

OUSEDALE SCHOOL

LETTINGS POLICY

1.0 Introduction

- 1.1 The Governing Body regards the school's buildings and grounds as community assets and will make every reasonable effort to optimise their use. However, its overriding aim is to support the school's provision of the best possible education for its students, and any lettings of the premises to outside organisations will be considered with this in mind.
- 1.2 The school's delegated budget will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the costs incurred by the school in respect of any lettings of the premises. As a minimum, the *actual* cost to the school of any use of the premises by an outside organisation must be re-imbursed to the school's budget.

2.0 Definition of a Letting

- 2.1 A letting may be defined as *"any approved use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), a commercial organisation (such as the local branch of 'Weight Watchers')" or an individual.* A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its students.
- 2.2 Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of students supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

3.0 Equal Opportunities

- 3.1 The premises shall be available to all members of the community regardless of race, colour or nationality, sex, age, religion, marital status or disablement.

4.0 Charges for a Letting

- 4.1 The Finance and Premises Committee (F&PC) of the Governing Body is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following costs:

- Services (heating, lighting and water);
 - Staffing (additional security, caretaking and cleaning) - including on-costs;
 - Public liability and accidental damage insurance
 - Administration;
 - Wear and tear;
 - Use of school equipment;
 - Profit element.
- 4.2 The specific charge levied will be reviewed annually, during the spring term, by the Finance and Premises Committee, for implementation with effect from 1st September of that year. Current charges will be provided in advance of any letting being agreed.
- 4.3 In general, the lettings of rooms for non-sporting activities are exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions under certain circumstances). For specific lettings clarification will be sought from the Finance Manager.

5.0 Management and Administration of Lettings

- 5.1 The Headteacher has overall responsibility for the management of lettings, acting in all matters on behalf of the Governing Body, in accordance with the school's policy. Where appropriate, the Headteacher may delegate all or part of the responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.
- 5.2 The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute. Lettings will not be made to any organisation or group with an unlawful or extremist background. The Headteacher, on behalf of the Governing Body, reserves the right to refuse, without being required to give reasons, any application for the hire of school premises, unless directed by national legislation.
- 5.3 The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer.
- 5.4 Persons involved in activities in which children participate must hold an up-to-date Disclosure and Barring Service (DBS) check. If a particular letting involves contact with the school's students, all personnel involved must be checked against Section 142 of the Education Act 2002 and undergo a DBS check, in accordance with DfE guidance and Ousedale's DBS Policy. These checks must be made by prior arrangement with the Headteacher, with at least half a term's notice in advance to ensure that the checks can be carried out in time.
- 5.5 Any adults working with the school's students (for example, at an after school sports club) must be appropriately qualified.
- 5.6 The Finance/Lettings Assistant will attempt, in the first instance, to resolve conflicting requests for the use of the premises, with priority at all times being

given to school functions. Should this not be possible, the matter will be referred to the Headteacher who will make the final decision.

6.0 The Administrative Process

- 6.1 Organisations seeking to hire the school premises should approach the Finance/Lettings Assistant who will identify their requirements and clarify the facilities available. A 'Hire of Premises Application' form (Appendix A) should be completed at this stage and a copy of the 'Lettings – Conditions of Hire' (Appendix B) must be sent to the hirer. The Headteacher has the right to refuse an application, and no letting should be regarded as booked until approval has been given in writing and any deposit paid. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.
- 6.2 Once a letting has been approved, a letter of confirmation must be sent to the hirer. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the school's current scale of charges. (The school may wish to seek payment in advance in order to reduce any possible bad debts).
- 6.3 The Hire Agreement must be in the name of an individual with their permanent private address or in the name of a company with the address of its registered office. This is to clarify accountability for the conduct of the letting.
- 6.4 All lettings fees which are received by the school will be paid into the school's official bank account. Income and expenditure associated with lettings will be regularly monitored to ensure that at least a "break even" situation is being achieved.

7.0 Damage, Loss or Injury

- 7.1 The school will not be responsible for any injury to persons or damage to property arising out of the letting of the premises. It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.
- 7.2 There is no legal requirement for the school to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. Use of the schools resources is not available.

8.0 Insurance

- 8.1 The Governing Body will ensure the arrangement of appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being

hired). The cost of any damage to the facilities, however caused, will be paid by the hirer in full. A regular or group letting will require evidence of current appropriate insurance being held by the hirer to be shown before it can be agreed.

9.0 Terms and Conditions

- 9.1 The terms and conditions under which users agree to hire the school's premises are described in the Conditions of Hire. The Hire Agreement will need to be signed by the hirer, on behalf of any group or organisation wishing to use the premises, and by the Headteacher, on behalf of the Governing Body.

10.0 Security

- 10.1 The Governors will hire and pay for a person to be responsible for the security of the premises before, during and after the hire, and for the cleaning of the premises after its use. This cost will be included in the charge for the letting. If no suitable person can be employed, then the letting will not be allowed or will be cancelled. Only named key holders may operate the security system. Keys should not be passed to any other person without direct permission of the Headteacher.

11.0 Monitoring

- 11.1 This policy will be monitored and reviewed every three years by the Finance and Premises Committee of the Governing Body.

Reviewed and approved by the Finance and Premises Committee – 15th March 2017
To Full Governors – 29th March 2017
Date of next review – March 2020

Details of public liability insurance to cover this letting (please attach photocopy of certificate)

Name of insurer:-

Policy number:-

Amount of insurance cover provided:-

Date of expiry of policy:-

If the booking involves the supervision of unders 18s please provide details of current DBS checks (please attach copies)

Name of person;-

DBS number;-

Is the Hirer intending to sell any foods, goods or refreshments at the Premises?

(If yes, please refer to clause 15 of the Conditions of Hire)

Is the Hirer intending to sell alcohol or allow alcohol to be brought onto or consumed at the Premises?

(If yes, please refer to clause 21 of the Conditions of Hire)

Does the Hirer have any specific requirements?

(e.g. the provision or setting out of chairs / tables etc)

Prospective Hirers are required to note the following:-

1. The Ousedale School Lettings Conditions of Hire ("the Conditions of Hire") will apply to any hire entered into between the School and the Hirer.
2. If the application for hire is accepted by the School, the Hirer will receive written confirmation of the agreed letting Agreement. Until such time as this written confirmation is received by the hirer, there is no firm booking with the School for the hire. This means that the School is free to accept alternative bookings for the Premises without any obligation to the Hirer, and accepts no responsibility whatsoever for any costs incurred by the Hirer in anticipation of the letting proceeding. Following receipt of the written confirmation, cancellation of the letting shall be governed by the Conditions of Hire.
3. Facilities at the School are normally available for use by Hirers during term time between the hours of 5.00 p.m. and 10.00 p.m. on weekdays and 9.00 a.m. and 4.00 p.m. on Saturdays (Newport Pagnell campus) and between 5.00 p.m and 9.00 p.m weekdays (Olney campus). In exceptional cases, these hours may be extended on application to the School.
4. Hirers must ensure that a mobile phone is available to call the emergency services if needed. It is the Hirer's responsibility to draw to the attention of all users the fire evacuation procedure.

I confirm that I have read the Ousedale Lettings Conditions of Hire ("the conditions of Hire") that have been supplied to me. I agree that if accepted, this letting is governed by these conditions of Hire and I agree to observe and perform the requirements of the Hirer as set out in the Conditions of Hire

Signature of Hirer/authorised representative of the Hirer:

APPENDIX B

Date:

Headteacher's Approval: Date:

LETTINGS CONDITIONS OF HIRE

1. Definitions and Interpretation

In these Conditions of Hire:-

- a) "Hirer" shall mean the person making the application for the hire of the whole or part of the Premises
- b) "Hire Agreement" means the hire of premises application form for the Premises which the Hirer will be required to sign, a copy of which is attached to these Conditions of Hire
- c) "Period of hire" means the dates and times during which a letting is booked, as identified in the Hire Agreement
- d) "Premises" shall mean the area of hire identified in the Hire Agreement and any additional areas that the Hirer is permitted to use by virtue of clause 3 of these Conditions of Hire
- e) "Governing Body" shall mean the Governing Body of Ousedale School and includes any person duly authorised by the Governing Body
- f) "School" means Ousedale School acting by its Governing Body or any person duly authorised by the Governing Body
- g) "School Representative" means the Headteacher of the School, or any person duly authorised by the Headteacher to act on behalf of the School with regard to these Conditions of Hire e.g. the Finance/Letting Assistant
- h) Any undertaking by the Hirer not to do an act or thing shall be deemed to include an obligation not to permit or suffer such an act or thing to be done by another person
- i) References to persons include bodies corporate

2. Applications for Hire of Premises

- a) No person under the age of 18 years will be accepted as a Hirer.
- b) Applications for the hire of the Premises must be made to the School Representative in accordance with any requirements of the School Representative
- c) Applications for hire of the Premises shall be treated equally, regardless of race, colour, nationality, sex, age, religion, marital status or disablement.
- d) The Governing Body shall have the right to refuse any application for use of the Premises, subject to any statutory requirements.
- e) These Conditions of Hire together with the Hire Agreement constitute all the terms for the hire of the Premises.

3. Facilities

- a) Use of the Premises only includes use of such adjacent hallways, foyers and toilet facilities as are expressly specified by the School Representative.

- b) The School will make available such chairs and tables as are referred to in the Hire Agreement. It is the responsibility of the Hirer to ensure these are arranged to suit their needs.
- c) Should the School be unable to offer the “premises” that were booked, a suitable alternative will be offered where available.

4. Hire Charges

- a) Hire Charges for the Premises shall be as advised by the School.
- b) Where required, a deposit must be paid and returned to the School in advance of the letting.
- c) The School may, at its discretion, request an additional sum to be deposited with the School as security for the Hirer complying with their obligations under these Conditions of Hire. Such sum will be refunded to the Hirer on expiration of the period of hire if all obligations have been complied with.
- d) Payment for the letting must be paid to the School as required, but in any event will be due no later than 30 days from the date of invoice issued by the School to the Hirer.

5. Cancellation by the Hirer

- a) If the Hirer wishes to cancel the letting in whole or in part the Hirer must give written notice to that effect to the School Representative.
- b) Charges in accordance with the following scale may be made for any cancellation:-

Cancellation given later than four weeks prior to the Period of Hire (or the affected part of the Period of Hire if this is for more than one occasion) = hire charge to be paid in full.
Cancellation given between two months and four weeks prior to the Period of Hire (or the affected part of the Period of Hire if this is for more than one occasion) = deposit fee is retained.
Cancellation given 2 months or more prior to the Period of Hire = full refund

6. Cancellation by the School

- a) The School may cancel this letting up to 14 days prior to the Period of Hire (or the affected part of the Period of Hire if this is for more than one occasion) if the Premises are required for use for School activities. In the event of such cancellation, the School will give to the Hirer the maximum practicable notice and refund any deposit paid, but shall not be otherwise liable to the Hirer.
- b) The School may cancel this letting at any time before or during the letting if:-
 - the Hirer fails to comply with any of these Conditions of Hire
 - details of any particulars referred to in the Hire Agreement have not been supplied as required, or if supplied, are not approved by the School.

In the event of such cancellation no refund of any deposit will be made to the Hirer nor will the School be liable to the Hirer in any respect.

7. Late payment and returned cheques

If payment within our standard terms is not received, we reserve the right to charge a £25.00 late payment fee. For every additional full day the invoice remains overdue, the School reserves the right to charge 2% of the outstanding net amount daily.

In addition, the School reserves the right to request full payment in advance if previous invoices have not been paid within the contractual 30 day period.

If payment by cheque is made, which is then subsequently returned unpaid by the bank, the school will charge an additional fee of £25.00 to cover the bank and administration costs incurred.

8. Use of the Premises

During the Period of Hire, the Hirer shall ensure that:-

- a) No part of the Premises is used for any purpose other than that described in the Hire Agreement.
- b) The Premises, or fittings, fixtures or furniture at the Premises are not subjected to undue wear and tear
- c) No part of the Premises is used for any unlawful purpose or in any unlawful way or in any way likely to invalidate any insurance relating to the Premises or the School
- d) No animal is brought into the Premises or allowed to enter the Premises without the consent of the School (except guide dogs for the blind or hearing dogs for the deaf).
- e) The Premises or any part of the Premises are not sub-hired.
- f) All users of the Premises under or by virtue of the letting shall restrict themselves to the Premises and shall not enter other parts of the School.

9. Maximum Capacities

It is the Hirer's responsibility to ensure that maximum capacities as stated by the School for the Premises are not exceeded.

Maximum capacities as stated shall include all persons attending or present at the Premises including (but not limited to) any supervisors, those participating in activities, parents and members of the public.

10. Supervision

- a) During the Period of Hire the Hirer is to be responsible for the efficient supervision of the Premises including:-
 - the effective control of children
 - the behaviour of all persons using the Premises
 - the orderly and safe admission and departure of persons to and from the Premises
 - the safety of the Premises and the contents of the Premises
- b) The Hirer shall use sufficient stewards or assistants to maintain good order during the letting and expel any person acting in a disorderly manner, or disobeying School or Hirer instructions. In default, the School acting by any authorised officer may expel such persons.
- c) The Hirer shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the Premises and that no person shall trespass on parts of any School property not included in the letting.

11. Safety Requirements

During the Period of Hire, the Hirer shall ensure that:-

- a) They are fully familiar with the safety precautions of the School and safety precautions to be observed in the Premises. A copy of the School's emergency procedures for the Premises will be sent to the Hirer with the Hire Agreement. The Hirer is expected to be familiar with this document and shall take all reasonable steps to ensure that all persons using the Premises by virtue of the Hire Agreement are also familiar with key aspects of this document e.g. meeting point following an evacuation. In the event that the emergency procedures are not sent to the Hirer with the Hire Agreement, it is the responsibility of the Hirer to ensure that they contact the School Representative immediately in order to make arrangements to receive the document.
- b) All necessary precautions for the safety of those persons attending the Premises during the Period of Hire are taken by the Hirer, which shall include ensuring that all persons in charge are familiar with fire-fighting equipment available
- c) Fire-fighting apparatus at the Premises is kept in its proper place and only used for its intended purposes.
- d) The Fire Brigade is called by the Hirer to any outbreak of fire, however slight, and details of the occurrence shall be given to the School. The Hirer must ensure that a mobile 'phone is available for this purpose and any other emergency
- e) No obstructions are placed in gangways or exits, nor in front of emergency exits, and such exits must be available for free access and egress at all times
- f) The emergency lighting supply is turned on throughout the Period of Hire and illuminates all exit signs and routes
- g) No performances or uses take place which could involve danger to the public
- h) For safety and fire prevention reasons, no garlands or decorations are used other than those agreed in advance with the School Representative, which must not be of a combustible nature.
- i) No highly flammable substances are brought onto or used in any part of the Premises
- j) No smoke machines are used, whether as part of a disco or band or otherwise
- k) No unauthorised heating appliances are used on the Premises

12. Lighting and Electrical Safety

During the Period of Hire, the Hirer shall ensure that:-

- a) No lighting, heating, power or other electrical fittings or appliances in the Premises are altered, moved, or in any way interfered with.
- b) No additional lights or extensions from the existing electric light fittings are used without the previous consent of the School Representative.
- c) Electrical appliances brought onto the premises have been tested for electrical safety (Portable Appliance Test Certificates may be required for inspection by the School).

13. First Aid

The Hirer shall ensure that a person with appropriate first aid skills is present at the Premises during the Period of Hire. The Hirer must ensure that a suitable first aid kit is provided for use by such person during the Period of Hire.

14. Alterations, Advertising and Care of Premises

- a) No bolts, nails, tacks, screws, bits, pins, or other like objects shall be driven into any part of the Premises by the Hirer nor shall any placards or other articles be fixed to any part of the Premises.
- b) No advertisements of any type are to be displayed inside or outside of the Premises by the Hirer without the prior approval of the School Representative
- c) No alterations shall be made to the Premises by the Hirer, either in construction, arrangement of public accommodation, lighting, heating, seating, fixtures, fittings, exits or otherwise without the prior written approval of the School Representative.
- d) Gymnasium and hall floors are used by children for physical education and no substance is to be applied to floors by the Hirer to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings.

15. Food, Refreshments and the Sale of Goods

- a) The Hirer may not sell or allow to be sold on the Premises any food, refreshments or goods without first obtaining the written consent of the Governing Body.
- b) The Hirer shall, if selling food, refreshments or goods on the Premises, comply with all relevant legislation.

16. Prevention of Nuisance

- a) The Hirer shall ensure that any music played or provided at the Premises, or noise levels from functions or activities taking place on the Premises, do not cause a nuisance either within the School or to surrounding premises or any nearby residential accommodation.
- b) The Hirer must ensure that cars belonging to his patrons are not parked so as to cause an obstruction at the entrance to, or exits from, the School and do not obstruct or delay access to the School by emergency vehicles.
- c) The Hirer shall take all reasonable measures to ensure that cars belonging to his patrons do not obstruct the public highway outside of the School or access to adjacent private property and that undue noise is not caused on arrival or departure.
- d) The Hirer shall comply with any requirements of the School with regard to parking of vehicles.

17. Statutory Requirements

- a) The Hirer must not do or permit any act matter or thing that would or might constitute a breach of any statutory requirement affecting the Premises.

- b) The Hirer shall comply with all conditions and regulations made in respect of the Premises by the Fire Authority, Local Authority in its capacity as the Licensing Authority, or otherwise. Without prejudice to the generality of the above, this includes any conditions or regulations in connection with any event which includes public dancing or music or other similar public entertainment.

18. Equal Opportunities

The Hirer must not discriminate, or permit others acting on his behalf to discriminate, in any of its activities held in the Premises, on the grounds of race, colour, nationality, sex, age, religion, marital status or disablement.

19. Copyright and other Licences and Permissions

- a) In the use of the Premises the Hirer is not to infringe any copyright or allow any copyright to be infringed. It is the responsibility of the Hirer to obtain any consent in respect of copyright and to pay all such fees relating to the same. Save in certain circumstances, it is illegal to photocopy music or plays without the express permission in writing of the copyright holder.
- b) The Hirer must give the School Representative at least 4 weeks notice of a stage play production and the Hirer must obtain all licences required for the stage play production.
- c) Any Hirer who uses recorded music in its activities is responsible for checking whether a licence is required from Phonographic Performances Limited (PPL) and if so, to obtain one. Any Hirer performing live music is responsible for checking whether a Performing Rights Society (PRS) licence is required and if so, to obtain one.
- d) The Hirer must obtain a Temporary Events Notice (TEN) from Milton Keynes Council for any public music, singing and dancing.
- e) The School reserves the right to request copies of any consents or licences obtained in order to comply with the above provisions.

20. Gambling

Nothing shall be done in the Premises or at the School by the Hirer in contravention of the law relating to betting, gaming and lotteries, and the Hirer shall ensure that the requirements of the relevant legislation are strictly observed.

21. Intoxicating Liquor

- a) During the Period of Hire, the Hirer shall ensure that no intoxicating liquors are permitted to be bought, sold or consumed on any part of the Premises or the School without the express permission in writing of the Governing Body.
- b) No application shall be made by or on behalf of the Hirer seeking a TEN which includes the permission to sell or supply alcoholic liquor without the prior express permission in writing of the Governing Body.

22. Exhibition of Hypnotism

The Hirer shall ensure that no person shall give at the Premises any exhibition, demonstration, or performance of hypnotism, mesmerism or any similar act.

23. Smoking

The Hirer is advised that smoking is not permitted anywhere in the Premises, or anywhere on the School premises or immediately outside the School premises and shall ensure that his patrons comply with this requirement.

24. Hours of Use

The letting does not entitle the Hirer to use or enter the Premises at any other time than the Period of Hire unless prior arrangements have been made and agreed with the School Representative.

25. Storage

No goods or equipment shall be left at or stored on the Premises or the School without the prior agreement in writing of the School Representative.

26. Rights of Entry

Throughout the Period of Hire the right of entry to the Premises is reserved to any duly authorised officers or employees of the School, their agents or contractors and any emergency service.

27. Expiration of period of hire

- a) At the expiration of the Period of Hire the Hirer shall ensure that all members of the public and other guests leave the Premises.
- b) The Hirer must ensure the Premises are left in a clean and orderly state free of litter. All decorations of the Hirer must be removed. If the Hirer fails to do so, the School will be entitled to charge the Hirer for the costs of any necessary work required.

28. Damage to School Property

The Hirer is to take good care of any not cause any damage to be done to the Premises or to any fittings equipment or other property in the Premises and the Hirer is to make good and pay for any such damage caused by any act or neglect of the Hirer or anyone permitted by the Hirer to enter the Premises.

29. Injury to Persons and Damage to Property

- a) The Governing Body will not be liable for the death of or injury to a person attending the Premises for the letting or for any losses claims demands actions proceedings damages costs or expenses or other liability incurred by the Hirer in the exercise of the rights granted by this agreement except where such death or injury is due to the negligence of the Governing Body.
- b) The Governing Body will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods articles or property of any kind brought into or left at the Premises either by the Hirer for his own purposes or by any other person or left or deposited with any officer or employee of the School.
- c) The Governing Body shall not be liable for any loss due to any flood, fire, act of God or other cause beyond the reasonable control of the Governing Body which may cause the Premises to be temporarily closed or the letting to be interrupted or cancelled.

30. Insurance and Indemnity

- a) The Hirer shall affect Public Liability Insurance cover to a minimum limit of indemnity of £2,000,000.00 against third party risks including death or injury to any person or loss or damage to any property arising out of the use of the Premises by the Hirer.

b) The Hirer will be required to produce the current insurance certificate to the School before the letting can be approved.

c) The Hirer will indemnify the Governing Body against any damage theft losses claims demands actions proceedings damages costs or expenses arising as a result of the hire of the Premises by the Hirer including the cost of reinstating, repairing or replacing any part of the Premises or School which is damaged, destroyed, stolen or removed as a result of the hire of the Premises by the Hirer. The evidence of the Governing Body as to the costs or expenses incurred shall be accepted by the Hirer as final, on production of reasonable evidence to support the same.

d) Smaller groups may use the facilities without the specified Public Liability Insurance with the understanding that they are responsible for their individual groups. They will be required to sign a disclaimer.

31 Safeguarding

a) The Hirer will ensure that all persons instructing or participating in events where young people under the age of 18 are present have DBS clearance. The school will postpone or cancel a booking at no cost to the school if these details are not provided.

APPENDIX C

FIRE/EMERGENCY EVACUATION PROCEDURES FOR HIRERS OF FACILITIES AT OUSEDALE SCHOOL

DURING YOUR INITIAL VISIT TO THE SCHOOL PLEASE FAMILIARISE YOURSELF WITH THE OVERALL LAYOUT

- Note the location of the room you will be using
- Know the Fire Emergency Assembly Point is the Front Car Park
- Find the quickest route from your room to the front car park
- Check where the nearest Fire Break Glass Point is in the room
- Note the location of Fire Break Glass Points in nearby corridors
- Ensure you know what the alarm sounds like – Bell or Siren etc
- Discover location of the nearest fire extinguishers, just in case!
- Check out which doors you will use and how they open/close
- Note the location of washrooms and toilets
- Establish the shortest route between the toilets and front car park
- Agree to give Emergency Induction Training to all your group
- Establish that the alarm can be heard in your classroom (ask)
- Find the nearest Fire Emergency Notice in case you find a fire!
- Copy this Notice to use when phoning the Fire & Rescue Service

WHEN YOU FIRST MEET YOUR GROUP IN THE CLASSROOM

- Ascertain if any of your group are sight or hearing impaired
- Ascertain if anyone in your group has physical mobility issues
- Complete a register of all those attending the group activity
- Ensure all the group know where the room is within the school
- Explain if a fire starts all must proceed directly to the front car park
- Ensure that all late arrivals, even if on another day, are inducted
- Find volunteer 'buddies' to accompany the disabled/impaired
- Advise the group to walk safely, never run, to the Front Car Park

IF YOU DISCOVER A FIRE

- Sound the alarm by hitting a Fire Break Glass and shouting FIRE!!

WHEN THE ALARM SOUNDS

- Leave the building by the nearest available fire exit, closing doors behind you. Walk steadily and safely, never run and possibly fall!
- Do not delay leaving the building, to collect items in your work area, or return to retrieve them, but proceed directly to the Assembly Area in the Front Car Park
- Once you are out of the building, ring the Fire & Rescue Services and be prepared to answer their questions regarding your location, etc. (Use a copy of the Fire Notice, for help with details of the site)
- Assemble in the car park at the front of school, taking care, if walking past other buildings, and await further instructions.

FINALLY - AND MOST IMPORTANTLY

Once you are assembled in the car park, account for all persons in your group/club. If absences are discovered, notify the Fire & Rescue Safety Officer or School Site staff immediately. DO NOT RETURN TO ANY BUILDING until given the 'All Clear' either by the Fire & Rescue Service or a senior member of the School Site staff.

APPENDIX D

HOURLY LETTINGS RATES

	Newport Pagnell		Olney	
	Weekday	Weekend	Weekday	Weekend
Main Hall	£23.00 £23.50	£31.50 £32.00	£23.00 £23.50	£31.50 £32.00
Drama Studio	£17.50 £18.00	£21.00 £21.50	£15.75 £16.25	£19.00 £19.50
Sports Hall	£28.75 £29.25	£34.50 £35.00	£31.50 £32.00	£36.75 £37.25
Synthetic pitch Half/Full	£36.75/£73.50 £37.50/£75.00	£36.75/£73.50 £39.00/£78.00	n/a	n/a
Gym	£18.50 £19.00	£25.50 £26.00	n/a	n/a
Classroom	£9.50 £10.00	£13.75 £14.25	£9.50 £10.00	£13.75 £14.25
Library	£14.50 £15.00	£19.75 £20.25	£14.50 £15.00	£19.75 £20.25
Eco centre	£27.50 £28.00	£27.50 £29.00	n/a	n/a
Squash court	£7.00 £7.50	£9.75 £10.25	n/a	n/a
Tennis court	£6.00 £6.50	£6.00 £7.00	n/a	n/a
Netball court	£12.00 £12.50	£16.25 £16.75	£12.00 £12.50	£16.25 £16.75

Other specialist rooms on application

Facilities at the School are normally available for use by Hirers during term time between the hours of 5.00pm and 10.00pm on weekdays and 9.00am and 4.00pm on Saturdays (Newport Pagnell campus) and between 5.00pm and 9.00pm weekdays (Olney campus). In exceptional cases, these hours may be extended on application to the school.