

Nunthorpe School Buildings Letting Policy

The school building and facilities are available for hire by outside bodies upon application to the Headteacher.

The rates charged for hire will be based on a scale of charges approved by the Governors (and broadly in line with Redcar & Cleveland Borough Council rates). The actual charge will depend upon the nature and extent of the hire.

Any major or potentially contentious lettings will be brought before the Governors' Premises Committee for approval. Otherwise lettings will be sanctioned by the Headteacher or her delegate

All hires will be subject to the terms and conditions specified in the regulations below and application must be made by completing the appropriate form available from the School.

Approved by NLG: 13/9/5

Approved by Governors: 13/9/5

To be reviewed: September 2007

REGULATIONS FOR THE HIRE OF NUNTHORPE SCHOOL

1. Every person applying for the use of rooms shall specify the purpose for which they are required and the price(s) of admission, if any, proposed to be charged. If the rooms are used for a purpose different from that for which they are taken, the Local Education Authority and/or school or any of its officers or governors (including the Caretakers and Site Managers) may at any time put a stop to the entertainment meeting or proceedings.
2. The premises shall not be used for any unlawful purpose. They are not licensed by the Authority and/or school under Statue for public dancing, singing, music or other public entertainment of the like kind. If such a function is to be held, the prior agreement of the Authority and/or school must first be obtained and if this is forthcoming, it shall be the responsibility of the hirer to obtain, prior to the use, the necessary license, and such license shall be available for inspection by any Police Officer or other authorised officer of the Authority and/or school at any time during the performance to which the licence relates.

Public Entertainment Licenses are issued by the appropriate District Council and enquiries concerning procedures and the conditions for a license should be directed to them.

3. The sale and consumption of liquor under license may be approved on application. The applicant will be responsible for obtaining the necessary licence. An application should be made in writing at least 8 weeks prior to the event, which shall normally be of an educational, civic or charitable nature.
4. No person having the use of rooms shall interfere with the gas or electric light fittings or other fixtures, the Caretakers and Site Managers being responsible for their care and use.
5. The windows must not be blocked up and no person shall drive any nails, screws or other like articles or instruments into the floor, walls or any part of the building, or fix any machinery, placard or other articles thereto.

6. Any damage which may be done to the building, rooms, furniture, windows, doors, platform or piano or other property of the Local Education Authority and/or school shall be paid for by the hirer and the amount of such damage shall be assessed by Redcar & Cleveland Council whose assessment shall be binding.
7. The rooms will be heated during the winter months (1st October to 30th April subject to an additional charge).
8. The Local Education Authority and/or school or any of its officers or governors shall for the purpose of inspection have at all times free ingress and egress to and from the rooms.
9. In the event of the Mayor, the Chair of Education Committee, the Returning Officer for a Parliamentary or Municipal Election, the Local Education Authority and/or school / Governors or College Governors requiring the rooms for any purpose whatsoever they shall be given up by the hirer without any compensation other than the return of the charges paid. In such an event the Education Officer/ Governors shall be authorised to grant the use of rooms in another school or college in the vicinity.
10. All sessions normally end at 10.00 pm. Extensions beyond this time will require prior agreement and if agreed, will incur additional charges.
11. Rooms and Halls are let as they stand. No furniture shall either be moved into or removed from any such rooms or hall without previous sanction nor shall desks, forms or other articles be piled one upon another. An additional charge may be made for the extra work involved in the removal of such furniture. Persons desiring to bring any additional furniture into a room or hall must make special application for that purpose.
12. The hirer shall proceed to remove all chairs and other furniture, decorations and other materials introduced into the premises by or on behalf of the hirer immediately after the entertainment, meeting or proceedings, except by special arrangement.
13. If default be made by the hirer in complying with this condition the Caretakers and Site Managers shall be at liberty to move all such items immediately to a covered place and the Council shall not be liable for any loss or damage caused thereby. The hirer shall pay the Council the cost of such removal and storage.
14. The charges for the use of rooms shall be paid in advance at least two weeks prior to the date required. Payments for block bookings shall be made in total.
15. It should be distinctly understood that the charges made for the use of rooms or halls are inclusive of all payments to the caretaker from whom no additional services are to be asked by persons hiring rooms or halls and to whom no gratuities of any kind are to be made.
16. Attention is directed to Section 12(1) of the Children and Young Persons Act, 1993 which provides that when the number of children attending an entertainment exceeds one hundred, it shall be the duty of the person providing the entertainment to provide an effective corps of properly instructed stewards to prevent more children being admitted than the building can properly accommodate and to take all other responsible precautions for the safety of the children.
17. The use of car park facilities is reserved for school staff and students during normal school hours.

18. The Authority and/or school /Governors reserve the right to terminate a hiring at any subject to one calendar month's notice in writing.

If the use of the kitchen is required prior approval is necessary from this office and, if agreed, a member of the school's catering staff/contractor may need to be in attendance, and thus will incur an additional charge to cover the cost.

The Education Committee/Governors are not prepared to grant the use of Schools for an exhibition of pictures or other optical effects by means of cinematograph or other similar apparatus for the purpose of which inflammable films are used.