

Mountfields Lodge Primary School



Hirings (Lettings) Policy

Aim High Reach for the Sky

Hirings (Lettings) Policy

This policy will be fully reviewed once every 3 years, or when DfE legislation requires, or when requested by staff, governors or parents.

However it will be subject to an annual update if costings require amendment.

Policy Review/Rewrite:

Spring 2014: HT _____

Spring 2014: Govs: _____

Next Policy Review scheduled:

Spring 2017: HT _____

Spring 2017: Govs: _____

Hiring of Mountfields Lodge Primary School (primary academy)

The Governors of Mountfields Lodge Primary School have agreed that the school premises may be hired by individuals and/or organisations for social and sporting purposes e.g. Dances, parties. They however do not wish to hire to organisations that may have discriminatory objectives e.g. British National Party (BNP), National Front (NF), English Defence League (EDL) (x-reference Single Equality Policy). Each hiring will be assessed on an individual basis.

The Governors state that hirings must be attended by the Premises Officer if:

- Any alcohol is to be consumed or sold
- The school grounds are hired but the building is open for toileting etc

Unattended hirings are permissible BUT the hirers must ensure that a qualified first aider is in attendance at all times.

In essence the Governors recognise that very few hirings will therefore be agreed as unattended.

Making a Booking:

All hirings must be made through the School Business Manager, who will consult with the school's Site Manager as to the possibility of a hiring.

Contact: Mrs Valerie Thorley 01509 214 119

office@mlodge.leics.mg41.net

What can be hired:

- The School field(s) (use of toilets included)
- The Large Hall (use of toilets included)
- The Small Hall (use of toilets included)
- The Ball Court (use of toilets included)

Hiring Costs: (for full breakdown of costs see Appendices)

Facilities may be hired in 2 hour blocks of time, with varying charges dependent upon the time of hiring (time of day; time of week) and whether the hiring is considered an attended or non-attended hiring.

Additional hiring charges apply to:

- Dining tables and chairs hire

- Use of kitchen as a server
- Provision of refreshments
- Cleaning costs where food and drink available/served

Completion of the Hiring Form:

A copy of the school's ***Application to Hire Premises*** form must be completed. The ***Indemnity and Conditions of Hire*** must also be signed. Completion of the both forms is essential and enables the school's legal services to take proceedings in the event of wilful damage or failure to pay the hiring fee. A copy of the completed forms should be given to the hirer when the booking is accepted or confirmation of the booking is sent.

For regular hiring e.g. sporting activities over a season, only one form needs to be completed during a term. The application should be renewed annually.

Collection of fees:

A £100 deposit is required for social gatherings involving alcohol or food. All other hirings require a £50 deposit. The balance must be paid at least 10 working days in advance of the hiring date. The deposit is returnable IF the hiring is cancelled 10 working days in advance of the hiring date.

All income derived from the hiring must be paid in to an official account controlled by the school. A cheque should be made payable to 'Mountfields Lodge' or payment may be made by BACs.

The Governors will follow the protocols set out in the school's Debt Management Policy where necessary.

Issuing of receipts:

Receipts will be issued following payment of the deposit and the subsequent agreed balance.

Retention of Hiring Forms:

The completed application forms should be retained for reference and Audit purposes. Any correspondence concerning additional charges arising from the hiring e.g. overtime payments, damage to the property etc, should be attached to the original application form.

Alcohol on the School Premises:

The application to hire premises form requests hirers to state whether alcohol is to be consumed during the hiring. If alcohol is to be sold (and sale includes most devices intended to avoid the need for a formal licence including tickets for a dinner

that includes alcohol, for example) then it will be necessary for the hirer to secure a licence. The hirer could, in consultation with the school, arrange a local licensee to apply for an Occasional Licence. This is in effect an extension of his/her own licence to enable him/her to operate a bar on the school premises, or for the hirer, if they are a club or similar organisation, to apply for an Occasional Permission which enables them to operate a bar themselves. The school governors do not wish to hold a licence themselves.

Size of Hiring:

If the School Halls are hired then the limit on persons able to attend the hiring are:

Large Hall

Small Hall

If tables are required, this will limit the number of persons able to attend the hiring to 150

Hiring of the school kitchen:

The kitchen facilities are not for hire.

The school governors will allow the stainless steel serving counter to be used as a surface on which to present food and a hydroboil may be hired for the purposes of making hot drinks.

Disability Discrimination/Equality of access:

The school governors are aware that they must not:

- refuse to provide a service to disabled hirers that is provided for other members of the public
- provide a lower standard of service to disabled hirers
- offer a service on less favourable terms
- refuse to make hiring to disabled persons
- make any arrangements on terms that are discriminatory

HIRING OF THE SCHOOL PREMISES:

MOUNTFIELDS LODGE PRIMARY SCHOOL (academy)

Deposits:

£100 deposit for social gatherings involving food or alcohol

£50 deposit for all other hirings.

Deposit must be paid at the time of booking.

The balance must be paid at least 10 working days in advance of the hiring date.

The deposit is returnable **IF** the hiring is cancelled 10 working days in advance of the hiring date.

Scale of Charges:

Large Hall (minimum 2 hour hire)

Time	Weekday rate	Weekend rate
8.00am–10.00pm	£75	£90
10.00pm–12.00am	N/A	£110

Small Hall (minimum 2 hour hire)

Time	Weekday hourly rate	Weekend hourly rate
8.00am–10.00pm	£55	£70
10.00pm–12.00am	N/A	£110

Facilities to hire:

- Field only (no internal facilities); cost of toilet access included
- Large Hall; cost of toilets included.

- Small Hall; cost of toilets included
- Ball Court (no internal facilities); cost of toilet access included

The capacity of the Halls is dependent upon the nature of the hiring; this would be discussed at the pre-booking stage.

Additional Hiring Charges to be considered:

- Use of the kitchen server (no cooking facilities); a single cost (Price on application)
- Refreshments provided (tea/coffee/soft cold drink/milk/sugar/biscuits); a cost of 50p per head
- Cleaning cost for hiring of where food or alcohol available; an hourly cost – (rate dependent upon function size)

Discounts:

There is a % discount on all charges for specific groups (agreed at time of letting):

- Cubs/Scouts
- Brownies/Guides
- Sea Cadets/Air Cadets
- Parent-Staff Association

All other groups are required to pay the full hiring fee.

INDEMNITY FORM

MOUNTFIELDS LODGE PRIMARY SCHOOL

INDEMNITY AND CONDITIONS OF HIRE FOR THE SCHOOL PREMISES

1. To indemnify the Governors against the consequences of any unauthorised performance of a copyright work during the period of hire of the School premises and to complete the returns required by the Performing Rights Society, The Copyright Licensing Agency Limited and all other similar bodies
2. To pay a refundable deposit of £50/£100 (see Policy) on making the booking. On receipt of the deposit confirmation of the booking will be agreed.
3. To pay the hiring fee in full, or any balance outstanding, not less than 10 days in advance of the date the hiring is to take place. If the balance is not paid by this time the hiring will be cancelled.
4. During the period of the hiring the hirer will be held responsible for