

James Peacock Infant and Nursery school

Lettings Policy



James Peacock
Infant & Nursery School

June 2023

Head Teacher Signature:	
Date Adopted:	
Review Date:	June 2024

James Peacock Lettings Policy – June 2023

School hall or classroom lettings - Subsidised after school club rate on week nights

- There is a scaled fee per session for clubs that run between 3.15pm and 6pm during term time that are for the benefit of James Peacock pupils.
- Clubs with 1-10 children will be charged at £10 per week
- Clubs with 11-24 children will be charged at £15 per week
- Clubs with 25 children or more will be charged at £20 per week

School hall or classroom lettings after 6pm/during school holidays/weekends

The first 2 hours attract the **standard charge** detailed in this table:

Block bookings of 4 sessions or more attract 10% discount shown in brackets below.

	2 HOUR RATE	2 HOUR DISCOUNTED RATE
WEEKDAY 6PM ONWARDS OR HOLIDAYS	£40.00	£36.00
SATURDAY	£47.00	£42.30
SUNDAY	£54.00	£48.60

There is a charge of **£10.00** for each additional hour up to 4 hours

After a 4 hour block, charges will start again at the standard charge as detailed in the table above.

Additional rooms will each be charged at **£10.00 per hour**. Or **£20 (£18.00)** for a 4 hour block.

Letting of a single room other than the hall will attract the standard charge as detailed in the table above.

WIFI is available at an additional charge of **£2.50** per hour.

Letting of the school field or playground (including toilets)

If this is combined with a standard letting of the School Hall then each area would incur a fee of £35.00 for a four hour block with any necessary furniture moving etc negotiable.

Without being combined with the School Hall, outside areas will attract the School Hall Letting standard charge as detailed in the table above.

Additional notes

- A letting form must be completed by the hirer, which includes an agreement that **the School will not be used for any promotion of extremism.**
- Any other combinations of lettings can be arranged by negotiation using these charges as a basis for their calculation.
- All these charges are before 10:00pm. If any lettings run beyond 10pm then an extra four hour block will be charged.
- Lettings are not normally administered out of term time and therefore any requests will be considered individually. If an out of term time letting is possible then the potential hirer will be given a specific quote for that letting.
- If a hirer wishes to cancel or amend a letting they should give the school as much notice as possible but **at the latest by 4:00pm on the last working day before the letting. Failure to give this minimum notice will result in the hirer still being charged for the letting.**
- Very occasionally the school requires the building when there is already a letting booked. In these circumstances the school takes precedence over the letting and the letting will be cancelled. Lettings could also be cancelled if there is a problem with the building. The School will give the hirer as much notice as possible, and make no charge, when lettings are cancelled by the school.
- Lettings are reviewed annually; however the school reserves the right to terminate lettings with 2 months' notice.

Letting form- James Peacock Infant and Nursery

This agreement is made on (Date) _____ between The Governing Body of James Peacock Infant School and the Hirer named below, in consideration of the sums mentioned in section 6 of this agreement. The Governing Body agree to permit the Hirer to use the premises for the purposes and periods described below:

Date(s)
Date(s) required:
Times: From Arrival time to include Setting up To.....
Leaving Time please include clearing up time to avoid extra charges

Details of Hirer Name of Hirer (individual):
Organisation:
Organisation's Representative:
Full Address: Tel :
..... Fax:
Mobile:

REASON FOR HIRE
Purpose of Hire.....
Day and Date if for a single/termly booking
Total event duration/session times: StartFinish.....
Number of persons expected to attend: Adults Children

Contract Requirements I, the undersigned, confirm that I am the Hirer above or that I am authorised to sign on behalf of the Hirer and that I have read, understood and accept the Terms and Conditions of hire as specified overleaf. I agree to pay the fees as specified.
Signed:

Hiring Checks

INSURANCE COVER – To comply with the conditions of the hiring agreement. I hereby indemnify the school against any claims made against it arising from the use of hired premises.

In addition I accept responsibility for any claims the school may have for any damage to its property arising from its use during my hire.

I maintain a Public Liability Insurance Policy, the details of which are as under:

Policy Number _____ Renewal Date _____

Name and Address of Insurance Company: _____

Indemnity Limit: _____

DBS Number (if hired for children's use).....

I confirm that all members of staff who will be responsible for working with children have received core child protection training and know how to make a referral to social services or the police and have received a copy of the appendix with these details. Signature: _____

Headteacher to confirm qualifications of coach if sporting event and first aider certificate provided.

Signature: _____ Date: _____

