



LOSTOCK HALL PRIMARY

School Lettings Policy

Thank you for considering Linstock Hall Primary School as the premises for your letting. We are proud to be part of the Poynton Community and look forward to working with you.

The main purpose of this policy is to allow for the use of school facilities for their fullest potential and to ensure the local community can make use of all the facilities. The school premises are first and foremost for the use of the students but there are a number of times when we would like to welcome community groups to become part of our school community.

Please review all information below and direct any questions to Mrs Rachael Palmer, School Business Manager.

1. Information to review prior to letting
2. Whilst Letting our facilities
3. Costs of Letting
4. Payment
5. Application form
6. Notes

1. Prior to Letting

- Applications for letting must be made directly to the school. On receipt of the application, an official acceptance letter or email will be sent to the lessee stating the conditions of the letting and the charge.
- Once your application for letting has been accepted we will contact you to discuss your requirements.
- All lettings must have **public liability insurance**, a copy of which should be handed into school along with a **risk assessment** for using the space safely and a **safeguarding policy**, if you work with children.
- The lessee is only allowed to use the facilities and the equipment listed and agreed on the application form. All equipment must be returned to the storage position at the end of the session.

2. Whilst Letting Our Facilities

- All outside areas must be kept free of obstructions.
- Cars must be parked in designated areas only to ensure there is access for emergency vehicles and to avoid unnecessary obstructions. So as to avoid any damage to footpaths and pathways vehicles must not be parked either fully or partially on them.
- Particulars of any damages or misuse, accidental or otherwise, to buildings, furniture or equipment arising from lettings must be notified to the school office immediately or the next working day. The lessee will be financially

responsible for costs (including call out charges) incurred through damage or misuse and the advent of damage may make this agreement void.

- All issues affecting health and safety of facilities i.e. potential slip or trip hazards must be considered and action taken to reduce the identified risk and activity will be suspended until the area is made safe. Should the lessee become aware of any hazard i.e. damaged carpet or trailing cables, such items must not be used and it should be reported as soon as is practicable to the School Office.
- Licences necessary for the proposed use of the premises are the responsibility of the lessee (e.g. reproduction of recordings).
- The lessee may be asked to give final confirmed numbers for the booking prior to the booking taking place. Should the numbers exceed a safe amount, then for health and safety reasons we will have to turn people away and on this occasion we will accept no responsibility for any claim stemming from this.
- The school has a strict no smoking policy which must be adhered to.
- Care must be taken with any food or drinks on the premises and the sale of alcoholic liquor is prohibited unless you have obtained the appropriate licence. Full responsibility lies with the lessee for cleaning any spillages that occur.
- Facilities must be kept clean and all litter removed from the letting by lessee. Lostock Hall Primary School reserve the right to provide a bill after the event should additional cleaning be required. You must take your litter off site at the end of the session. Failure to clean up after yourself and leave the premises as you found it.
- The lessee has the responsibility for the health and safety of their group whilst using the school facilities.
- The lessee is required to ensure so far as is reasonably practicable, that persons using the premises do so in a way that does not pose a risk to themselves or other people. A risk assessment must be undertaken by the lessee for the proposed activities.
- Where children are permitted to use the premises, as part of the agreement, the lessee is responsible for ensuring that they are properly supervised and their behaviour does not expose them to additional risks.
- It will be the responsibility of the lessee to make all other users aware of the fire procedures, which will be explained upon arrival or before the letting, within the premises and the lessee must provide suitable first aid cover for use in the event of an emergency.
- The lessee must make themselves aware of the schools Evacuation procedures.
- Any portable electrical equipment used by the lessee on the premises should be in good order and preferably tested. Should a problem arise, it will be the responsibility of the lessee to put good any damage caused to the electrical system or premises at their cost.
- All arrangements for use of Lostock Hall Primary School Premises are subject to the Owners and/or the Agent reserving the right to cancel bookings when Lostock Hall Primary School Premises are required for use by Lostock Hall Primary School or are rendered unfit for the intended use howsoever caused.

- For out of school hours bookings, you may hold keys to the site in order to gain access, you will be required to sign another key holding document before your rental can begin.
- Organisations or clubs using Lostock Hall Primary Schools facilities must maintain their own photography policies.
- Animals, including dogs are not permitted on site, except for registered guide dogs.
- CCTV is in operation throughout the site.

General Safety Requirements

- Leave corridors and exit pathways unobstructed
- Keep all emergency exits clear at all times
- Firefighting equipment must remain in its designated location and used solely for its intended purpose.
- Any substances bearing a warning label need to be risk assessed before being brought on site.
- Highly flammable substances and unauthorised appliances are not allowed
- Fire doors should only be used in an emergency, once used they must be secured immediately with no public access allowed.
- Know your escape routes, whether any of your group need special assistance to evacuate and think about the wider site security e.g. access for emergency services etc.

3. Costs

Area	Cost per session unless otherwise stated
Sports Field	£15.00
Playground	£12.00
Forest Area	£12.00
School Hall	£12.00
Classroom	£7.00
Other areas & Bespoke services	Prices on Application

If the letting overruns, then the appropriate charge will be made.

4. Payment

- In the unlikely event that we have to cancel the booking due to events beyond our control (adverse weather, school events etc), you will receive all advance payments, although the school will have no other liability.
- You will be invoiced termly for payment and payment must be made within 14 working days.
- If you ask us to get a supplier to provide you with anything, the bill must be settled by you and not the school in advance of the product/ service being provided.

- Payment for all lettings is to be made by BACS, details available on the invoice or from sbm@lostockhallprimary.org.uk
- Where more than a moderate use of our resources have been used, e.g. hand towels, toilet paper etc we will ask for a contribution towards these items. For regular, large bookings this may need to be factored into the price per term.
- Our rental costs are reviewed annually by our Governing Board, we reserve the right to make annual increases to our price

LOSTOCK HALL PRIMARY SCHOOL PREMISES LETTING APPLICATION

Please complete and return all 3 pages

By completing this application form, you confirm you fully agree with these terms and conditions mentioned within this document.

A. Details of Letting

To the School Business Manager of Lostock Hall Primary School acting as the Owner's Agent:

I _____

Of (Company Name & Address)

Registered Charity Number / Company Number _____

Telephone Number (Include Mobile) _____ / _____

Hereby apply for the letting of the following parts of Lostock Hall Primary School:

Area	
Sports Field	
Playground	
Forest Area	
School Hall	
Classroom	
Other areas & Bespoke services	

I agree to pay £ _____ per session for _____ hours, a total letting cost of £ _____

I have read and understood all items within this document and am willing to adhere to the same as well as ensuring all people on the school site with me also adhere. ☐

I confirm I have completed a risk assessment ☐

I have provided evidence of a Safeguarding Policy ☐

I attach evidence of public liability cover to a minimum of £5,000,000 ☐

I confirm I have seen evidence that enhanced DBS checks have been carried out on all appropriate individuals responsible for the proposed activities and I am satisfied that based on this information they do not present a risk to children. ☐

☐

I have read Lostock Hall's Safeguarding Leaflet, H&S policy & fire evacuation _____
procedures

This letting is on behalf of _____ whose authority I
have to bind them by signing this application on their behalf.

Signed:

Print:

Date: