

Policy & Procedure

Huncote Primary School



Hiring Policy

2021 – 2024

Non Statutory Policy

Huncote Primary School

Hiring Policy

Aims

Huncote Primary School is 'Aspiring for Excellence'. Pupils are encouraged to do this by 'Believing we can be the Best'. We therefore aim to:

- Educate our pupils to become independent learners;
- Provide a stimulating, challenging and caring environment;
- Share an enriched curriculum which ensures continuity, progression and opportunities for all our pupils;
- Engage pupils actively in all stages of the learning process;
- Work with families to prepare pupils for life within our village and the wider community;
- Motivate and inspire our pupils to realise their full potential;
- Ensure the safety and enjoyment in learning of all our pupils.

These aims are realised through effective working partnerships between staff, pupils, parents, governors, other schools, the Local Authority and the wider community. They are present through all school policies and schemes of work.

Introduction

- The governors recognise the value of making the school available for hiring where possible, provided that any hiring is not detrimental to the school or its pupils;
- The purpose of this policy is to ensure that any group or person hiring the school does so in a manner that is safe and acceptable;
- All hiring will be at the discretion of the governing body or its representatives who may refuse a hiring if they consider it is in the interests of the school to do so.
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Aim

- To ensure that the process of hiring is consistent, fair and equitable

Delivery

The governing body will:

- Set the scale of charges in line with advice taken from the above memorandum
- Provide any hirer with; full information, application form and an up to date list of charges
- Ensure that hirers are aware of their responsibilities for example: emergency procedures, child protection, health and safety etc.
- Review the hiring policy and charges annually and make any changes as necessary
- Delegate the responsibility to the head teacher to decide whether the attendance of a premises officer is required at a

hiring, taking account of issues like health and safety, security, and the nature of the activity

- Not allow the hiring of its premises to any organisation which may have racist objectives or policies
- Not allow the hiring of premises to any organisation that goes against the ethos and standards of the school
- Have relevant monitoring and evaluation procedures in place to ensure the policy works effectively
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Agreed and adopted by The Governing Body of Huncote Primary School

Signed.....

Date

Chair of Governors

This policy will be reviewed every 3 years or as required by legislation

March 2021

Appendices to this policy include:

- Appendix A - **Equality Act 2010**
- Appendix B - **Request for Booking of Accommodation**
- Appendix C - **Hirer’s Health & Safety (Checklist) Confirmation Form**
- Appendix D - **Terms and Conditions of Hire**
- Appendix E - **Scale of Charges for the Hire of School Premises**
- Appendix F - **Activities not requiring a licence**
- Appendix G - **Permitted Temporary Activities**

Appendix A

Equality Act 2010

Under the Equality Act 2010 it is unlawful for service providers to treat disabled people less favourably because they are disabled. The service provider must not indirectly discriminate against a disabled person unless there is a clear reason to do so.

Also, service providers must not treat a disabled person unfavourably because of something connected with their disability, unless there is a clear and fair reason. For this form of discrimination, the service provider must know or should reasonably have been expected to know that the person is disabled.

A service provider must not harass a disabled person in relation to access to everyday services.

There is protection from discrimination against:

- people with a disability
- people who are associated with a disabled person
- people who are wrongly believed to be disabled

Service providers have to make reasonable adjustments for disabled people in the way they deliver their services. This is so that a disabled person is not put at a substantial disadvantage compared to non-disabled people in accessing the services.

Examples of reasonable adjustments could include:

- installing an induction loop for people who are hearing impaired
- providing disability awareness training for staff who have contact with the public
- providing larger, well-defined signage for people with impaired vision
- putting in a ramp at the entrance to a building which has steps

What is considered a reasonable adjustment for a large organisation, like a bank, may be different from a reasonable adjustment for a small local shop. It is about what is practical in the service provider's individual situation and what resources the business may have. They will not be required to make adjustments that are not reasonable because they are unaffordable or impractical.

REQUEST FOR BOOKING OF ACCOMMODATION



Name of organisation/contact:

Start date: **End date:**

Time required from (including set up): **Time required to (including vacating time):**

Please tick if you intend to use the facility throughout the school holidays. (Subject to opening) **Yes / No**

Please note that a separate booking form must be completed for each individual booking, including additional hours (extra sessions) requested by affiliated groups.

Function:

Do you intend to use the Community Centre Kitchen facility?	Yes / No
Do you intend to use an Outside Catering Company?	Yes / No
Do you intend to use a bouncy castle (insurance certificate required)	Yes / No
Do you have public liability insurance?	Yes / No

Please ensure you read the Terms and Conditions on the Schools Website.

Details of accommodation required:

School Hall	Yes / No	School Hall & Community Centre	Yes / No
Community Centre	Yes / No	Community Centre & Committee Room	Yes / No
Committee Room	Yes / No		

Details of seating, furniture and equipment needed:

There must be 2 designated stewards at all times, please list names below. They are responsible for controlling admission, clearing people after the event and be the liaison for the school. If event held during school opening times, only 1 name required.

Name 1:

Name 2:

Safeguarding

All groups working with children, young people and/or vulnerable adults should have an Enhanced Disclosure Barring Service check (DBS). Please provide reference numbers

Yes / No

All groups working with under 8's should sign to confirm you have met the Childcare Disqualification Requirement (CDR).

Yes / No

I confirm that all members of the group/organisation have been DBS and CDR checked and are eligible to work with children/vulnerable people and there is nothing within their record that would prevent them from doing so.

Yes / No

First Aid Cover – I confirm that the Group or person named above has adequate first aid cover. Please refer to the Terms and Conditions to ensure that maximum numbers are adhered to.

Yes / No

Health and Safety - All affiliated groups **MUST** have Third Party Public Liability Insurance.

Does your club/organisation hold third party public liability insurance? **Yes / No**

Please provide a copy of your insurance policy at time of booking.

Please note that the School's insurance will not cover the use of bouncy castles unless they are hired with an operator who has the appropriate liability insurance – the School will need to see a copy of this prior to the event taking place.

Dry ice, smoke machines, bubble machines, fog machines, the use of foam or fireworks is not permitted.

Charging Policy - All room hire bookings **MUST** be paid for within 14 days of invoice. Any invoice queries should be raised within 7 days. Failure to pay during this period will result in the cancellation of the booking or future bookings. Please see the School Office for up to date hire charges. There will be a minimum 4 hour charge period for all parties and functions.

All regular hirers must leave the premises by the time stated above. If the premises are vacated more than 10 minutes late, an additional charge of £5 will be added to your fees.

Deposit for one off bookings – An additional £50 deposit is required for all occasional bookings as a separate payment (cash or cheque only). The deposit is not banked but held and returned to the hirer following a satisfactory inspection of the premises by the Premises Officer. The deposit will be used to cover costs of any repairs, cleaning or non-payment of fees. **PLEASE NOTE THAT IF THE PREMISES ARE NOT VACATED BY THE TIME STATED ABOVE THE DEPOSIT WILL BE FORFEITED IN FULL.**

Cancellation - Written notification of cancellation must reach the School no later than 1 week or 5 working days before the booking. For affiliated users, written notification of cancellation must reach the School 48 hours prior to the booking. If written cancellation is not received by the School for any reason the hirer will still be liable for the full hire unless the school in its absolute discretion waives the whole or any part thereof.

Hiring Policy - The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements. Please report any accidental or existing damage to the School Office on **0116 2864105**. Premises Officer contact details are on the inside of the First Aid cupboard in the Community Centre kitchen should you have a problem during your hire period.

In consideration of the booking of the accommodation referred to above, I hereby undertake to indemnify Huncote Primary School in the manner set out in the Terms and Conditions and to observe the conditions of use. I confirm I have read and understood the Terms and Conditions and by signing this form I agree to its content.

Signature:

Name (in capitals):

Date:

On behalf of:

Address:

Tel No:

Email:

Health & Safety Confirmation Form for Hirers

Please complete the form below and return before your **first** booking.

Name or Organisation:

Name of person in charge:

Name of 2nd person in charge (functions only):

Address:

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Telephone Number:

Email Address:

Items	Tick to confirm you have received information/instruction about these items
Fire Alarm Points	
Fire Evacuation Procedures	
Evacuation Routes	
Assembly Point	
Location of Premises Officer's contact number shown	
Hirers contact number given	
Location of First Aid Kit/Defibrillator	
Toilet access	
Drinking water access	
Entrance & Exit Access	
Reporting damaged or faulty building and/or equipment	
Reporting accidents/incidents	
Large electrical items brought onto site should be PAT tested	
Hirers/groups should remain in the booked area and under supervision at all times	
All users to be aware there is a strict No Smoking policy (including electronic cigarettes) throughout the whole building and grounds including car parks and walkways	
No alcohol/banned substances to be brought on to the school site	
Registers to be taken in case of fire where appropriate	
Aware of location of Premises Office and notice where staff can be found if out of office	

I have been made fully aware of my health and safety responsibilities for the hire of facilities at Huncote Primary School.

Signature of person in charge of booking: Date:

Signature of Premises Officer: Date:

TERMS & CONDITIONS OF HIRE
APRIL 2021

- Booking times must include sufficient time for your group to set up your activities and exit within the times given. The dates and times on the booking form cannot be changed without prior confirmation from the school office.
- The school reserves the right to amend these dates during the course of the school year. You will be notified by email, or telephone, should any school activity affect your booking.
- The hirer must complete a Health & Safety induction prior to the first hire which informs the hirer of fire evacuation procedures, location of first aid kits, toilet access and access to and from the building.
- **Safeguarding** - All groups working with children, young people and/or vulnerable adults should have an Enhanced Disclosure Barring Service check (DBS). All groups working with under 8's should confirm all members of the group have met the Childcare Disqualification Requirement (CDR) (please refer to the booking information below).
- **First Aid Cover** – All activity must be supervised by an adult and each group is responsible for its own first aid provision. Any accidents/injuries should be reported to the premises staff immediately and an accident form should be completed (please refer to the Health & Safety regulations below).
- **Payment of fees/charging** – Settlement must be made within 14 days of invoice. Any payment queries must be raised within 7 days of the invoice being issued. A further £50 deposit is required for all occasional bookings as a separate payment (cash or cheque only). The deposit is not banked but held and returned to the hirer following a satisfactory inspection of the premises by the Premises Officer. The deposit will be used to cover costs of any repairs, cleaning or non-payment of fees. If the premises are not vacated by the time stated, the deposit is forfeited in full.
- **Cancellation Policy** - Booking times should not be changed without prior agreement (minimum 7 days' notice). Notification of cancellation must reach the School no later than 1 week or 5 working days before the booking. For affiliated users, notification of cancellation must reach the School 48 hours prior to the booking. If cancellation is not received by the school for any reason the hirer will still be liable for the full hire unless the school in its absolute discretion waives the whole or any part thereof.
- **Health & Safety** – Hirers must co-operate and co-ordinate with the School on health and safety matters. All affiliated groups must have Third Party Liability Insurance. Please provide a copy of your insurance policy at time of booking (please refer to the Health & Safety regulations below).
- Booking times must be strictly adhered to, each session must end promptly at the end of their booking time in order for a quick and problem free change over.
- Huncote operates a no smoking policy on site between the hours of 6am to 6pm. Smoking is only allowed outside of these times in designated smoking areas.
- Each club/group is responsible for any damages and losses whilst on the premises.

Fire & Health & Safety Regulations

Prior to the initial booking the hirer will meet with a premises officer to complete the Health & Safety confirmation form which informs the hirer of fire evacuation routes and procedures, fire alarm points and fire assembly points. It is the responsibility of hirers to seek this information from the school staff prior to making use of the premises and familiarise themselves with escape routes and the location of fire alarms and exit doors.

All users should announce the fire evacuation procedures to their group at the first meeting and at regular intervals to ensure that everyone is aware of the emergency procedures. Draw the attention of the group to the map displayed in each room showing the EXIT ROUTE.

- Please ensure all scenery, props etc. must be rendered with flame-retardant solutions.
- No real flame, candle or other naked light should be used.
- Please ensure a fire register is kept.

Fire Procedures

- Fire Signal – One Continuous Bell
- On hearing the alarm, visitors should immediately leave the building by the nearest exit and assemble either on the school playground (when exiting via the School Hall) or the park (when exiting via the Community Centre).
- The leader of the group is responsible for evacuating the room and closing any windows and doors.

- You should not re-enter the building while the alarm bells are ringing or before authorised to do so by the senior member of staff present. You should not stop to collect personal belongings in an emergency.
 - Hirers should make every effort to call the Fire Service.
 - The register should be brought to the assembly point.
 - Checked registers should be returned to the premises officer on duty.
- All hirers must co-operate and co-ordinate with the School on health and safety matters.
 - Hirers must ensure they have their own Public Liability Insurance prior to any activity taking place. A copy of the certificate should be supplied to the School. Hirers are expected to undertake a risk assessment for the activity/activities being undertaken. Advice can be given on request.
 - Hirers should ensure that bookings for large numbers are adequately supervised to ensure that areas which are not booked are not used. The hirer is responsible for the ensuring the preservation of good order for the full duration of the letting.
 - Hirers must provide information relating to any additional risks or procedures which will be new or unusual to those of the School that may arise from their activities.
 - The hirer shall agree to repay the school all expenses which may be incurred by them in cleaning, repairing, making good or replacing any part of the schools building, facilities or the contents thereof which may be lost, damaged or destroyed in consequence of the hirer's use of the school's facilities.
 - The hirer should report any accidental or existing damage to the Premises Officer on 0116 2864105.
 - All activities must be supervised by an adult and each group is responsible for its own first aid provision. It is the hirer's responsibility to ensure cover is available. Should you require advice in this respect please contact the School. Please ensure that maximum numbers are adhered to. The maximum numbers quoted include audience and performers. It is a requirement of hire that the hirer has access to a mobile telephone in case of an emergency.

Please be aware of the maximum numbers of visitors that can be accommodated.

Occupancy Figures

Facilities Used	Max No's (Tables)	Max No's (No tables)
School Hall	151	190
Community Centre	85	110
School Hall and Community Centre	236	300

- Any accidents/injuries should be reported to the premises officer on site immediately and an accident form should be completed.
- Electrical Equipment - Any electrical equipment brought on to the school site by the hirer must be PAT tested.
- The use of dry ice, smoke machines, bubble machines, fog machines or the use of foam or fireworks is not permitted.
- The use of bouncy castles is only permitted if they are hired with an operator who has the appropriate liability insurance. The School will need to see a copy of this prior to the event taking place.

BOOKING INFORMATION

Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the School on health and safety matters.
- Agree to the terms of the lettings policy in relation to health and safety arrangements.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the School that may arise from their activities.
- To indemnify Huncote Primary School against the consequences of any unauthorised performance of a copyright work during the period of use of the School.
- To pay any fees chargeable for the use of the premises.
- To be responsible to the Governors of Huncote Primary School for the proper use of the premises and to pay on demand to the Governors' Committee compensation for any damage beyond reasonable wear and tear which may be done to premises, furniture or equipment.
- To adhere to the additional indemnity and conditions lettings laid down by Huncote Primary School on its Hire of Premises.
- To report any accidental or existing damage to the Premises Officer/School Office on 0116 2864105.

Huncote Primary School will ensure that:

- The premises are in a safe condition for the purpose of use.

- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated.
- Adequate arrangements for emergency evacuation are in place and communicated.
- **Safeguarding** - By hiring the School premises you are confirming all services and activities provided have appropriate written policies and procedures in place to safeguard and protect children and to liaise with the School on these matters if necessary. It may be necessary to provide evidence of current Disclosure Barring Service (DBS) reference checks if working with children and/or vulnerable adults and anyone working with under 8's must also confirm they have met the Childcare Disqualification Requirement (CDR). You may also be asked to provide your policy on working with young people.
- **Responsibility for Premises** - Personal Accident Insurance is not covered by the Governors unless negligence on their part can be shown. It is, therefore, advised that committees of various clubs and societies must take out adequate insurance to cover their members. Neither Governors nor Officers of Huncote Primary School take responsibility for personal accident or for loss or damage to personal property brought on to the premises howsoever caused. Huncote Primary School disclaims all liability for any loss of, or damage to, any personal property howsoever caused on these premises, including the loss of or damage to property caused by the negligence of the School, its servants or agents except where such disclaimer is contrary to the provisions of the Unfair Contract Terms Act 1977.
- **Equipment** – Any equipment required should be booked in advance. The facilities manager will advise which equipment if any is available. For the use of the stage lighting there is a standard charge although technicians' costs to adjust lighting/sound equipment will be charged to groups where alterations to this equipment is needed and/or other changes are made to the hall or stage especially where scaffolding is required. The premises staff primary function is the care and maintenance of the building and the person on duty may have many tasks to perform during the evening. It is, therefore, essential that requests for seating, furniture and equipment should be arranged in advance.
- **No Smoking Policy** - No smoking is permitted in any part of the School or Community Centre premises. For hired events a smoking area is designated at the front and to the right of the Community Centre front doors after 6pm.
- **Noise** - The hirer shall ensure that no annoyance or disturbance is caused to the school's neighbours or to members of the public as a result of its use of the school premises. Causing a statutory nuisance is a breach of the Environmental Protection Act 1990 for which the hirer may be prosecuted.
- **Animals** - Except in the case of trained guide-dogs for the blind and hearing dogs for the deaf animals are not permitted on the school premises.
- **Licences & Permissions** – Permission or a licence must be obtained from the copyright owner of the sound recordings (if appropriate) and the publisher of any public performance of music, musicals, opera or stage plays. The borrowing of music scores or plays from a library does not constitute permission to perform. It is the responsibility of any user that uses recorded music in its activities to check if it requires a licence from Phonographic Performance Ltd (PPL) and, if so, to obtain one. Any user performing live music is responsible for checking whether a Performing Rights Society (PRS) licence is required. Public music, singing and dancing can only take place on premises that have an entertainment licence that the hirer must obtain. Hirers are reminded that it is illegal to photocopy music or plays without the express permission in writing of the copyright holder except in certain circumstances.
- **Access for People with Disabilities** - Visitors with disabilities - The School will make every effort to ensure that visitors to the site are given access to our facilities. Please discuss your requirements at the time of booking.

**HUNCOTE PRIMARY SCHOOL
SCALE OF CHARGE FROM 1 APRIL 2021**

WEEKDAY BOOKINGS				
	REGULAR USER		OCCASIONAL USER	
	FIRST 2 HOURS (£ PH)	AFTER 2 HOURS (£ PH)	FIRST 2 HOURS (£ PH)	AFTER 2 HOURS (£ PH)
SCHOOL HALL	£10.00	£8.00	£12.50	£10.00
COMMUNITY CENTRE	£10.00	£8.00	£12.50	£10.00
BOTH (SCHOOL HALL/COM CENTRE)	£15.00	£12.00	£18.75	£15.00
COMMITTEE ROOM	PRICE ON ENQUIRY	PRICE ON ENQUIRY	PRICE ON ENQUIRY	PRICE ON ENQUIRY

A DISCRETIONARY DISCOUNT CAN BE APPLIED TO THOSE BOOKINGS THAT USE THE HALL FOR 52 WEEKS.

WEEKEND BOOKINGS (INCL FRI EVENINGS) - ALL WEEKEND BOOKINGS ARE A MINIMUM OF 4 HOURS

DAY FUNCTIONS - HALL & COMMUNITY CENTRE	SAT/SUN
CHILDRENS PARTY (HUNCOTE PS STUDENT - SPECIAL RATE) - SAT/SUN ENDING BEFORE 6PM	£50/£60
CHILDRENS PARTY (HUNCOTE PS STUDENT - SPECIAL RATE) - ENDING AFTER 6PM	£65/£75
PARTY/FUNCTION (4 HOURS AT £18.75 PER HOUR) - NO BAR	£75/£75

THE FACILITIES CAN ALSO BE HIRED OUT AT THE HIRERS DISCRETION DURING THE WEEKEND AT THE BELOW RATES.

	REGULAR USER (SAT/SUN)	OCCASIONAL USER (SAT & SUN)
	£ PER HOUR (MIN 4)	£ PER HOUR (MIN 4)
SCHOOL HALL	£12.50 (MIN £50)	£15 (MIN £60)
COMMUNITY CENTRE	£12.50 (MIN £50)	£15 (MIN £60)
BOTH (SCHOOL HALL/COM CENTRE)	£15 (MIN £60 SAT)/£17.50 (MIN £70 SUN)	£18.75 (MIN £75)

Activities not requiring a licence

As a result of the deregulation of the Licensing Act 2003, no licence is required for the following activities:

Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.

Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.

Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.

Indoor sporting events: no licence is required for an event between 08.00 and 23.00 on any day, provided that those present do not exceed 1000.

Live music: no licence permission is required for:

a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.

a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500 provided that a number of other important conditions are satisfied (S15.38 – 15.43 in the 182 guidance).

a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace (the Live Music Act 2012 provides that if premises are licensed under the 2003 Act, they cannot be treated as a workplace for the purpose of the 2012 Act) that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.

a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.

a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.

Recorded Music: no licence permission is required for: any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500 provided that a number of other important conditions are satisfied (S15.38 – 15.43 in the 182 guidance).

any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.

any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Permitted Temporary Activities

Temporary Event Notices can be granted when carrying out temporary licensable activities, such as occasional events.

The notice can cover the sale of alcohol, serving alcohol to members of a private club, regulated entertainment and/or late night refreshment. You can either apply for a standard notice or a late notice, depending on when the event is to be held. It is advisable to submit your Temporary Event Notice around two months before the event to ensure that the event is licensed.

You will also need a Temporary Event Notice if a particular licensable activity is not included in the terms of your existing licence, for example holding a wedding reception at a community centre.

A Temporary Event Notice must be received at least 10 clear **working days** before the event (clear working days do not include the day that the application is submitted, the day of the event or any bank holidays). A late Temporary Event Notice can be submitted so long as there are between five and nine clear working days before the event. It is recommended that applicants give between one and two months notice ahead of an event taking place.