

RATTON SCHOOL

AN ACADEMY TRUST
SPECIALISING IN THE PERFORMING ARTS

LETTING OF SCHOOL PREMISES

Date established by the Academy Trust	March 2013
Date of Full Implementation	March 2013
Date of Last Review	March 2016
Date of Next Review	March 2017

All our policies support our vision and are based on our core virtues

Developing caring, confident and creative
students who achieve excellence

- Compassion
- Respect
- Creativity
- Teamwork
- Effort
- Responsibility

Ratton School enforces a No Smoking Policy in the school buildings and around the site.

CONDITIONS GOVERNING THE LETTING OF SCHOOL PREMISES 2016.

1. General Conditions

Applications for the use of school premises must be made on a School Letting Form to the Head of the School, and responsibility for their approval rests with the School Managers or Governors. The person signing the application will be deemed to be the Hirer, and must accept responsibility for ensuring compliance with these conditions.

Hirers will be notified by the Headteacher, at the time the application is approved, of the current charge approved by the School for the use of the facilities required. The School reserve the right to alter lettings charges after lettings have been agreed, and Hirers will be notified of any increased charges.

Accounts will be issued by the Finance Office after the completion of an occasional or short term letting, or periodically in the case of a regular long term letting. The Hirer must undertake to settle the account(s) promptly.

All bookings are regarded as provisional until official confirmation is sent to the Hirer by the Finance Office. The School, reserve the right to cancel any letting if the accommodation is required for urgent official or academic business. No compensation will be paid to the Hirer in the event of such a cancellation.

Any intention on the part of the Hirer to cancel a letting must be notified to the Head of the School at least 24 hours before the letting is due to take place. In the event of the Hirer failing to give adequate notice, an account may be issued in respect of any expenses incurred by the School in connection with the cancelled letting. Please note any late cancellation will incur a 10% administration fee.

The School Site Manager is expected to prepare for lettings, to do any necessary cleaning afterwards, and where the School require, to be in attendance throughout the course of the letting. No payment should be made direct to the Site Manager, since he will be paid by the School.

No structural alterations to school premises, fixture of fittings will be permitted and notices must be fixed only to the boards provided.

(a) The Hirer is responsible for providing supervision during the course of the letting and must satisfy the Head that the arrangements being made are adequate.

(b) The Hirer or his accredited representative must be in attendance at all times and must accept responsibility for any damage caused to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the letting. Every precaution must be taken to avoid such damage, and the Hirer will be required to meet the cost of making good any damage, however caused.

Hirers are responsible for arranging their own insurance (the school will need to have a copy) for:

- (a) personal accidents;
- (b) third party claims;
- (c) any loss or damage to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the letting.

If it is intended to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public are to be admitted, Hirers are advised to consult the Head in advance to ensure that the school premises are adequately licenced for the purpose before submitting a firm application.

Footwear which is likely to cause damage to school floors must not be worn. French chalk or its equivalent must not be put down when the hall is used for dancing.

Members of the public must not be admitted to the school premises after 10.00 p.m.

Alcoholic liquor must not be sold or consumed on the school premises unless specific approval has been given by the School Managers or Governors. If approval is given to the sale or consumption of alcoholic liquor, the responsibility for obtaining the necessary licence rests upon the Hirer.

School premises must be left clean and tidy after use by the Hirer.

2. Additional Conditions Governing the Letting of School Kitchen “Refresh”.

When the kitchen is used, the Cook Supervisor or another member of the Refresh staff *must* be in attendance throughout the letting, except when only tea or coffee is made and no cooking is involved. Hirers who wish to have permission to use the kitchen without a member of the Refresh staff present should approach the Head of the school when the letting application is made.

If boilers, cooking ranges or hot cupboards are used, the member of the Refresh staff present during the letting must be responsible for their use.

Hirers will normally be expected to provide their own cutlery, crockery and condiments.

Kitchens and all equipment and sinks must be left clean and tidy after use by the Hirer.

No smoking is allowed in the kitchen.

3. Additional Conditions governing the letting of School Playing Fields and Playgrounds.

If there is any doubt as to the fitness of the ground, the Hirer must consult the Head of the school or the Site Manager who will make the final decision as to whether the ground may be used, before the letting takes place. In the event of the ground being deemed unfit for use by the Head or the Site Manager immediately before a letting is due

to take place, any letting charge already paid will be refunded and any account due will be cancelled.

Hirers must be responsible for ensuring that everyone taking part in lettings involving the school playing fields and playgrounds and all spectators, are properly and adequately supervised.

Casual spectators not connected with the letting must not be admitted.

Stakes or the like must not be driven into the ground.

Vehicles must not be driven over or parked upon the playing field at any time or on the playground whilst children are playing.

Bonfires must not be lit, unless permission has been specifically given.

Animals must not be allowed on the playing field.

No marking out of pitches may be done except by the authorised ground staff.

Playgrounds and playing fields must be left in a clean and tidy conditions after use.

Any loudspeakers must be moderated so as not to cause a nuisance.

The Head must be consulted in advance if there is any doubt about the interpretation of the above conditions,.

4. Fire Precautions.

The Hirer, or a responsible person nominated by him in writing, shall be in charge of and be upon the hired part of the premises during the whole time the premises are open to the public and there shall be during that time a sufficient staff of competent attendants on duty on the premises. The person in charge shall not be engaged in any duties which will prevent him from exercising general supervision of the premises. THE HIRER SHALL ASCERTAIN AND COMPLY WITH ANY SPECIAL FIRE PRECAUTIONS REQUIREMENTS CONTAINED IN MUSIC, SINGING AND DANCING, THEATRES OR ANY OTHER LICENCES APPROPRIATE TO HIS INTENDED USE OF THE PREMISES.

The seating accommodation, gangway, passages and stairways in the hired section of the premises shall be provided as approved by the Chief Officer of the East Sussex Fire Brigade, acting on behalf of the Hiring Authority.

All gangways, corridors, staircases and external passageways intended for exit shall be kept entirely free from obstruction and shall not be used as cloakrooms.

All exit doors shall be available for exit during the whole time that the public are on the premises, and shall be opened at the end of the function for the use of the persons present at the function.

Doors and openings, other than exits, in sight of the audience, which lead to portions of the premises accessible to the public, shall have notices placed over them indicating the uses of such portions. Doors and openings leading to portions of the premises not accessible to the public shall have notices placed over them indicating 'No thoroughfare'.

Mats or other floor coverings shall be secured to prevent rucking and any drapes over exit doors or exists shall be hung to prevent them trailing on the floor.

Inflammable materials shall not be used for the decoration of the premises unless such materials have been rendered flame retardant and are maintained in that condition.

All electric fires, gas fires, stoves and open fireplaces in the premises shall be provided with adequate protective guards.

Temporary electrical installations which are necessary for any particular function must comply with the following conditions:

- (a) All temporary electrical installations shall comply fully with the applicable recommendations and requirements of the current edition (with amendments) of the following:
 - (i) The Institute of Electrical Engineers Regulations for the electrical equipment of buildings
 - (ii) The British Standard Specification and Codes of Practice
 - (iii) The Electricity Supply Regulations
and shall only be installed by a qualified electrician.
- (b) Temporary wiring shall be carried out using PVC insulated and sheathed cable to C.M.A. manufacture, and switchgear and apparatus of a voltage rating not less than the maximum r.m.s. voltage difference, which can normally develop under fault conditions.
All additional stage lighting equipment that may be required shall be kept entirely separate from the existing installation, portable dimmer units being provided where required; no extensions shall be permitted from the existing dimmer equipment without the approval of the School.
- (c) All temporary equipment shall be bonded to the main system of earthing in accordance with Section D of the I.E.E. Regulations, each clamp being provided in accordance with B.S. 951.
- (d) All temporary installations which have been installed shall be disconnected from the permanent installation immediately after the occasion for which they have been used.
- (e) Any special requirements or installations that are to be approved, or any item that requires clarification, shall be brought to the notice of the School seven days prior to the proposed date of the required installation.

The Hirer shall ascertain the position of telephones, escape routes, fire alarm systems and fire fighting equipment which shall be in the charge of some suitable person specially nominated for the purpose, who shall ensure that the appliances and equipment are always available for use. In the case of stage performances and exhibitions the local Fire Officer shall be consulted as to whether any special fire fighting equipment should be provided.

If there is any doubt about the application of any of the above conditions, the advice of the Head of the school should be sought.