



## Lettings Policy

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<b>Policy approved</b>	24 February 2022	Governing Board

Dunstale Icknield Lower School is committed to safeguarding and promoting the welfare of children and young people.



# Dunstable Icknield Lower School

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## Lettings Policy

The Governors of Dunstable Icknield Lower School offer its premises for hire on weekdays out of normal school hours and on Saturdays & Sundays for a maximum of 180 people subject to the following:

A school representative / site agent must be on site for the whole of the hire

All lettings shall be covered by the conditions of hire and relevant attachments to these conditions.

The Governors reserve the right to refuse any application for hire.

### **Conditions of Hire.**

1. To establish their credentials, hirers must make a copy of relevant documentation available to the school. Where the hirer is using the building on a regular basis involving minors, copies of a CRB-or DBS check must be made available to the school.
2. The premises may not be used for any purpose or function, which may be considered detrimental to the school's image. The hirer shall not use the premises for any purpose other than that agreed.
3. A deposit of £100 will be paid to the school with the supporting application. This deposit will be returned soon after the end of the agreement if no expenses have been incurred by the school because of loss or damage or any additional cleaning as a consequence of the hirer's use of the school.  
Long term lettings will be renewed at the end of every academic year in July.
4. Insurance in respect of third party risks, damage to the property and/or fire can be provided by the school at a cost of 15% of the gross hire fee. Alternatively, hirers must give written copies of their own insurance to the school.
5. The total fee for the booking must be paid not less than 30 (thirty days) calendar days before the date of the hire.
6. Long term lettings will be invoiced by the school every term and must be paid in full before the end of the term they refer to.
7. Cancellation by the hirer must be made in writing and received by the Headteacher at school not less than seven working days before the date of the hire. In the event of cancellation after this time, any refund of the fee will be at the discretion of the **Finance** Committee.

The hirer agrees that, in the event of unforeseen circumstances, the school or the authority may cancel the hiring giving not less than seven calendar days' written notice to this effect.

Alternative days will be offered whenever possible, or if agreement cannot be reached, the hire fee will be refunded in full. Neither the Governors nor the Authority accepts responsibility for any loss or expenses incurred by the hirer in the event of cancellation.

8. The hirer may not sub-let the school.



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9. The hirer must observe the hours of the letting and should arrive and leave at the agreed times. The period of hire will include any setting up and clearing away.
10. The premises should be vacated no later than 10.00pm (2200 hrs) except by prior arrangement with the school.
11. The hirer is responsible for obtaining and complying with any licences which may be required by law, and copies will be supplied to the school for the purpose of recording.
12. All hirers and their party are restricted to the defined areas. No smoking is permitted anywhere on the school premises.
13. The hirer must observe such Health and Safety conditions as are required by the local authority. It is the hirers responsibility to familiarise themselves with the location of the fire alarms and extinguishers; exit doors and escape routes. At least one other person must also be appraised of the above emergency equipment.
14. The maximum number of persons allowed by the Fire Authority is 180 and must not be exceeded.
15. Hiring for car boot sales will only be considered for school promoted events.
16. The use of the premises by the School Parent Teacher Association will not be charged for.
17. Hirers may not advertise events on the school premises without permission from the Headteacher or Governors except for events organised by the school.
18. The Governors reserve the right to refuse any application for hire.
19. The Governors will review this policy and scale of charges annually
20. The school will not be let, unless there are exceptional circumstances, during periods of school closure.
21. The hirer, which is the person named on the application form, will be held responsible for any damage irrespective of how this may have been caused
22. The hirer is responsible for ensuring that no animals are allowed into the school buildings or onto the school grounds, excepting guide dogs for the visually/hearing impaired/disabled.
23. The school must be left secure and as found.
24. We reserve the right to terminate the agreement if these terms are not adhered to.



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## Application for the hire of Dunstable Icknield Lower School Hall

All questions must be answered by the applicant and the completed form handed into the school office.

On written acceptance from the school governors together with the 'Conditions of Hire' this application form will become the contract of hire subject to the payments of all monies due.

Name of Applicant: \_\_\_\_\_

Home address of Applicant: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Tel no: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Position Held: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Time from: \_\_\_\_\_ To: \_\_\_\_\_

If long term hire is required please state the period of hire and name the days of the week and times that are needed.

\_\_\_\_\_  
\_\_\_\_\_

Indicate which hall is required: **School Hall** or **Dining Hall**

Reason for Hire: \_\_\_\_\_

Maximum numbers attending: (cannot exceed 180): \_\_\_\_\_

I apply to hire the school hall for the purposes stated above and I have read, understood and agree to abide by the conditions of hire. I shall be personally responsible for the payment of all monies in connection with the hiring of the school hall.

I am over 18 years of age

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This letting \* has/has not been accepted on behalf of the governing **board**:

\* delete as appropriate



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## Booking Sheet for Dunstable Icknield Lower School Hall

Letting Fee: £ \_\_\_\_\_

Insurance premium (@ 15% of letting fee): \_\_\_\_\_ /proof of own insurance cover

Signed: \_\_\_\_\_ (Governor) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Headteacher) Date: \_\_\_\_\_

	Amount	Received by	Date
Completed application and deposit	£100		
Insurance Premium - 15% of letting fee due 30 days before letting begins			
Letting Fee - due 30 days before letting begins			
Deposit refunded			
Payment transferred to Finance Administrator			
COMMENTS			



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## Hire charges

Weekdays	Weekends
£30 per hour or part hour	£35 per hour or part hour

An additional charge of 15% of the letting fee is payable for public liability insurance cover.

## Hire Charges for Commercial Use

Available for booking	Monday to Friday Only
Cost	£30 per hour or part hour
Insurance	Copy of liability insurance or charge of 15% of letting fee
Safeguarding	Copy of DBS/CRB certificate

**A £100 refundable deposit is required with all applications for hire.**

**The deposit will be refunded at the end of the hire term if the premises have been left in a satisfactory condition.**