

# Hayfield Primary School

**Policy for**

# Bookings

## Hayfield Primary School

# Bookings Policy

### 1. Introduction

The Governing Body recognises the role of the School within the community and welcomes the use of the School's premises for a variety of community and leisure purposes. Use of the School premises by the School, or on behalf of the School (e.g. PTA), are not subject to the charging elements of this policy.

***A copy of this Booking policy must be sent with the Booking Form to the Hirer when an initial enquiry is made.***

### 2. Categories of Hire

The use of the School premises is divided into the following three categories:

- i. Community and Leisure Learning (e.g. after school care, adult learning)
- ii. Private (e.g. wedding receptions, parties)
- iii. Commercial

### 3. Availability of Premises

Designated areas within the School are available for hire unless required by the School. These would include the hall (most popular area for letting), a classroom, **the ball court** or the school grounds.

The part of the School premises hired shall be described and set out in the Booking Form.

### 4. Charges

The Governing Body reserves the right to make a charge for the use of the School premises. All charges are calculated using the most up-to-date Derbyshire Lettings Calculator, which takes into account the size of the area being used, energy costs, caretaker costs etc. The cost for the hire will be agreed with the Hirer at the time of booking.

### 5. Booking Procedures

a) Booking Forms, available from the School, should be submitted to the School Secretary at least two weeks before the first day of the requested Hire Period (as set out in the Booking Form). In the case of block bookings, at least four weeks notice should be given.

b) The Hirer shall be treated as the person signing the Booking Form and (if applicable) the organisation on whose behalf it is signed.

c) The Hirer will be required to return all [three copies] of the completed Booking Form to the School Secretary before a booking can be accepted. Acceptance by the School of the booking will be confirmed by the School Secretary to the Hirer together with a request for payment of the Charges (along with any special conditions attached to the hire) within three working days of receipt.

d) All requests for hire will be considered on their merits, taking into consideration the suitability of the activity. The Governing Body reserves the right to:

- refuse requests without giving a reason
- have a representative present during any part (or the whole) of the Hire Period
- terminate any activity not properly conducted.

e) Charges are reviewed annually by the Governing Body. When the Hire has been confirmed, payment of the Charges must be made to the School in cleared funds at least five working days before the start of the Hire Period. The Governing Body reserves the right to cancel any Hire where payment of the Charges are not received by the Hire Period. In the case of regular Hire, payment of Charges will be required at the end of each term.

## **CONDITIONS OF USE**

### **6. Security of the Premises**

a) Security of the School premises is of paramount importance and for this reason, people using the School building will be required to use a designated door or doors as indicated by the School Secretary. It may be appropriate to use the main entrance, or more appropriate to use the fire doors in the hall. This will depend on who the Hirer is and which part of the building is hired.

b) It will be the responsibility of the Hirer to ensure that the School premises are secure during the time they are in use, i.e. ensure that the main entrance is locked when all persons within the control of the Hirer (including staff visitors and invitees) are inside.

c) Liaison will need to take place between the Hirer and the School Secretary to ensure that the School premises are secured after the Hirer has left.

d) Keys provided on loan for access remain the property of the school and must not be copied without permission from the Headteacher.

e) Keys will be assigned to a named person(s) and will be the responsibility of that named person(s) while in his/her possession. The loan of keys must be signed for and returned to the school office at the end of the hire period.

f) All access gates opened by the Hirer must be closed and locked by the Hirer.

g) The ball court opened by the Hirer must be closed and locked by the Hirer after use.

## **7. Use of Facilities**

a) The Hirer shall state the proposed use of the School premises in the Booking Form and shall not use or allow the use of the School premises for any other purpose save with the permission of the School Secretary.

b) The Hirer will be responsible for the proper use of the School facilities (specialist equipment is not generally available e.g. projectors, computers, whiteboards, cookers etc., unless special arrangements have been made) and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings, furniture and fittings, toilets or to any School equipment by the Hirer, its invitees, agents or visitors. The Hirer shall pay to the School within 14 days of request any costs, liabilities or claims resulting from any breach of this paragraph.

c) The Hirer will be responsible for making good any damage to the School premises and property and equipment. Any precautions required to ensure the users' safety when using equipment are the responsibility of the Hirer. This includes, for example, the provision of information and training in the use of the equipment. In all cases, the Hirer must ensure that risks associated with the activity are properly controlled throughout the Hire Period and that the School premises and any equipment are returned to the control of the School in a clean and satisfactory condition.

d) All mains powered electrical equipment brought onto the School premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.

e) The Hirer must be advised that they cannot rely on the School's risk assessments for any activities carried out during the Hire Period and must complete their own **risk assessments**, a copy of which must be provided to the School before the start of the Hire Period.

f) The Hirer must ensure that any adult working with children has received the necessary safeguarding checks and has been deemed suitable to work with children. Where requested by the school, a copy of DBS Checks must be shown to the Secretary before the start of the Hire Period.

g) Users should acquaint themselves with the fire and safety regulations and procedures relating to the area of the School premises in use. These will be clearly displayed in each of the designated areas. Also, a Fire Evacuation Procedures crib sheet will be given to the Hirer with the Booking Form. The Hirer must carry out their own fire drills and ensure that everyone is made familiar with the fire procedures. The Hirer must ensure that fire restrictions relating to the number of persons using the School premises are not exceeded. It is the responsibility of the Hirer to provide first aid equipment and trained personnel.

h) Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the Hire Period.

i) The Hirer must use only the area of the School premises hired, unless an agreement has been made with the Head teacher (through the School Secretary) to use other areas, and must observe any instructions given by the School Secretary concerning the area(s) available. Any furniture or equipment moved by the Hirer should be returned to its original position at the end of each session.

j) Both adult and children's toilets are available, accessed from the main entrance area. Toilets must be left in a clean and satisfactory condition.

k) The Hirer is responsible for ensuring that good order is kept on the School premises and within the immediate environs of the School, and that the School premises are left in a clean and tidy condition. For fire safety reasons, Hirers will be responsible for clearance of litter arising from the hire; all litter and waste material MUST be taken away from the premises by the Hirer.

l) The Hirer shall ensure that good conduct and order is maintained during the use of the School premises, and shall not allow the occurrence of anything illegal, offensive, immoral, indecent or affecting the safety of any person in the School premises.

m) The School reserves the right to levy an additional charge to cover:

- any additional cleaning of the School premises or any equipment that may be required after an event;
- the cost of repair of damage to the School fabric or equipment;
- the cost of replacement of any items of School equipment if uneconomical to repair;
- any additional use of services (including, but not limited to gas and electricity) over and above those normally associated with the use of the School premises or arising when the School is closed;
- any increased cost in insurance arising from the Hire of the School premises.

n) For security reasons, the Hirer will not have access to the School telephone. Hirers should have access to a mobile telephone for use in an emergency.

o) Express approval by the Headteacher or Chair of Governors is required if alcoholic drinks are to be sold or consumed on the School premises. The selling of alcohol requires a licence. The Hirer is to notify the School Secretary when submitting a Booking Form that it will require a liquor licence. The Hirer is responsible for obtaining a valid liquor licence before the start of the Hire Period and shall provide the School Secretary with a copy of the liquor licence before the start of the Hire Period. The Hirer ensure that the terms of the liquor licence is not breached. Unconsumed liquor, bottles, cases, glasses and similar articles must be removed from the School premises immediately after the function to which the liquor licence relates has ended.

p) Smoking is not permitted anywhere in the School premises (including the School grounds).

q) Animals, other than registered guide dogs for the Blind or Hearing Dogs for the Deaf, are not permitted anywhere on the School premises. This is purely on grounds of hygiene. There may be exceptions to this; please contact the Headteacher should you wish to have animals on the School premises.

r) No combustible materials are to be used within the School premises.

s) The Hirer shall not sub-let or share the School premises with any other organisation or group.

t) The Hirer must comply at all times with all statutory and all other legal requirements that relate to its use of the School premises.

u) Use of the football pitch will be subject to a joint inspection by the appropriate team coach and the School grounds contractor prior to any postponement, e.g. when the ground is very wet.

v) Nothing in this policy or the Booking Form is intended to create the relationship of landlord or tenant.

#### **8. In the event of an incident, fire or near miss**

a) The School shall ensure that County Council Incident Report forms (appended to Critical Incident Management Plan) are available to the Hirer. The Hirer must ensure that immediately following an incident, the Headteacher - or the Local Authority in the absence of the Headteacher - is contacted and a County Council Incident Report Form is fully and properly completed, and that an investigation is undertaken promptly after the incident. A review of the risk assessment for the Use will be undertaken promptly following the incident. If the Hirer has produced a risk assessment then the Hirer is responsible for undertaking the review to the satisfaction of the School and informing the School of any findings of the review. The School is NOT responsible for undertaking risk assessments for Use.

**b) In the event of fire**

The Hirer will immediately call the fire service (if school staff are not present and supporting the Use) and those persons named as emergency contacts on the Booking Form. All users will evacuate the School building via the nearest fire exit and assemble at the designated point. Users must not re-enter the School building until the 'all clear' has been given by the fire service. Fires must be reported using the County Council Incident Report form referred to above. **A Fire Evacuation Procedures crib sheet will be given to the Hirer with the Booking Form.**

**Contacts:**

Headteacher:	Claire McKenzie	07712634718
H & S Governor:	Ian Flack	
Local Authority:		01629 580000

**9. Licences**

There are a variety of licences that may be required for different types of function. The Hirer is responsible and liable for obtaining all licences which are necessary, and must produce documentary evidence before the Hire Period. The Hirer will indemnify the School and LA against any action brought about by failure to obtain the necessary licence(s). The following categories of letting may require a licence:

- Theatre licence
- Copyright/Royalty licence
- Cinematography licence
- Alcohol licence
- Music, Singing and Dancing licence

**10. Insurance**

a) The Hirer shall maintain (and provide evidence if requested) insurance against any claim for injury to any person or damage to any property occurring during or in consequence of the Hirer's use of the School premises (including any invitees, agents or visitors).

b) The Hirer is entirely responsible for the proper use of facilities and must take all reasonable precautions to ensure that there is no damage to the fabric of the building, furniture and fittings or any school equipment.

c) The Hirer shall indemnify the Local Authority against any claims or proceedings for bodily injury or loss of damage to property (real or personal) whether belonging to the Local Authority or to any other person occurring during or in consequence of the Hirer's use of the School premises (including any invitees, agents or visitors).

d) The effect of 10 (c) is that the Hirer will be liable to indemnify the Local Authority for any damage which is caused when the School premises are being used for a function for which they are let.

## 11. Cancellations and Termination

### a) By the Hirer

Cancellations should be made in writing at least five working days before the start of the Hire Period; otherwise the Hirer will still be liable for the Charges which will be retained by the School. In the event of a cancellation being made more than five working days before the start of the Hire Period, the School will credit the Hirer for a free booking the following term, if applicable, or refund the Charge if no further bookings are required.

### b) By the School

If the School finds it necessary to cancel a booking, as much notice as possible will be given, generally not less than 24 hours and, where practicable, alternative accommodation will be offered. If this is not practicable, a refund of the Charge paid will be made. The LA and the School will accept no liability in respect of commitments, costs or liabilities incurred by the Hirer arising from to such cancellations.

c) The School may by written notice terminate the hire of the School premises in the event of any breach of these Booking Conditions. The School may terminate the Hire immediately in the event of any material breach.

This revised policy will be reviewed annually, in line with the Charging & Remissions Policy, by the Governing Body and updated, as appropriate.

<b>Reviewed on</b>	<b>Signed by Chair of Governors</b>	<b>Signed by Head teacher</b>

Please see appendix attached:

**PREMISES BOOKING FORM (Appendix A)**

**FIRE EVACUATION PROCEDURES (Appendix B)**



## Premises Booking Form

### Terms and Conditions of Hire:

One-off bookings must be paid in full when submitting this booking form. Please make cheques payable to Derbyshire County Council.

### **Applicant's Details**

Organisation Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

### **Contact numbers**

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### **Facilities required:**

School Hall  Tarmac Ball Court  Field

School Hall with Kitchen  Playground  Classroom(s)

Purpose of Function: \_\_\_\_\_

Will you require a liquor licence: YES/NO? If yes, please provide a copy with this form.

Date facilities required: \_\_\_\_\_

Approximate number of people attending: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

- *I have read the policy and will adhere to its terms and conditions.*
- *I have read the Fire Evacuation Procedures crib sheet and will ensure that it is adhered to in the event of a fire.*

**Risk Assessments** seen by: \_\_\_\_\_ **DBS Checks** seen by: \_\_\_\_\_

Signature of hirer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

Booked onto calendar: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return form to:** Claire McKenzie, Headteacher, at the above address.

## Appendix 2

# FIRE EVACUATION PROCEDURES

Make yourself and your party familiar with these procedures. Know where the nearest extinguishers are. Know where the fire exits are.



### Any person discovering a fire must:

- Operate the nearest fire alarm.
- Only attempt to extinguish a fire if it is safe to do so.  
You do this at your own risk.
- All persons must evacuate the building once the alarm has been raised and congregate at the far end of the school field.
- Call the fire service immediately by dialling **999** using your mobile.
- Give the operator your mobile number and ask for the **fire service**.
- Give the school's address: **Hayfield Primary School, Swallow House Lane, Hayfield SK22 2HB.**
- Do not assume that the call has been received until it has been acknowledged by the fire service.
- Immediately notify the Headteacher, Claire McKenzie, on 0298 872374 or 07712634718.
- Immediately notify the caretaker, John Hollinrake, on 01663 749849 or 07758719609
- Do not attempt to go back into the building until the fire officers have said it is safe to do so.

**The location of fire extinguishers are:**

<b>Location</b>	<b>Water</b> (wood, paper & textiles)	<b>Foam</b> (wood, paper & textiles; flammable liquids)	<b>CO2</b> (flammable liquids; live electrical equipment)	<b>Wet Chemical</b> (wood, paper & textiles; cooking oil, deep fat fires)
<b>Main entrance</b>		<b>2</b>	<b>1</b>	
<b>Staff Room</b>			<b>1</b>	
<b>Hall</b>	<b>1</b>		<b>1</b>	
<b>Kitchen</b>			<b>1</b>	<b>1</b>
<b>PPA Room</b>		<b>1</b>	<b>2</b>	
<b>Year 6</b>				
<b>Year 5</b>			<b>1</b>	
<b>Year 4 cloakroom</b>		<b>2</b>		
<b>Spare classroom</b>		<b>2</b>	<b>1</b>	
<b>Year 3 fire exit</b>		<b>1</b>	<b>1</b>	
<b>Year 2</b>				
<b>Year 1 fire exit</b>		<b>2</b>		
<b>Reception</b>		<b>1</b>	<b>1</b>	