



Barrow CEVC Primary School

Inspire, Create, Discover, Together

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Headteacher: Mrs H Ashe BA (Hons)

Lettings Policy

Originated by:	Viv Hughes
Reviewed by:	Anne Martin
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Distributed to:	
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Adopted at Governors' Meeting	
Signature of Chair of Governors:	
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General Conditions that the Hirer should be aware of before entering into an agreement with the school:

- During normal school opening hours, the hirer must report to reception on arrival and sign in. Outside school hours, arrangements will be made on an individual basis for access and securing the school premises when the letting has finished. The Hirer is responsible for signing in and for monitoring persons on site, so that in the event of a fire alarm, all persons can be accounted for. If some other arrangement is agreed with the school the agreement must be recorded in writing.
- All statutory requirements, including those relating to health and safety matters, must be observed. School specific requirements must also be complied with. In all cases, the hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition. Any specialist cleaning or disinfection required as a result of the hirer's/user's activity in the premises will be the sole responsibility of the hirer (this applies in particular to animal and bird fairs, pottery work using high silica clays and more toxic glaze materials, etc).
- The cost of any maintenance or repair work which is necessary because of the hirer's/user's activities will be borne by the hirer.
- The school will ensure that hirers are acquainted with the emergency and evacuation procedures (which are on display), including the location of the fire alarms, extinguishers and emergency exits and muster points. This can be done during a premises familiarisation session in advance of the actual hiring. Once completed the hirer takes responsibility for briefing other users associated with the hiring.
- It is the responsibility of the hirer to provide first aid equipment and trained personnel. They must also carry out their own fire drills and organise their own fire procedure, including calling the Fire Service if a fire is suspected or has been seen, identifying a muster point and carrying out a check of users.
- Fire appliances must not be removed or tampered with other than for fire fighting purposes.
- The hirer will ensure that the users' activity is not so loud or otherwise obtrusive as to render the fire alarms ineffective. Where a modern, electronic fire detection and warning system is not available in the school the hirer must provide the means for alerting the hirers of the need to evacuate. This is particularly important where the school's normal fire alarm system may not be suitable for those with special needs. For example, a fire alarm that provides an audible warning only may not be suitable for a deaf person and the hirer must make suitable compensating arrangements for all similar circumstances. The hirer is responsible for drawing up specific evacuation plans for any disabled people.
- The hirer must ensure that only that part of the building actually hired is used and must observe any instructions given by the site supervisor/ member of school staff concerning the area available.
- Smoking is not allowed in any part of the school premises including outdoor areas.

- All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.
- Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring.
- The hirer shall not allow so many users into the premises as to exceed the seating and/or dancing capacity of the premises declared in the hiring agreement. Even if the stated capacity is not exceeded, the hirer will not use the space provided in such a way as to create conditions of over-crowding or to impede safe and effective escape from the premises in an emergency.
- The hirer shall provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting. Attendants and stewards should ideally wear badges identifying them as such.
- The hirer is asked to arrange for users to park in designated areas only. Grass or roadways may be used with the school's expressed permission. This information must be conveyed to any person who may attend an event/activity
- All scenery, costumes and drapes used for stage performances or the like should be of a fire resistant material.
- The Head Teacher reserves the right to have a member of school staff present throughout the letting and to put a stop to any event that is not properly conducted.
- The hirer is responsible for providing access to a mobile telephone for emergency purposes, but should the school wish to make a land-line available to the hirer during lettings, the agreement should be included in the hiring contract. The hirer must contact a representative of the school as soon as practicable in the event of an emergency that puts the premises or school property at risk. The school must provide a contact number for such emergencies.
- Should children be present, adults must directly supervise them at all times.
- Hirers must have regard to the national standards of qualification, experience and overall competence of instructors/supervisors/coaches for sporting and other activities. Where the hirer is providing a service endorsed by Suffolk County Council then national competence standards and the Children and Young Peoples Services Directorate's supervision requirements must be met in all cases.
- If coaching children or vulnerable adults, requirements on Disclosure and Barring Service checks must be followed including the Safeguarding Vulnerable Groups Bill March 2006 [Safeguarding Vulnerable Groups Act 2006 \(legislation.gov.uk\)](http://legislation.gov.uk) and [Working together to safeguard children - GOV.UK \(www.gov.uk\)](http://www.gov.uk) guidance. Contact the county council for up to date advice if any doubt exists.

- The hirer is responsible for ensuring that premises are left in a clean and tidy condition, including replacing any furniture that may have been moved. Any additional expense incurred by the school in the moving and replacement of furniture and equipment, or extra cleaning that may be necessary in returning the premises to a satisfactory condition, shall be recharged to the hirer.
- When hiring the field or other outdoor services, the hirer should consider the need for changing facilities, toilets etc. and negotiate with the school about availability. Where practical, these will be made available.
- Parking is made available only on the basis that it is at the vehicle owner's risk. The school and county council will accept no responsibility for damage howsoever caused to vehicles and other property while the user is on the school site.
- In the case of swimming pool hire, the hirer is required to sign the Disclaimer form and acknowledge safety regulations.
- In the event of an incident, fire or near miss, the school must ensure that the County Council Incident Report Forms are available. The hirer must ensure they are completed when necessary. The school should follow up on the report to ensure that a proper investigation is undertaken.
- **In the event of a fire**
- The Hirer will call the Fire Service (if school staff are not present and supporting the activity)
- All users will evacuate the building via the nearest fire exit and muster at the designated point.
- Users must not re-enter the building until the "all clear" has been given. The Fire Service will give this.

Lone Working Procedures

- It is strongly advised that hirers should not be on the school premises unaccompanied, however if it is absolutely necessary that hirers are occupying the school premises alone, it is recommended that all doors are securely locked during that period.

- **Licences**

- The hirer is responsible for ensuring that any necessary licences required for a particular event have been obtained, such as theatre, performing rights or cinematograph licences.

- **The administration Process**

- The organisation seeking to hire the school premises will identify their requirements and clarify the facilities available. An initial request should be made on the triplicate application form and returned to the office.
- The Governing Body has the right to refuse an application, and no letting should be assumed as booked until approval has been received in writing.
- Once the completed forms have been received by the school and signed by the Headteacher, a copy of the Hiring Booking Form will be returned to the hirer as confirmation, setting out the details of the letting.

- The school will invoice the hirer termly including holidays where applicable; the hirer will ensure payment reaches the school within 30 days. For long term lettings - please email finance@barrow.suffolk.sch.uk to confirm the number of dates each term. See Appendix A for hire rates.
- The hirer should be a named individual and the agreement should be in their name, giving their permanent private address.
- Photo ID and proof of address is required at point of booking.

Insurance

Either

- It is the responsibility of the hirer to effect suitable public liability and other relevant insurance cover.

OR

- The school has taken out a Hirers Liability Insurance with Suffolk County Council. The insurance scheme provides them with cover for damage or personal injury caused by their activity. This provides protection to the school, its employees, visitors and hirers and removes the need to check the insurance held by each hirer.

I have read, fully understand and agree to comply with all of the above conditions:-

Signed: Print Name:

Emergency Contact Details: Caretaker - Mr Mark Grovesmith 07585118086

Appendix 1

HALL RATES – VAT not applicable

Midweek evening bookings	£40 per hour
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Weekend bookings	£60 per hour
PARTY PACKAGE: Pool & Hall (3Hrs combined)	£150

SWIMMING POOL – VAT applicable

Individuals	£60 per hour	Includes vat
Corporate Lettings	Price upon request	Plus vat

Refundable security deposit £100

EQUALITY IMPACT ASSESSMENT

Part A :- SCREENING EIA							
General Information							
1. Title of the policy or practice being assessed:							
Lettings Policy							
2. Aim(s) of the policy or practice being assessed:							
To provide terms and conditions along with rates for the letting of school premises.							
3. Type of policy or practice being assessed:							
Existing				Proposed			
√							
4. Name of person responsible:							
For the policy or practice				For completing this EIA			
Anne Martin				Anne Martin			
5. Which members of our school community are affected/likely to be affected by the policy or practice?							
Pupils	Staff	Parents and carers	Governors	School volunteers	Visitors to the school	Other –	
√	√	√	√	√	√	√	
6. Does or could this policy have a negative impact on any of the following?							
Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation
No	No	No	No	No	No	No	No
<i>Undertake a full EIA if any answer is 'yes' or 'not sure'.</i>							
7. Does or could this policy help promote equality for any of the following?							
Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<i>Undertake a full EIA if any answer is 'no' or 'not sure'.</i>							
<i>Any adverse impacts are explored in Part B :- the Full Impact Assessment below.</i>							