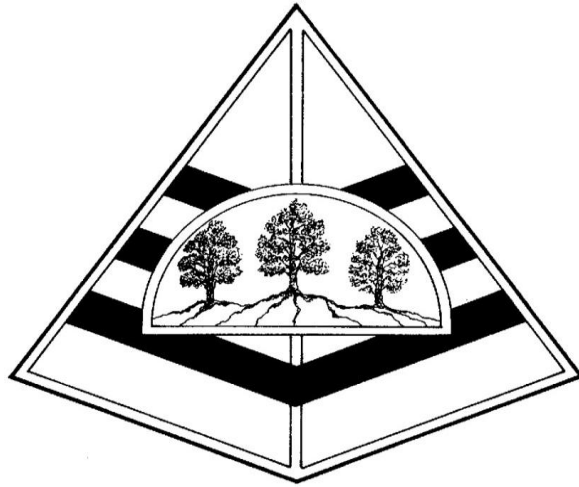


FERNDOWN MIDDLE SCHOOL



LETTING OF SCHOOL PREMISES POLICY

Policy to be reviewed by Governor Committee	Environment Committee
Frequency:	Annually

This policy has been reviewed in line with the 8 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.

Winter Dates: 1st October - 31st March
Summer Dates: 1st April - 30th September

During winter months the heating will be switched on.
These costs include use of cloakroom facilities and car parking.
VAT will be charged where appropriate.

Session 1: 8am - 12 noon
Session 2: 1pm - 5pm
Session 3: 6pm - 9.30pm

School Hall

Summer

Monday to Friday		£44
Saturday	1 session	£63
	2 sessions	£94
	3 sessions	£124
Sunday	1 session	£68
	2 sessions	£103
	3 sessions	£136

Winter

Monday to Friday		£50
Saturday	1 session	£72
	2 sessions	£103
	3 sessions	£132
Sunday	1 session	£79
	2 sessions	£113
	3 sessions	£146

School Gymnasium

Summer	per session	£31
Sunday	+10%	

Winter	per session	£33
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Classroom

Summer	per session	£19
Sunday	+10%	

Winter	per session	£22
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*** 10% discount for charities and disabled groups ***

Ferndown Middle School

Use of School Premises - Lettings Policy

The school building, which includes a large hall, stage and small kitchen (maximum seated accommodation in the hall, 250) a fully equipped school gymnasium and 19 classrooms are all available for hire subject to the Dorset County Council Conditions for Hire of Educational Establishments, see below. Cloakroom facilities, including amenities for the disabled and car parking space (maximum 35 cars) will be available for each letting.

The charges for hire will be reviewed annually by the Governors' School Finance Committee. There will be a 10% reduction in hiring charges for registered charity groups and disabled groups. For groups directly associated with school, ie school clubs and the Ferndown Middle School Association, there will be no charge for lettings.

The times for lettings will be as follows:

Day	08.00 – 12.00;	1300 – 17.00
Evening	18.00 – 21.30	

There will be no lettings during the school holidays. Any variations to these times must be negotiated with the Headteacher and Site Manager who are responsible for the school lettings.

All lettings will be agreed by the Head Teacher in accordance with the schools Equality Policy. Any complaint about the refusal to allow the hire of the premises will be dealt with in accordance with the school's complaints procedure.

Conditions For Hire

The Hirer shall be the person making the application for a letting and such person will be responsible for payment of all fees or other sums due in respect of the letting to the Hirer and for the observance of regulations imposed by the Local Education Authority or their lawfully appointed agent.

1. Damage, Loss or Injury

The Hirer shall effect Third Party (Public Liability) Insurance within a minimum indemnity limit of five million pounds for any one occurrence to cover its legal liabilities for accidents resulting in injuries to persons, including participants in the hiring activity, and/or loss of or damage to property, including the hired premises, arising out of the letting of educational premises.

The Education Authority/School will not be responsible for any injury to persons or damage to property arising out of the letting of educational premises unless such injury or damage results from the negligence or breach of statutory duty on the part of the Education Authority/School.

2. Protection of Premises and Movable Property

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating the driving of nails or screws into fixtures forming part of the school fabric will be permitted. In the event of any damage to premises or property the Authority shall make it good and the Hirer shall pay the cost of such reparation.

3. Public Safety

- i. The Hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways, passages and exits.
- ii. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct.

4. Copyright or Performing Rights

The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the Dorset County Council against all sums of money which the County Council may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

5. Sub-Letting

The Hirer shall not sub-let to another person.

6. Intoxicating Liquor

No intoxicants shall be brought on to or consumed on the premises without the prior approval of the County Education Officer or Governing Body in the case of a school in LMS.

7. Smoking

Smoking is **not permitted** in the school.

8. Dancing

Use of materials for preparing floors for dancing is prohibited.

9. Vacation of Premises

The Hirer shall ensure that premises are vacated promptly at the end of the letting.

10. Lettings for the teaching exclusively of FMS pupils by the self employed.

Where the school agrees to let a part of the premises in such circumstances, the following shall apply in addition to the other paragraphs of this policy.

- i. The school will only let the premises to person(s) who have
 - a. a satisfactory Enhanced Criminal Records Bureau check including the List 99 and the Protection of Children Act 1999.
 - b. undertaken a health and safety risk assessment in relation to the activity being taught.
- ii. The hirer shall supply the school with a copy of :
 - a. Their public liability certificate of insurance.
 - b. Their health and safety risk assessment in relation to the activity.

11. Lettings to persons whose activity involves under 18's

The Hirer must sign the declaration form at end of this policy document to confirm they have safeguarding procedures in place.

12. Variation of Scales of Charges and Cancellations

The Hirer acknowledges that the charges given overleaf may be increased in accordance with the rates from time to time agreed by the Authority or where appropriate by the Governors of the School, or that the letting may be cancelled provided that in each circumstance at least 28 days notice either way is given.

Please note: The hiring of school premises is undertaken with due regard to events on the school calendar. These events may unavoidably be subject to change. Under these circumstances the hirer will be informed and offered, where possible, an alternative room/date or a refund for that individual booking. Whilst every effort will be made to avoid disappointment it is hoped that there can be some flexibility with arrangements between the school and the hirer when necessary.

The Headteacher has discretion to offer concessionary charges where appropriate and necessary.

13. FIRST AID

Hirers need to provide for their own First Aid arrangements. However, there is a telephone in reception for Emergency Service Calls – it is necessary to first dial “9” to obtain an outside line.

HIRER'S AGREEMENT

To be signed by ALL hirer's

I confirm that I have read and agree with conditions laid out in the Lettings Policy

Signed Date

Please print name

Please sign if appropriate to your booking:

Hirer whose activity involves persons under 18 year of age

I/We confirm that I/We have appropriate Safeguarding Procedures in place.

Signed Date

Please print name

Form to be returned to:

Site Manager
Ferndown Middle School
Peter Grant Way
Ferndown
Dorset
BH22 9 UP