



Trinity High School

& SIXTH FORM CENTRE

An Independent State Funded Academy

CASUAL LETTINGS POLICY

To be read in conjunction with:

- Safeguarding Policy

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Policy Responsibility:

Mrs Duncan

School Policy: available on website



CASUAL LETTINGS: THE HIRING OUT OF FACILITIES

CONTENTS, DEFINITIONS & GENERAL NOTES

Reference Point Item

SECTION ONE - POLICY

Contents, Definitions & General Notes

A	Introduction: Managing facilities – Non-school activities
B	Statutory Obligations
C	Local Authority In-Service Users & Emergencies
D	Safeguarding Children
E	Wrap Around Care
F	Holiday Play Schemes
G	Security
H	Health and Safety

SECTION TWO - ADMINISTRATION

I	Introduction
J	Conditions of Hire
K	Insurance
L	Charges
M	Combined Application/Charges Form
N	Confirmation of Booking and Payment of Charges
O	Difficulties In Securing Payment
P	Banking of Lettings Income
Q	Lettings Custodian Duties and Lettings Agreement
R	Payment of Lettings Custodians
S	Recording of Lettings
T	Cancellations

SECTION THREE - FURTHER ADVICE

Contacts For Further Information

APPENDICES

Appendix 1	Application/Charges Form For The Hire Of Facilities & Full List Of Conditions Of Hire
Appendix 2	School Letting Costs & Charges

1. **Previous Policies** – this revised policy supersedes that issued to all schools by Worcestershire County Council in 2002, to include also the Schools' Swimming Pools Lettings Policy issued in 1999, together with any subsequent amendments thereto.
2. **School** – throughout this document, the term 'school' is used to refer to Trinity High School & Sixth Form Centre. The term Academy may also be used.
3. **Headteacher** – within this document, the use of the term 'Headteacher' refers not only to the most senior member of staff at the school, but also the most senior member of staff in charge at the establishment at any given time, or anybody acting with the authority of the Headteacher.
4. **LA** – the term 'LA' refers to Worcestershire County Council as the 'Local Authority'.
5. **Web Site** – this policy document is also available on the School website under the "Information – Policies" section.
6. **Lettings Custodian** - For the purpose of this policy, the words 'Lettings Custodian' refer to any individual who undertakes lettings duties, either paid or unpaid.

SECTION ONE – THE CASUAL LETTINGS POLICY

A. Introduction - Managing Facilities: Non-School Activities

A1. All schools have much to offer communities through the use of their buildings and facilities. Such use of facilities can take place either during the normal school day or, as is often the case, out of school hours. Equally, in making use of these facilities in a safe and effective way, communities are able to support a school in developing its role as a vital and vibrant part of the community.

This document is based upon Worcestershire County Councils' existing policies on school lettings.

A2. The main principles applicable to lettings are as follows:

- Under the terms of our Funding Agreement, Trinity High school can arrange casual lettings of premises but in doing so, cannot enter into a long-term lease or licence with any outside body without the prior approval of the Department for Education (DfE). Advice on any such proposals should be sought from the DfE via the Education Funding Agency (EFA).
- Schools must not subsidise the overall cost of non-school lettings from their delegated budget (individual users may be subsidised so long as the total lettings income covers all lettings costs at the end of the financial year).
- A standard form, detailing the terms and conditions upon which lettings are made, should be completed for each letting, or series of lettings, in order to clarify respective responsibilities. (The Lettings Application/Charges Form - Appendix 1 - should be used for this purpose).

A3. The objectives of letting the premises are:

- Where appropriate, facilities can be made available for the benefit of the local community use
- the school can increase its income whilst offering competitively priced facilities to suitable community groups

B. Statutory Obligations

B1. Where there are statutory obligations to make available school premises for Elections and Parish Council meetings only the costs for such use should be reclaimed (as a casual letting) from the Returning Officer (Elections) or Parish Council,

C. Local Authority In-Service Users & Emergencies

C1. The school will work with Worcestershire County Council (the Local Authority) and accommodate as far as possible any requests made by them, for example providing school facilities for "emergency" purposes.

D. Safeguarding Children

D1. External hirers of the school premises will be required, via the Lettings Agreement Form/Conditions of Hire, to confirm that they have the requisite policies and/or procedures in place with regard to safeguarding children and vulnerable adults, and that their staff are appropriately trained with regard to these policies and procedures.

D2. The school reserves the right to suspend or cancel immediately any letting that gives cause for concern with regard to the safeguarding of children and vulnerable adults. Such concerns would be reported to the hirer and/or the appropriate external bodies.

E. Wrap-Around Care

E1. Due to the extra-curricular activities offered by the School, facilities are not available for wrap-around care providers.

F. Holiday Play-Schemes

F1. Holiday play-schemes may be treated as short-term casual lettings outside normal school hours.

G. Security

G1. It is most essential that the security of the school is not prejudiced.

G2. To achieve the necessary level of security:

- A lettings custodian (normally an out of hours caretaking service) should open the premises and secure them at the end of the letting. If undertaken by school staff such duties can be incorporated into normal duties or, if outside normal working hours, payments can be made.
- Keys should, on no account, be handed to unauthorised employees/contractors or information relating to security systems divulged
- If the terms and conditions recommended in this document are in place and something is stolen or damaged, legally there should be no difficulty, as the user will have indemnified the school against loss. The school will ask to see the insurance policy of the users and may wish to insist on a returnable deposit, especially in the case of one-off lettings.

H. Health and Safety

H1. Health and safety legislation and the requirements of the School's Health and Safety Policy apply at all times, including those when premises are opened up to members of the community. It is essential that every letting is made using the School's standard terms and conditions, copies of which are printed on the back of the combined Application/Charges Form (Appendix 1).

H2. Given the possibility of an accident or injury to any outside user, consideration should be given to the following:

- Access to a telephone and a first aid box.
- Whether the hirers and the school are adequately covered by insurance.
- The hirers will need to be made aware of the procedure to follow in the event of fire.
- All accidents and near misses on the premises, whether to hirers or the public, must be reported to the LA (as our current Health & Safety Advisor) using form RIDDOR 3.
- A Public Entertainment Licence is usually necessary for any events involving performances (drama, music or dancing) whether a charge is made or not. Additional requirements may need to be fulfilled (e.g. the provision of emergency lighting and the upgrading of fire exits) and fire risk assessments will need to be presented to the licensing authority or enforcing authority (Fire Brigade).
- School PE or other equipment is not used by hirers and it should be locked away or otherwise secured out of use. If any equipment is used by arrangement, this may affect the liability of both the hirer and the school. Advice must be obtained (from Mr C Werrett, H&S Advisor, Worcestershire County Council).
- Specific advice on the use of stage lighting and sound equipment by hirers is given in Appendix 2 and must be followed.

H3. Risk Assessment - The school must provide copies of risk assessments for any equipment or facilities that are likely to affect the Health and Safety of the hirers. Similarly, hirers must be prepared to present risk assessments appropriate to any equipment and activities being carried out on the school's premises.

SECTION TWO – THE ADMINISTRATION OF CASUAL LETTINGS

I. Introduction

- I1. The standard Lettings Application/Charges Form (Appendix 1), incorporates conditions of hire and should be used for all lettings.

J. Conditions of Hire

- J1. A full list of the School's conditions of hire appears in Appendix 1 and should also appear on the reverse of the Application/Charges Form. The School may add to these conditions by letter to the hirer, but none of the conditions should be deleted as they are designed to ensure protection against any incident that may occur.

K. Insurance

- K1. The Schools will draw hirers' attention to the Conditions of Hire, especially the paragraphs dealing with insurance, indemnity, and liability, with a reminder that hirers are required to have appropriate public liability insurance cover.
- K2. The school must see a copy of the certificate of insurance of the hirer and may keep a copy on file. The School must ensure that at the time of inspection the certificate of insurance is current at the time of the letting.
- K3. Where the hiring organisation is unable to confirm that it has its own public liability insurance cover to a minimum level of £1 million, it is a requirement that the hirer should be covered by the School's policy for hirers.

Where this is the case a premium of 10% of the hiring fee, with a minimum charge of £2.00 per event, must be paid with the hiring fee. There will be, therefore, no cost to the school.

Organisations such as School PTA./Friends' Associations, etc., are not covered for their activities by any School insurance. As in the case of any other hirer school PTAs or Friends' Associations etc must either have their own policy cover, or pay the additional premium in order to benefit from the School's policy.

The following must have their own Public Liability Insurance:

- Political Parties;
- Professional entertainment groups/individuals;
- Groups or individuals whose activities involve the generation of heat (blow torches, blow lamps, heat generating equipment).
- Martial Arts groups of all classifications.

In addition, for sporting activity groups the School insurance does not cover personal injury or property damage suffered by one participant that was caused by another participant.

- K4. Any queries in relation to the Public Liability insurance cover must be referred to the School insurers via the Business Manager.

L. Charges

- L1. The School sets its charging levels, bearing in mind that financial regulations require that schools should not subsidise non-school lettings overall. Charges are reviewed annually.

- L2. The School lets the hirer know the charges to be made prior to the booking being confirmed.
- L3. When deciding charging levels, the Schools considers heating, lighting, caretaking, maintenance and repair costs plus any administrative costs, e.g. stationery and postage, etc., if relevant.
- L4. The School is free to set its own charging levels.
- L5. Although VAT is not applicable in most cases, there can be VAT implications for certain charges. Failure to keep accurate VAT records can result in penalties and interest charges being imposed on the School by Customs & Excise. Further advice in this respect should be sought from our accountants, MHA MacIntyre Hudson.

M. Combined Application/Charges Form (Appendix 1)

- M1. All applicants for the hire of facilities at the school must complete a Lettings Application/Charges Form, signing the declaration that the applicant:
- Accepts the conditions of hire and responsibility for the payment of the hire fees
 - Indemnifies the School against any incident
 - Either has current Public Liability insurance cover or wishes to be covered under the School's policy
 - Has the appropriate policies/procedures in place, in particular with regard to Health & Safety and Safeguarding of Children and Vulnerable Adults
- M2. Any communications about individual lettings should be made directly between the school and hirers.

N. Confirmation of Booking and Payment of Hire Charges

- N1. On receipt of the completed Application/Charges Form, the charges should be entered in the invoice section of the form as follows:
- Charges at the level determined by the school for the facilities hired. For convenience the invoice section of the form is set alongside the 'facilities required' completed by the hirer, to enable the hire charges to be calculated on the form itself. There is no obligation on the School to disclose this level of detail however and any figures worked out elsewhere can be simply summarised on the invoice provided that any element of the charge on which VAT is chargeable is shown separately.
 - The amount of any VAT chargeable should be shown in the appropriate section, including the amount on which VAT is chargeable, if any and the rate of VAT.
 - Where a hirer is unable to provide details of current public liability insurance cover, it is necessary to include the hirer on the School's third party hirers' policy. To do so, the insurance premium should be calculated at 10% of the total hiring charge (excluding VAT) – the minimum charge being £2.00 per event. The insurance premium element of the school's lettings income must be identified separately on the nominal ledger.
 - There are exceptions when the School's insurance policy cannot apply. These are in respect of lettings to political parties, to professional entertainment promotions; to groups using heat generating equipment and to martial arts groups (see paragraph K3). In such instances it is essential that hirers provide their own insurance cover and provide policy details to the school as shown in Section D of the Application/Charges Form.
 - In the case of individual new hirings the School may request an additional deposit payment to cover the possibility of any additional costs (for instance to cover possible loss or breakage of school contents or equipment, or extra cleaning costs). Such a deposit may be included in the initial payment required from the hirer, shown where indicated on the Application/Charges

Form. Any subsequent refund of all or part of this amount should be dealt with by the procedure outlined in N10 below.

When the charges have been finalised and Section E of the Application/Charges form completed, final approval of the hiring should be confirmed by the signature of the Headteacher or other authorised signatory.

- N2. Payments should be made in advance of the booking. For ongoing regular lettings payments should be made one month in advance. Failure to comply with this condition could result in the letting being cancelled by the School.
- N3. Hirers may pay for lettings by cheque payable to Trinity High School & Sixth Form Centre, in cash or by direct payment into the School's bank account (details available on request).
- N4. At the time the hirer pays the letting fees, an official receipt should be issued.
- N5. A copy of the Application/Charges Form should be retained as the School's record of the letting. A second copy should be returned to the applicant for retention as confirmation of the booking, ensuring the reverse side of the form is also copied providing the applicant with the terms and conditions of hiring.
- N6. If there are circumstances in which payment is not received before the hiring, a copy of the Application/Charges Form must still be passed to the hirer as confirmation of the booking and as a request for payment. Such requests for payment must be issued as soon as possible for one-off events, and any payments acknowledged by the issue of a receipt.
- N7. In the case of regular lettings, it is not necessary to complete a separate Application/Charges Form on each occasion. However, an invoice and receipt must be issued each time a payment is made.
- N8. A new Application/Charges form will be completed for each hirer at least once a year or whenever hiring charges are revised.
- N9. In circumstances where further charges are required because the hirer has used premises more extensively than originally envisaged when the letting was booked, the School will send a further invoice to the hirer detailing the additional charges and requesting payment by return.
- N10. Any refunds to hirers should be authorised by the Business Manager, including any part of an initial deposit. Amounts up to £10 can be paid from petty cash. Alternatively, or for amounts greater than £10, a cheque will be issued.

O. Difficulties in Securing Payment

- O1. In the case of hiring arrangements where payment is not made in advance, schools should arrange for payment to be made as soon as possible, normally within 7 days, and certainly no later than one month from the date of the actual letting. The school procedure should be followed when chasing outstanding debts.

P. Banking of Lettings Income

- P1. All lettings income will be coded to the appropriate nominal ledger code.
- P2. The insurance premium element must be coded separately using a separate ledger code.

Q. Lettings Custodian Duties and Lettings Agreements

- Q1. The lettings custodian should normally be available during lettings in order to minimise security risks. The lettings custodian's duties are set out in separate documentation agreed with the YMCA.
- Q2. The School has in place an agreement with the YMCA who currently undertake custodian/caretaking duties for all out of hours lettings. If/when school staff undertake such duties an enhanced rate of pay will be applied, details of which are available from the Human Resources Department at Worcestershire County Council.

R. Recording of Lettings

- R1. Schools should maintain a record of all lettings.

S. Cancellations

- S1 A minimum of 48 hours' notice should be given by hirers when cancelling a booking. Failure to do so could incur a charge of either the full cost of the letting or a nominal administration charge. Hirers should note that the Lettings Office is not always manned during the school holidays so any cancellations should be advised prior to the School breaking up.**

SECTION THREE – FURTHER ADVICE

The following organisations/individuals can be contacted for advice on lettings related issues:

- **General Advice About Lettings**
Bosko Medakovic, Worcestershire County Council, Childrens' Services Directorate (01905 763763)
- **Employment & Payment of Lettings Custodians**
School Employee Services, Worcestershire County Council (01905 676500, Liberata)
- **Advice on VAT**
MHA MacIntyre Hudson (Auditors) via the School Business Manager
- **Advice on Insurance**
via the School Business Manager
- **Safeguarding Children**
Sally Mills, Worcestershire County Council, via the School's Safeguarding Officer
- **Civil Emergencies**
Emergency Planning Officer, Worcestershire County Council Children's Services Directorate (01905 843622)
- **Property Maintenance**
Via the School Business Manager
- **Health and Safety**
Dr Clive Werrett, Children's Services Directorate (01905 723259)

Conditions of Hire for Buildings

Throughout this document and solely in relation to it, the term 'School' means Trinity High School & Sixth Form Centre and includes where appropriate the Governors of the school administering lettings under delegated authority.

1. All applications for the hire of accommodation must be made in writing at least seven days before the accommodation is required. The person who signs the application will be considered by the School for all purposes to be the hirer. Where a promoting organisation is named in the application for hire that organisation will be similarly considered to be the hirer and will be jointly and severally liable hereon with the person who signs the application.

The School reserves the right to impose further conditions to meet the particular requirements of the hirer and may, at their absolute discretion and without reason being given, refuse to grant any application for the hire of accommodation and facilities or cancel without notice any hiring previously accepted.

2. The charges for the hired accommodation and any other additional sums payable by the hirer will be as set out in the School's scale of charges or as otherwise determined by or on behalf of the School.

The School may at their absolute discretion and without reason being given require a deposit from the hirer in addition to the charges for accommodation. Such a deposit will be returnable after the hiring provided there has not been any breach of Conditions 10 and 20.

3. The numbers of persons attending the function must be notified to the School not less than 48 hours prior to the function. Numbers notified are not to be exceeded under any circumstances except by prior agreement in writing. In no case will persons be admitted to social functions after 10.00pm and in all cases use of the accommodation must be terminated no later than 3.00a.m. (Saturdays 12 midnight).

4. The hirer shall provide at the hirer's cost such numbers of attendants and stewards as may, in the opinion of the School or their authorised officer, be necessary to secure the observance and performance of the stipulations contained in these Conditions including those relating to the observance of fire precautions. Such attendants and stewards shall be the servants of the hirer, but will comply with the reasonable requirements of the School in the performance of their duties

5. If the hirer fails to observe and perform any one or more of the stipulations contained herein the School may:

- a) charge to and recover from the hirer any expenses incurred by the School in engaging police constables or other persons to secure such observance and performances;
- b) Cancel any other engagements for any room or rooms in the hired premises that the hirer may have made without incurring any liability to the School whatsoever other than for the return of any fee paid.
- c) Charge to the hirer the cost of clearing the premises of litter in accordance with the provisions of the Environmental Protection Act 1990.

6. Specific written permission from the School must be obtained by the hirer before intoxicating drinks may be brought onto the premises. The sale of intoxicating liquor at the hired premises may only be undertaken by the current holder(s) of a Justices Licence and in accordance with the provision of that Licence. The hirer is responsible in all respects for applying for and ensuring compliance with any such Licence.

7. The hirer shall, if required by the School, supply for approval, a copy of the programme of any proposed entertainment not less than 7 days before the presentation of such entertainment.

8. No copyright, dramatic or musical work shall be performed or sung without the licence of the owner of the copyright and all such licences shall be produced to the School before the commencement of the hiring. The hirer shall indemnify the School against any infringement of copyright which may occur during the hiring.

9. The hiring does not entitle the hirer to use or enter the premises at any time other than the specified hours for which the accommodation is hired unless prior arrangements have been made with School which will grant reasonable access before and after the hiring period in accordance with the availability of the accommodation.

10. The hirer shall take good care of and shall not cause any damage or permit or suffer any damage to be done to the hired premises or to any part or parts thereof or to any fittings, equipment or other property therein and shall make good and pay for the damage thereto (including accidental damage) caused by any act of neglect of the hirer, the hirer's servants, agents or any person resorting to the hired premises by reason of the use of the hired premises by the hirer.

11. The School will not accept responsibility or liability in respect of any damage or theft or loss of any property, goods, articles or things whatsoever placed, deposited, brought into or left upon the hired premises either by the hirer for the hirer's use or purpose or by any other person, or left or deposited with any officer or servant of the School and the hirer

must indemnify and hold the School and their servants and officers harmless in respect thereof. It is the responsibility of the hirer to provide cloakroom attendants, and School employees are not permitted to assist in the cloakrooms.

12. The School shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, Government restriction, strike, Act of God, or any unforeseen circumstances which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.
13. The hirer shall be liable for and shall indemnify the School in respect of any loss, damage or injury which may be incurred by or be done or happen to the hirer or any person in the hirer's employ or any of the hirer's sub-contractors or by or to any other person or persons resorting to the hired premises by reason of the use of the hired premises by the hirer.
14. The School may require any hirer to disclose to them the arrangements (including any insurance in relation to any liability) made or effected by the hirer for damage accepted by the hirer, or in relation to any indemnity hereby given.
15. The hirer shall not himself let, hire or licence to any other person to let the hired premises or any other part thereof. Should the hirer fail to comply with this condition the hiring will stand cancelled and charges paid forfeited and the hirer and sub-hirer excluded from the accommodation.
16. The right of entry to the hired premises is reserved at any time during the hiring to any member of the School, any officer of the School on duty, any police officer on duty and any other person (whether employed by the School or not) lawfully undertaking duties connected with the safety or security of the accommodation, or with the health, safety or welfare of the persons therein.
17. The hirer, the hirer's servants, agents and contractors shall during the hiring and during such other times as they or any of them shall be in the hired premises for the purpose of hiring comply with all reasonable requirements of the School or their authorised officer.
18. The hirer shall during the hiring be responsible for:
 - a) The efficient supervision of the hired premises including the effective control and safeguarding of children, the orderly and safe admission and departure of persons to and from the hired premises and the orderly and safe clearance of the hired premises in case of emergency;
 - b) The safety of the hired premises and the preservation of good order and decency therein;
 - c) Ensuring all doors giving egress from the hired premises shall be kept unfastened and unobstructed and immediately available for exit during the whole time the hired premises are in use and no obstruction shall be placed or allowed to remain in any corridor giving access to the hired premises.
19. Except with the consent in writing of the School the hirer shall not cause or suffer any animal in the hirer's charge or in the possession of any person resorting to the hired premises during the hiring to enter or remain in the hired premises.
20. The hirer shall at the expiration of the period of the hiring leave the premises in a clean and orderly state.

Hirers are reminded that in accordance with their duties under the Environmental Protection Act 1990, the Governors or the school require the premises to be left free of litter. Failure to clear the premises of litter after use may result in the Governors charging to the hirer the cost to them of so clearing, and repeating failure to remove litter after use may result in the cancellation without notice of any hiring in accordance with condition 1 hereof.

21. No inflammable materials shall be allowed within six feet of any light in the building.
22. No bolts, nails, tacks, screws, bits, pins or other like objects shall be driven into any part of the hired premises nor shall any placards or other articles be fixed thereto.
23. The School or any person so authorised by the School can stop any entertainment or meeting not properly conducted.
24. No publicity or advertising material, flags, notices, emblems or other decorations shall be displayed within the grounds and premises of the hired premises or on the gates, walls, fences and hedges forming the boundary of the premises without the previous consent in writing of the School.
25. Any lighting and audio/visual equipment supplied by the School shall at all times be operated by persons employed by the School for that purpose and no other person whatsoever shall operate or attempt to operate or interfere with the lighting or audio/visual equipment without express prior permission.

26. No additional lights or extensions from the existing electric light fittings, nor audio/visual equipment provided by the hirer or his agents shall be used without the previous consent of the School, and any such lights, extensions or equipment shall be disconnected or switched off if any authorised officer of the School so requires.
27. No persons other than persons directly concerned with the presentation of any function shall be permitted on the stage (if any) or in the ancillary adjoining the stage (if any).
28. Except with the previous consent in writing of the School, no part of the hired premises shall be used by the hirer for the sale of anything whether by auction or otherwise except when the hired premises are specifically hired for the purpose of holding such a sale.
29. The property of the hirer and the hirer's agents must be removed before 12 noon on the date next following the period of hiring or additional fees will be charged for each or part day until the same is removed. The School accept no responsibility for any property left on the premises after the hiring.
30. Smoking is prohibited throughout the entire school site, including car parks.
31. All scenery and costumes used for performances and the like must be fire proof.
32. The express written permission of the School must be obtained for the use of streamers, balloons or confetti.
33. No exit may be blocked, chairs or obstructions placed in corridors or internal doorways, or fire appliances tampered with or removed. Please refer to condition 18.
34. Any special staging or equipment required and provided by the hirer shall be a matter of negotiation between the hirer and the School's authorised officer.
35. If the hirer wishes to cancel a single booking at least 3 clear days' written notice shall be given or for cancellation of an arrangement to hire premises regularly, 1 month's written notice is required otherwise the School shall be entitled to retain the fees paid. If, as a result of such cancellation, the School incurs a loss in excess of the fees paid by the hirer, the hirer shall pay to the School as liquidated damages the amount of such loss. For block bookings, a refund will only be given where the facilities are not available due to unforeseen circumstances.
36. Any complaint arising out of the hiring must be made in writing to the School
37. Any notice, demand or request by the School to or upon the hirer may be sent by ordinary pre-paid post addressed to the hirer at the hirer's address given in the hirer's application and shall be deemed to be made or served at the time when the letter containing the same would be delivered in the ordinary course of post.
38. The hirer is requested to contact the School to obtain details of the prevailing fire precautions and security arrangements.
39. The hirer is to be responsible for the conduct of his own employees, agents and contractors including all health, safety and welfare matters. The hirer must make his arrangements in such a way as to ensure at all times:
 - I. Compliance by him of his responsibility under the Health and Safety at Work Act; and,
 - II. Compliance and co-operation by himself and his employees, agents and contractors with any arrangements made by the School for security of the hired premises or any part there of or to secure compliance with any duty or requirement in relation to health and safety at work.
40. The hirer shall be responsible for (and shall indemnify the School against any breach) compliance with any statutory provisions relating to the preparation, display and sale of food for human consumption,
41. The hire of accommodation does not include any right to car parking accommodation, except that vehicles bringing passengers, exhibits, fittings etc., may stand in such part of the Car parking area surrounding the premises as the School may determine for such time as necessary at their own risk.

Please Note...

Where application for hire is for an unspecified period, users should renew their application as necessary for each school year (i.e. commencing September). Such renewed application should be made not later than the end of the preceding May. Applicants are asked to notify the school immediately in the event of there being a change in the name and address of the person with whom the school should communicate regarding the letting arrangement.

THE USE OF STAGE LIGHTING AND SOUND EQUIPMENT BY HIRERS

The use of lighting or sound equipment by outside hirers has a high potential for accidents which could lay the School open to legal action. It is acknowledged that there may be occasions when an affiliated organisation, such as a PTA, might reasonably expect to use such equipment, but it is important for the equipment to be under the control of a member of staff, preferably the person in charge of the stage lighting.

Hirers should be given a copy of the following guidance (amended from section 2.35 of the Handbook of Safety Information) and asked to sign to show their assent to be bound by them.

- a) Stage lighting equipment should be under the control of a single, specified member of staff (the "person in charge") who should be competent and experienced in its use and maintenance. The name of the person in charge should be displayed on a notice affixed to the stage lighting switchboard, which should also require that no alterations should be made without their knowledge and agreement.
- b) Lighting equipment should be kept in a locked store, the key to be held by the person in charge of the equipment and not by hirers.
- c) Any request to use the school's lighting or sound equipment must be discussed and agreed with the Headteacher and the person in charge. Requests for such equipment should be made at least three weeks in advance of the performance.
- d) No lighting, sound equipment or wiring (fixed or movable) should be modified in any way (eg. fitting, repair or removal of plugs or sockets).
- e) The use and return of any equipment must be recorded in the log-book held by the person in charge.
- f) Any lighting set-up should be inspected by the person in charge of lighting before being connected to the mains. This inspection should be recorded in the log-book.
- g) The stage and surrounding areas should be cleared of all temporary (moveable) cables and lights etc. as part of the dismantling of the sets so that the areas are not obstructed and there is less opportunity for damage to be done to equipment.
- h) Lighting equipment should be returned to the person in charge for inspection before storage and/or maintenance. The return of the equipment and its inspection should be recorded in the log-book. Any faulty equipment should be taken out of use until it has been repaired. Repairs should be noted in the log-book.
- i) Any extra equipment brought in or hired for use in the School, must be of sound construction, suitable for the use to which it is to be put and properly inspected before use by the person in charge.
- j) Stage lighting lanterns and other tall or suspended equipment must be fitted with safety chains as well as a support bracket.
- k) Only approved, fire-resistant flexible cable should be used for stage lighting equipment. Domestic cables must not be used and temporary or improvised connections must not be made.
- l) Stage lighting wiring must not be interconnected with other parts of the establishment's electrical installation. There is a danger of inadvertently applying 415V to equipment under certain circumstances.

Pre-Performance Checks

Before admitting the public, checks should be made to ensure that:

- a) All safety devices (eg. RCD circuit breakers) are working correctly;
- b) The fire alarm system is working and fire extinguishers and hoses, (if any), are in place and in good order;
- c) The emergency lighting system is functional, all "EXIT" notices are illuminated and the general (house) lighting is operating correctly;
- d) All exit doors are clear of obstructions (inside and out) and open easily;
- e) Access to all electrical supplies and main switches is clear of obstructions.

If lettings involve dancing or public performances of drama, music or similar entertainments, the School should ensure that the appropriate licences are in place.