

INTAKE PRIMARY ACADEMY LETTINGS POLICY



Sports Hall & Healthy Living Centre

Sidney Road,
Intake,
Doncaster,
South Yorkshire DN2 6EW.

e-mail: admin@astreaintake.org
Telephone: 01302 344743

Amended Jan 2025

Booking Information

Availability for lettings

- All available times can be viewed on the School Website via the Sports Hall tab or obtained by contacting the school office on **01302 344743**.
- Block bookings will cease during the school holidays unless further agreements have been made with the school. Lettings that do take place during School Holidays or on a Bank Holiday may incur an additional charge.

Bookings

- Bookings must be done via a booking form obtainable from the school Operations Manager
- The form must be returned to the school before the start of the first booking.
- Costings will be calculated on an hourly rate dependent on facilities requested
- Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.

Cancellations

- In the event of all cancellations at least 72 hours notice must be given to the school office in writing or via email, otherwise the normal charge will be payable as if the letting had taken place.

Termination of a Lettings Agreement

- The Principal, or the Operations Manager, has the immediate power to terminate any letting agreement, in accordance with the terms and conditions of the following agreement

Current charges for Lettings 2024-25

The charges for lettings will be reviewed at the start of each academic year.

	60 mins	90 mins	120 mins	Per Day (max 7 hours)
Whole building & Grounds	n/a	n/a	n/a	£160
Main Hall	£35	£50	£60	£110
Outdoor MUGA area	£30	£40	£50	£80
Sports Field	£30	£40	£50	£80
Exercise Room	£25	£35	£40	£80
Conference Room	£25	£35	£40	£80

****Please note bookings on a Public Holiday or School Holiday may be subject to a small additional cost.**

General Information and Conditions of Hire

These terms and conditions must be complied with. The 'hirer' shall be the named individual on the letting agreement and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

Appendix A

DBS checks

- It may be necessary for the hirer to undergo a disclosure and barring services check via the Disclosure and Barring Service (DBS). If a particular letting involves contact with children and young people, it is the responsibility of the hirer, as advised by the Headteacher, to ensure that they have complied with the DBS Code of Practise.
- When there is a requirement for DBS checks to be undertaken, the hirer must keep appropriate records in line with the DBS Code of Practise and report to the school any safeguarding concerns which may arise.

****The hirer will be required to provide evidence that DBS checks have been carried out at the time of booking**

Public Liability Insurance

- All organisations of any activity taking place on school property will require their **own** Public Liability Insurance.
- Lettings are made on the agreement that the school is indemnified by the hirer against any loss, damage, costs and expenses during the use of the school premises by the hirer Insurance

**** The hirer will be required to provide a copy of their insurance certificate at the time of booking**

Safeguarding Training

Safeguarding training documentation must be provided for all adults if there are to be children present for the letting

****The hirer will be required to provide evidence that Safeguarding Training has been carried out at the time of booking**

Appendix B

Public Safety

- The hirer must adhere to the correct adult/pupil ratios at all times
- Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and exit at all times.
- Fire fighting apparatus must be kept in its place and only used for its intended purpose.
- The fire brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Principal.
- The hirer is responsible for familiarising his/herself with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the fire-fighting equipment available.
- Highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, etc) shall be undertaken or erected without the consent of the Principal.
- No unauthorised heating appliances shall be used on the premises
- All electrical equipment brought into the building shall be subject to regular PAT testing and certification provided in evidence.

**** The intention to use any electrical equipment must be noted on the application form.**

Licences

- The hirer shall be responsible for obtaining any public licenses necessary in connection with the booking and should confirm with the school the licenses they hold.
- Regulated entertainment, public music, singing and dancing can only take place on premises which have a License authorising entertainment. It is illegal to photocopy music or plays without the permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution.

Statutory Requirements

- The hirer must not do or permit any act, matter or thing which would, or might, constitute an illegal or immoral activity affecting the school premises or which would, or might, vitiate in whole or in part any insurance affected in respect of the premises from time to time.

First Aid

- It is the responsibility of the hirer to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel.

**** There is no legal requirement for the school to provide first aid resources**

Food & Drink

- No food and drink may be prepared or consumed on the property without the direct permission of the Principal in line with current food hygiene regulations.
- If permission is granted the hirer must ensure that all areas left clean and tidy, with all rubbish removed. All floors must be left in a good, clean condition with all spillages cleaned up using the cleaning equipment left on site.
- Any additional cleaning required due to the preparation or consumption of food may incur an additional charge.

**** The intention to make or consume any food must be noted on the application form**

In signing this Lettings Agreement you are agreeing to the recharge cost for any additional cleaning required, if necessary after the preparation or consumption of food

Alcohol

- No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the permission in writing of the Principal, whose written consent must also be obtained prior to seeking any Temporary Event notice for the sale of alcoholic liquor from the local Licensing Authority.

Smoking/Vaping

- The whole of the school premises, which includes the grounds and carpark, is a non-smoking area and smoking or vaping is not permitted.

Nuisance/Disturbance

- Hirers responsible for ensuring that the noise level does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property when entering or leaving the premises

Animals

- Except in the case of trained guide dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on the school premises.

Loss or damage

- The hirer must inform the school of any fault, damage or other problems with the premises or equipment encountered during the letting.
- In the event of loss or damage occurring as a result of negligence or carelessness on the part of the organiser of the letting or the group on whose behalf the letting has been made, the school reserves the right to make a charge to cover the costs of repairing the damage or making good the loss from the organiser or group.
- The wearing of footwear likely to cause damage to floors is FORBIDDEN. Persons found wearing such footwear will not be permitted to enter the premises. Special preparations, such as those required for the purpose of dancing, must not be applied to the floors.

At the end of all sessions

- The hirer must ensure that everyone has left the building and the grounds within 15 minutes of the end of the booking
- The Hirer shall leave the building in a clean and orderly state. All the property of the Hirer and the Hirer's agents must be removed at the end of the hiring unless special arrangements are made. The school can accept no responsibility for any property left by the Hirer's or their representatives on the premises.

**** In the event that an additional charge has to be paid to staff waiting to lock up the premises and gates after the allowed 15 minutes, then this cost will be passed to the hirer**

Please complete the following booking form and return it either in person or electronically to the school

Appendix C

Lettings Agreement

(Please complete this form in block capitals)

Facilities required: (e.g. Hall only / Full Building / Sports field/Meeting room) _____

Dates of first booking: _____

Time of booking: _____

Date of final booking: (if known) _____

Purpose of letting: _____

Name of organisation: _____

Hirers Details

Full name of hirer: (Mr / Mrs / Miss) _____

Full postal Address of hirer: _____

Postcode: _____

Contact Telephone Number of hirer: _____

Email address of hirer: _____

Signature of hirer: _____ **Date:** _____

Please complete and return to the school at least 14 days before the event.

Public Liability Insurance details

(This section must be completed)

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: _____ **Expiry Date:** _____

Name and Address of Insurance Company: _____

Indemnity Limit: _____

Signature : _____

Date: _____

Safeguarding

(This section must be completed)

The hirer agrees that systems are in place with regards to safeguarding measures as per the lettings policy:

Name of hirer: _____

Name of Organisation: _____

Purpose of Letting: _____

Signature: _____

Date: _____

Lettings Policy Terms and Conditions

Declaration (Please read before signing)

- I have received a copy of the Lettings policy and Terms and Conditions for the Letting of School Premises and agree to be bound by them
- I am over 18 years of age.

Signature: _____

Date of application: _____

NAME: (BLOCK CAPITALS) Mr/Mrs/Ms/Miss _____

Please pass this form to the establishment, do not complete anything below this line.

It is confirmed that the accommodation required is available for the time and date(s) requested.

The Principal and the Applicant have been informed accordingly.

Signature: _____

Role: Operations Manager

Date: _____