



Priory Junior School

Lettings Policy

The following statement of policy and lettings has been agreed by the Resources Committee of Priory Junior School at their meeting on 7th October 2019. These will come into effect from 1st January 2020.

Category of User

Category of User	Definition
Scale 1	Lettings to private organisation(s) or individual(s).
Scale 2	Lettings for public or statutory use, also hirings for activities which are arranged for the benefit of charity or the schools, or community use, which cover the marginal cost of the letting. If the letting is non commercial and of direct benefit to the school, the Headteacher can exercise discretion as to where to apply the Scale 2 charge. Hirer's liability is still required.
Non-commercial	Lettings where the hire is not intending to make a profit from the let. Hirer's liability insurance is included.
Commercial	Lettings where the purpose of the hirer is to make a profit from the let. Hirer's liability insurance must be provided by the hirer.

Letting Fees

	Scale 1		Scale 2
	Standard Rate	Discount Rate*	Standard
Main Hall 1 st hour	£20	£12.50	£8.50
Field per half day	£20 + £15 if access to toilets required	£20 + £15 if access to toilets required	£8.50 Access to toilets – free, if requested at time of booking

*The discount rate is only available to hirers who make 12 or more lettings in each academic year of letting.

Commercial lettings are at the Scale 1 charges plus the agreed caretaker charge. Each hirer is responsible for ensuring they are fully insured including Public Liability cover and will need to demonstrate this to the school.

Caretaking and Cleaning

None of the above charges include the cost caretaking and basic cleaning. These are charged on a separate scale and the schools reserve the right to determine the level of caretaking support required for any letting. The schools reserve the right to add a premium for extra cleaning, or for any loss or damage incurred, or as a result of hiring.

Duration of Lettings

The minimum letting is one hour, additional hours are charged to the nearest half hour.

CONDITIONS OF HIRE

General Conditions

The charges above are for hiring made under the general conditions for the LETTING OF EDUCATIONAL PREMISES produced by Cambridgeshire County Council.

Smoke machines must not be used for any period of the let – this is due to the high sensitivity of our smoke detectors.

The hirer must have due regard to Health and Safety of themselves and visitors to the school during the letting period:

- Any trips and slips must be reported to the school office.
- Familiarise themselves with the fire exits and evacuation routines.
- In the event of the fire alarm sounding (a continuous siren), **visitors must evacuate** through the fire exits and assemble at the assembly point (the playground).
- If a fire is discovered, the alarm should be raised by breaking the glass of one of the fire alarm buttons.
- Familiarise themselves with the location of the fire extinguishers – however, the hirers main priorities are to raise the alarm and evacuate visitors safely.

Exclusions

These charges do not include the cost of hiring additional equipment, or the use of the school kitchen or school equipment.

Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

Should the hirer's activities involve children, they will be expected to provide a copy of their child protection policy to the school. Should they have any safeguarding concerns during the let, the hirer will be expected to inform the Headteacher of this.