

# SCHOOL BUILDINGS LETTINGS POLICY (Regulations) (Non-Statutory)

## **REGULATIONS FOR THE HIRE OF SCHOOL FACILITIES**

1. There is a NO-SMOKING policy at Nunthorpe School (both indoors and outdoors). If the policy is not adhered to, this will lead to the termination of booking agreements.
2. The hirer must ensure that he/she is aware of the emergency evacuation procedures, which are displayed in all areas of the school. The hirer is responsible for ensuring that these procedures are adhered to and implemented in the event of any emergency. Fire exits, doors and windows must not be blocked at any time.
3. The hirer must ensure that he/she are familiar with the school's first aid procedures and is responsible for ensuring that these procedures are adhered to and implemented in the event of any emergency.
4. The hirer is responsible for ensuring that all participants and spectators in their activities are aware of school's regulations, safety and security arrangements, including signing-in / register arrangements and emergency evacuation procedures.
5. All those participating in the hiring of the School's facilities for out-of-hours activities must complete a register at the start of an activity. The hirer will take responsibility for his/her own group. This is in order to meet Health & Safety and Fire Regulations and is very important in the event of an emergency.
6. The hirer must ensure that good order is kept at all times.
7. The hirer must ensure that the premises are left in a clean and orderly state and that any personal property brought onto the premises is removed. If any part of the premises is left in an unacceptable state of cleanliness or untidiness an additional charge may be made or a warning issued leading to termination of the booking. This is at the discretion of the Director of Extended School.
8. The School and any of its officers for the purpose of inspection have at all times free ingress and egress to and from the rooms.
9. There must be NO foul language or intimidating behaviour to any staff or other hirers at any time.
10. The School would like to be contacted by the hirer, if he/she is unable to make his/her booking. This must be done by contacting the Director of Extended School, no later than one week prior to the next scheduled date of hire. Failure to do so will result in full fees being paid.
11. The hire of facilities is limited to the approved purpose and times stated on the booking request and confirmation forms.
12. In exceptional circumstances the School may require the hired out facilities for its own purposes. In such an event the hirer will be notified in advance and alternative arrangements will be made. If the school fails to provide alternative facilities the booking will be cancelled (no payment will be required).
13. The hirer will be invoiced every four weeks or as agreed between the Director of Extended School and the hirer. The agreed fee must be paid within 7 working days of receiving the invoice. Non payment will result in the hirer being refused admission to the hire venue or hiring the venue in the future.

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**This policy will be kept under regular review in light of legal developments and best practice.**

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14. Any damage caused to school's premises or property will be paid for by the hirer. The cost of any such damage will be assessed by the Buildings Development Manager whose assessment is binding.
15. The school does not accept any responsibility for any property left on the premises nor for vehicles left in the car park or possessions contained therein.
16. Each hirer **MUST** ensure that a copy of his/her Public Liability Insurance Certificate is given to the Director of Extended School when a booking is being made. Failure to do so will result in a booking being declined or terminated.
17. Each hirer delivering activities for children and young people **MUST** ensure that a copy of his/her or any persons working with the children and young people, Criminal Records Bureau Disclosure form(s) are shown to the Director of Extended School when a booking is being made. Failure to do so will result in a booking being declined or terminated.
18. Photos or videos of children and young people without the consent of parents / guardians **ARE NOT PERMITTED**.
19. The hirer must ensure that the numbers attending the activities are at a safe level. For children under 8 years of age the ratio of children to adult should be 1:8, and for children and young people over the age of 8 years should be 1:10. The hirer will be asked for this information when the booking is being made, and at any time this may be checked. Failure to adhere to this will result in a booking being declined or terminated.
20. Every person applying for the hire of school premises shall specify the purpose for the hire. The hirer shall comply with all relevant Health & Safety Regulations.
21. The School premises are not licensed by the Local Authority and/or school under Statute for public dancing, singing, music or other public entertainment. If such a function is to be held, the agreement of the School must be obtained first, and if this is forthcoming, it shall be the responsibility of the hirer to obtain, prior to use, the necessary license, and such license shall be available for inspection at any time during the performance to which the license relates.
22. The sale and consumption of alcohol under license may be approved on application. The applicant will be responsible for obtaining the necessary license. 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.
23. If the use of the School's kitchen is required, prior approval is required from the School's catering team. If agreed a member of the School's catering team may need to be in attendance, and thus an additional charge will be incurred.
24. If the facilities are used for any purpose other than those stated on the booking forms, the School has the right to terminate the agreement.
25. No sub-letting is permitted.
26. No electrical appliances may be brought onto the premises unless PAT tested by the school prior to the letting taking place.

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- 27.** The School has the right to immediately terminate any letting agreement if the hirer is found to be in breach of any part of this agreement.
- 28.** The School has the right to terminate a letting at any time.
- 29.** The hirer is not permitted to access any other part of the School building other than the WC Facilities / Changing Facilities and the specified hire venue.
- 30.** Any queries, problems or complaints are to be brought to the attention of the Director of Extended School, not addressed to the Site Staff.

**We would appreciate that these regulations are adhered to at all times.**