



**St. George's Beneficial Primary School**  
**(C of E Controlled)**

Hanover Street  
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Portsmouth  
Hampshire  
PO1 3BN

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**Lettings Procedure**

**Lettings for Community Use**

The school building, grounds and the lodge are available for lettings when not in use by the school staff charges are displayed below:

	Hall charge per hour	Science/Food Technology room, per hour
During school hours	Token charge	Token charge
Term Time 4.30pm – 8pm	£15	£30
Weekends	£30	£50
School Holidays	£20	£35

**Procedure for arranging a hire**

The hirer should complete and sign a hire agreement form – Appendix 1. The hirer will receive a copy of the conditions of hire, and accept that in signing the hire agreement they will be deemed to have accepted the hire conditions.

**Cancelling a hire**

The school may reserve the right to cancel any hire without notice. However, every effort should be made to give reasonable notice of cancellation to a hirer, and wherever possible, alternative facilities will be offered. Wherever possible a hirer will be given a least four weeks notice of cancellation. An exception to this however would be, for example, when the circumstances within school make it not possible for the letting to take place.

The school must decide whether a cancellation fee is due when a hirer cancels a hire, in doing so, the school will need to take into account the period of written notice of the cancellation.

**Caretaking/Site Manager Services**

Where use of facilities takes place outside the normal hours of duty of the caretaking staff, the site management staff may be asked to work overtime. Alternatively, governors may wish to employ other personnel or to appoint other key holders. To avoid any unauthorised use of premises or equipment, the member of the site staff concerned should be informed of the exact extent of the facilities authorised for use by each hirer and the approved time of use.

**Use after 10.30pm**

Activities should normally finish by 10.30pm. But when use is requested beyond this time, approval may be given at the discretion of the HT and Governing body to extend this to 11pm.

**Safety**

There are stipulations about the number of people who may be present in, for example the hall. The head may find these stipulations useful guidelines for determining what is reasonable for functions, which do not require a license.

	Standing (no tables)	Seated
Hall1	200	150 on staged seating
Hall2	200	by request
Science Room	N/A	32

In relation to activities for children, the hirer must ensure that there are sufficient adults present to be in full control of the children throughout the whole period during which they are on the school site. This will be agreed with the Headteacher prior to the event.

### **Restrictions relating to Specific**

#### **Facilities Educational Equipment**

If, during use, any damage is done to educational equipment, the hirer will be asked to meet the costs of repair or replacement. Approval to use educational equipment shall be subject to the Headteachers being satisfied that a competent person will supervise the use.

#### **Other facilities**

Because of the possibility of oil leaking onto the MUGA and then getting onto children's clothes and because of the possibility of damage to surfaces, it is necessary to limit car parking on site to the 2 car parks available.

Footwear restrictions are to be applied in relation to Hall floors.

The treatment of floor surfaces for dances etc. is not permitted. All electrical equipment brought onto site will require written proof to show the appliance has been PAT tested prior to use.

#### **Consumption of Intoxicating Liquor**

Intoxicating liquor is not permitted on school premises.

#### **Gambling**

Gambling will not take place on school premises.

#### **Smoking**

St George's Beneficial C of E Primary School is a non smoking site.

#### **Fairs and Fetes**

Wherever the school facilities are used for fairs or fetes and comparable activities, the hirer is responsible for cleaning from site any litter that results from the hire.

#### **Charges for using school facilities**

Charges for use are set by the school governors. Residual periods of less than half an hour will be charged as half an hour.

Cloakroom, toilets and car parking shall normally be provided without extra costs. Lettings costs will take account of the period to clean school e.g. cleaning of the toilets areas.

Facilities are normally available to the hirer from 10 minutes before the hire commences until the end of the period hire. This should allow sufficient time for preparation. If the hirer needs longer than this, he/she will need to increase the booking time so there is time for setting up the facilities and for clearing away afterwards.

**Charges for hire by members of staff**

The Headteacher at her discretion may offer a 50% discount on hire charges where the hirer is a member of school staff.

**Payment conditions**

The hirer is responsible for the prompt payment of the appropriate charges, as set out in schedule of charges current at the date of the letting. 25% of the fee is to be paid in advance as a deposit and the balance before the use of facilities.

A breakages/damages deposit of £150 may be required, but it at the discretion of the head teacher. The deposit can be paid by cheque, which will be returned at the end of the booking.

**Parking**

To be organised by the hirer in keeping with the schools allocated car parks and to inconvenience residents as little as possible.

**Catering**

The school kitchen (located between both halls) will not be used for the preparation of food.

The use of catering facilities can only be used in the science/food technology room and only when that room is booked for use.

**Appendix 1**  
**Agreement form for the Hire of School Facilities**

Name and address of Applicant/Organisation

Tel No

Mobile Number

If invoices are to be sent to another person please state name, address and telephone number

Name of Club/Organisation

Facilities required

Purpose of Hire

Age group of member

Start date

Start time

End date

End time

Days required

Signature

Date

**Office use only**

Charge	
Breakages/Damage deposit paid	
Signature	Date

## **Appendix 2** **Lettings Charges**

The cost of hiring the premises are as follows:

	Hall charge per hour	Science/Food Technology room, per hour
Term Time 4.30pm – 8pm	£15	£30
Weekends	£30	£50
School Holidays	£20	£35

### **Terms and Conditions**

1. This letting will be covered by Portsmouth City Council's Public liability insurance
2. The school have the right to cancel the hire should the facilities be required for a school function or because of arising staff circumstances, which prevent the hire of school facilities.
3. The school may make additional charges in respect of damage caused to the building/property of the school through negligence or wilful intent.
4. Payment for the letting is required on receipt of the invoice (issues monthly in advance).
5. The charges will be accordance with those agreed by the governing body.
6. For lettings of sporting facilities VAT will be charged at standard rate unless the following criteria are fulfilled:
  - Single lets for a continuous period of over 24 hours to the same person
  - A series of lets that cover 10 or more consecutive sessions
  - Each session is for the same sport
  - Each session is at the same premises
  - Intervals between sessions are at least one day and more than 14 days
  - The series is paid for as a whole
  - The let is to a school, club, association etc.
  - Use is exclusive to the group names on the hire form and is not transferable

Refunds are not given in the event of cancelation by the client
7. The applicant is over 18 years old

Signed .....

Name in full .....

For and on behalf of name of group or organisation.....

**Appendix 3**  
**St George's Beneficial C of E Primary School**  
**Hire/Lettings fire precautions**

**Each lead person using the premises will be given a copy of the schools site plan and evacuation procedures, In addition each person using the premises needs to be told:**

- The position of the manual break glass call points and how to activate them
- The fire escape routes and exits
- Not to return to the building in a fire
- Not to tackle anything other than a very small fire and only one extinguisher is to be used
- Where the assembly point is and to wait for all persons to be accounted for
- Call 999 to advise fire brigade in the event of a fire
- Not to leave bags etc. in fire escape routes.

**Every hirer need to ensure that:**

- All escape routes are clear of obstructions and that no fire exits are locked or blocked.
- They know the number of persons in the building and do not exceed permitted numbers.
- They know the position of the fire alarm control panel.
- That's users with limited mobility are assisted in a fire evacuation
- That a responsible person is appointed to be able to direct the fire brigade to the origin of the fire and know if there is anyone left inside.
- That a responsible person ensures that all users and staff are clearly aware of evacuation and fire safety procedures and that no person returns to the building after an evacuation until permission is obtained for the Officer in Charge of the Fire Brigade

Signature of Hirer.....

Date.....

## **Appendix 4**

### **Insurance for Lettings**

Hire of premises/grounds by outside groups, individuals or associations creates potential liabilities on both hirer and establishment. In agreement with the Authority's Insurers, a standard form of indemnity has been drafted. The indemnity places an onus on the hirer to accept responsibility for:

- Damage to premises and equipment being used
- Third party claims involving injury to persons (including staff) and or damage to property except when caused solely by the negligence of Portsmouth City Council their servants or agents.

Because of the difficulties experienced by hirers in arranging their own insurance at a reasonable cost, the Authority has negotiated a standard insurance for all hirers to cover their liabilities. The hirer is automatically covered by payment of the hire fee and no additional payment is required for insurance, however, if the Hirer has suitable insurance then on that insurance will be effective in the event of a claim arising,. The cover is on the following basis:

- Legal liability for injury/illness to Third Parties and/or loss or damage to property, including the hirer's liability under the hiring agreement, with a limit of liability of £1 million.
- Legal liability (including liability imposed under the hiring agreement) for loss or damage to the premises and contents being hired. Damage resulting from fire or explosion is limited to £1 million. Claims made under this policy are subject to £100 excess, and are made at the council request and providing the hirer is not entitled to indemnity elsewhere.

#### **Exclusions**

- Meetings organised by political parties Commercial or business functions
- Martial Arts activities
- Injury or property damage in respect of any sporting activity suffered by one participant that was caused by another participant
- Liquidated or punitive damages Fines
- Pollution or contamination
- Defective work carried out by the hirer
- Injury or damage caused by products sold by the hirer and the cost of repairing/refunding products sold by the hirer.

Hirers are automatically covered by payment of the hirer fee is no other cover applies.

Monitored by Headteacher and Governors  
Date of Policy: February 2017  
Review Date: September 2022  
Next Review Oct 2025