are issued.
17. Other restrictions may be in place on the use of the school building including those related to the management of the risks associated with the Corona Virus. The hirer should make themselves aware of the schools' policies in respect of the mitigation of this risk, and implement them. They should train their staff so they can implement the measures that are required at the time fully, and report and breaches to the school.
18. The hirer must maintain a register of all those involved with activities including both leaders and participants. They should follow all relevant laws in respect of data protection. These must be retained as legally required.

19. The hirer will ensure that their staff have appropriate training and qualifications, including Safeguarding training, for the activities they offer. This should include a knowledge of referral systems.

I agree to these conditions and I accept personal responsibility for this hiring.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_