



LETTINGS POLICY

This Policy Adopted:

Autumn 2017

Date to be reviewed:

Autumn 2018

LETTINGS POLICY

- All bookings must be made in writing through the Finance Department, Henlow Church of England Academy, Church Road, Henlow, Beds, SG16 6AN, Tel: 01462 813733. Bookings by persons under 18 years of age are not encouraged and will be considered only in special circumstances.
- The school's Safeguarding policy must be consulted and followed when dealing with external organisations that work with children or young people. All hirers must state the purpose of the hire.
- The purpose of each application for hire will be checked and any concerns over the nature of the letting will be reported to the Headteacher before approval is given. The school will contact the Access and Referral Hub if they suspect that a letting or gathering has been used for political purposes or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way.
- Confirmation of booking and an invoice will be issued to the hirer prior to the letting date.
- Payment must be made before the date of hiring. Cheques should be made payable to **Henlow Church of England Academy**.
- The premises will be opened and closed at the time requested when booking. If preparation time is required this must be stated at the time of booking.
- The premises are not available for hire after midnight.
- The School's Foundation Governors have approved lettings of the School Site on a Sunday. However, this will be subject to the availability of the Site Agent if access to Changing Areas/Toilets, etc. is required.
- Hirers may only occupy areas of the school that have been agreed for their letting. The rest of the school buildings are strictly off limits. Each letting is given on the basis of trust and the school would expect each group to be vigilant on the school's behalf during their letting period.
- The hirer must ensure that all areas and surroundings shall be left in a tidy and fit condition, with spillages wiped up and the floor swept. Tables and chairs shall be stored as found unless otherwise directed by the Site Agent. Only the refuse bags provided should be left at the premises. All other refuse to be taken away.
- The hirer shall ensure that any caterers, entertainers, licensees or other such person employed by them in connection with the hiring shall leave the premises in a tidy and fit condition, and the premises shall be vacated by the time arranged when booking.
- The Chief Fire Officer's maximum number of persons permitted to occupy the hall at any one time are as follows:

(i)	seated audience	200 persons
(ii)	music and dancing	165 persons
(iii)	dining/dancing purposes	110 persons

When seats are used for concerts, lectures, meetings and entertainments, gangways and passages must be kept free of obstructions.

- No tickets may be sold on the door for discos etc., as these are booked as private parties only.
- Hirers are to provide competent instructors/supervisors suitable for the activity the letting has been made for and must ensure such persons are present throughout the whole lettings period as well as ensuring the highest levels of Health & Safety at all times while on the school premises.
- The hirers must acquaint themselves with the location of the fire extinguishers, and action in case of fire. The hirer should take due precaution to prevent fire due to naked lights. All doors and fire exits must be kept clear of

obstructions. No entrance or exit doors shall be fastened up or taken off, and illuminated EXIT signs must not be obscured.

- No electrical fittings shall be removed or changed in any way. If the hirer wishes to install any additional electrical equipment, these must be approved by the School prior to the hiring,
- The premises are not licensed for the consumption of intoxicating liquors. Any hirer must make the appropriate arrangements with a licensee who will have to obtain any occasional licence.
- Consideration should be given to the needs of any disabled participants.
- Hirers who do not have their own public liability cover will be charged 15% of the hire fee plus the current rate of insurance premium tax for insurance cover.
- Nothing shall be hung on, nailed on or suspended against the walls or ceilings without the permission of the School. This is to comply with the Asbestos Regulations to which the school must comply.
- The school does not accept responsibility for articles deposited in the cloakrooms.
- No cats, dogs or other animals may be brought into the building without the school's permission, except for guide dogs.
- The premises may only be used for the purpose for which it is let to the hirer, and the hirer shall not sub-let the premises, or any part of it, to any other persons.
- The school is unable to offer any storage to any hirer.
- The hirer must take all necessary steps to prevent disorderly conduct. Members of the school staff and Police Officers shall have right of access to the premises.
- If the premises are left in an unsatisfactory condition, eg. the kitchen dirty, the toilets soiled, or if there is any damage, the hirer shall be held responsible and will be charged an amount in payment for extra cleaning or repairs required.
- Cancellations must be made in writing at least a week prior to the hiring; otherwise the applicant will be responsible for the hiring charges.

THE SCHOOL IS STRICTLY A NON-SMOKING SITE, THIS INCLUDES ELECTRONIC CIGARETTES

Review

The Governing Body reserves the right to review this Lettings Policy at any time.