

St Andrew's Prep

EASTBOURNE

LETTINGS DOCUMENT

CONDITIONS GOVERNING THE LETTING OF ST ANDREW'S PREP PREMISES AND FACILITIES

The Facilities Bursar must be consulted in advance if there is any doubt about the interpretation of the conditions listed below.

1. **General Conditions**

- 1.1 Application for the use of the premises must be made to the Facilities Bursar of the School. The person signing the application will be deemed to be the Hirer, and must accept responsibility for ensuring compliance with these conditions.
- 1.2 Hires will be informed, at the time the application is approved, of the charge for the use of the facilities required. Payment will be made within 28 days of the payment demand.
- 1.3 The Facilities Bursar reserves the right to cancel any letting if the accommodation is required for urgent official or academic business.
- 1.4 A contract will be in effect from the time a booking is confirmed. In the event of cancellation, the Hirer shall be liable for the following charges:
 - 14 days or more notice – no fee
 - 8-13 days' notice – 50% of agreed fee
 - 7 days or less notice – 100% of agreed fee

Other agreements pertaining to cancellation fees may from time to time be agreed with the hirer and noted within a separate contract. Any separate agreements will supersede those listed above.

- 1.5 The Facilities Bursar is entitled to use his/her discretion to seek non-refundable deposits on behalf of the School. Deposit payments will be sought by issue of invoice.
- 1.6 The School reserves the right to cancel lettings, without notice, where the intended use of the school premises has been misrepresented by an applicant or when it is not possible to proceed with a letting for any reason beyond the Schools control.
- 1.7 No structural alterations to the premises, fixtures or fittings will be permitted and notices must be fixed only to the boards provided.
- 1.8
 - (a) The Hirer is responsible for providing supervision during the course of the letting and must satisfy the Facilities Bursar that the arrangements being made are adequate.
 - (b) The Hirer or his/her accredited representative must be in attendance at all times and must accept responsibility for any damage caused to the 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.

1.10 Hirers are responsible for arranging their own insurance for

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

1.11 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 Facilities Bursar in advance to ensure that the premises are adequately licenced for the purpose, before submitting a firm application.

1.12 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.

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

1.14 The premises must be left clean and tidy after use. If there should be a need for caretakers/cleaners to work longer than expected after the letting, the hirer will be required to pay any additional costs incurred.

1.15 Outside and third party contractors

- (a) The School reserves the right to refuse any external entertainment, services or activities that the Hirer may have arranged and does not accept any liability for the acts or omissions of any party employed by the Hirer in connection with the Event.
- (b) The Hirer shall (and shall procure that all third parties employed by the Hirer) comply at all times with all regulations (whether statutory or otherwise), the School's rules and regulations and any reasonable requests of the School.
- (c) The Hirer shall ensure that these Conditions are brought to the attention of all third parties employed in connection with the Event.

2. **Additional Conditions Governing the Letting of the School Meals Kitchen**

2.1 When the kitchen is used, the Cook/Supervisor or another member of the School Meals 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 School Meals Staff present should approach the Facilities Bursar when the letting application is made.

2.2 If boilers, cooking ranges or hot cupboards are used, the member of the School Meals Staff present during the letting must be responsible for their use.

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

2.4 All equipment and sinks must be left clean and tidy after use.

2.5 No smoking is allowed in the kitchen.

2.6 No animals are allowed in the kitchen.

3. **Additional Conditions Governing the Letting of Swimming Pools**

- 3.1 Written consent must be obtained by the Hirer from the parents of any children taking part in any letting involving the school swimming pool.
- 3.2 Children below the age of 11 years must be accompanied by a responsible adult who need not necessarily be one of their parents. No individual adult may accompany more than five children. Please refer to the School's operating procedures, these can be obtained from the Facilities Bursar.
- 3.3 Casual spectators not connected with the letting must not be admitted.
- 3.4 Hirers must accept full responsibility for safety arrangements. If they wish to receive help from qualified persons, Hirers must be responsible for making the arrangements and making any necessary payment.

4. **Additional Conditions governing the letting of Playing Fields and Playgrounds**

- 4.1 If there is any doubt as to the fitness of the ground, the Hirer must consult the Facilities Bursar 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 immediately before a letting is due to take place any letting charge already paid will be refunded, and any account due will be cancelled.
- 4.2 Hirers must be responsible for ensuring that everyone taking part in lettings involving the playing fields and playgrounds, and all spectators, are properly and adequately supervised.
- 4.3 Casual spectators not connected with the letting must not be admitted.
- 4.4 Stakes or the like must not be driven into the ground.
- 4.5 Vehicles must not be driven over or parked upon the playing field at any time or on the playground without specific written prior agreement from the School. Damaged to School grounds caused by vehicles will be charged to the hirer.
- 4.6 Bonfires must not be lit, unless permission has been specifically given.
- 4.7 Animals must not be allowed on the playing field without the specific permission of the Facilities Bursar
- 4.8 No marking out of pitches may be done.
- 4.9 Playgrounds and playing fields must be left in a clean and tidy condition after use.
- 4.10 Any loudspeaker must be moderated so as not to cause a nuisance.
- 4.11 Spiked boots/shoes must not be worn on any synthetic surface.
- 4.12 The Facilities Bursar must be consulted in advance if there is any doubt about the interpretation of the conditions above.

5. Fire Precautions

- 5.1 The Hirer, or 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.
- 5.2 The seating accommodation, gangway, passages and stairways in the hired section of the premises shall be provided as approved by the School.
- 5.3 All gangways, corridors, staircases and external passageways intended for exit shall be kept entirely free from obstruction and shall not be used as cloakrooms or for the storage of combustible materials.
- 5.4 All exit doors shall be unlocked and 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.
- 5.5 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".
- 5.6 Mats or other floor coverings shall be secured to prevent rucking, and any drapes over exit doors or exits shall be hung to prevent them trailing on the floor.
- 5.7 Inflammable materials shall not be used for the decoration of the premises unless such materials have been rendered flame retardant and are maintained in the condition.
- 5.8 All electric fires, gas fires, stoves and open fireplaces in the premises shall be provided with adequate protective guards.
- 5.9 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 Institution of Electrical Engineers Regulations for the electrical equipment of buildings
 - (ii) The British Standard Specification and Code of Practice
 - (iii) The Electricity Supply Regulations and shall only be installed by a qualified electrician.No temporary wiring shall be connected to circuits or fuse boards.
 - (b) All temporary equipment including amplifiers, record and tape decks, and additional stage lighting equipment that may be required shall be kept entirely separate from the existing installation and supplied through an RCD (Residual Current Device) of suitable rating and with a tripping current of 30 mA. Portable dimmer units being provided where required. No

extensions shall be permitted from the existing dimmer equipment without the approval of the Facilities Bursar.

- (c) All temporary equipment shall be bonded to the main system of earthing in accordance with Part 4 of the IEE Regulations.
 - (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 Facilities Bursar seven days prior to the proposed date of the required installation.
- 5.10 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 Facilities Bursar shall be consulted as to whether any special fire fighting equipment should be provided.
- 5.11 Thorough checks should be made by the Hirer at the end of the letting to ensure that no smouldering fires are left burning and that all doors and windows are properly secured.
- 5.12 Please note, no smoking is permitted anywhere within the School, including the grounds and car parks.
- 5.13 In the event of fire alarm sounding (a continued ringing sound), the Hirer should ensure that s/he, with their staff, chaperone people under their control to the Assembly Point on the tarmac between the rear of the School and the main playing field.
- 5.14 The Hirer should have their own procedures for accounting for staff and people under their control.
- 5.15 When all people have been accounted for, the Hirer should report themselves to the School's Fire Warden. Any absent people should be reported to the Fire Warden who will notify the Fire and Rescue Service on their arrival.
- 5.16 All new hirers must attend an induction meeting with the Facilities Bursar. The agenda will cover the School's Fire evacuation procedures.

Lettings Procedures - Summary

1. All applications must be made using the attached letting form approved by the Governing Body.
2. The applicant will be advised of the conditions of hire, and must accept responsibility for ensuring compliance with these conditions.
3. Hirers will be informed at the time the application is approved, of the charge for the use of the facilities.
4. An account will be raised in accordance with the schedule of charges.
5. If there is damage, or the need for the premises staff to work longer to clean and tidy the premises than anticipated after the letting the Hirer will be required to pay any subsequent account.

6. Any intention of the Hirer to cancel a letting must be notified before the letting and in writing
7. **Regular Lettings.** Regular lettings may be booked for a period not exceeding one school term. Regular lettings automatically expire, without notice, immediately after the last date of hire.

Letting Charges

Before the 1st September each year the Facilities Bursar is responsible for ensuring that the schedule of charges reflects the following expenditure items and allows for an element of profit: -

- **Caretaking**
The cost of opening and locking the premises. Enhanced hourly rates used.
- **Cleaning**
Separate item to be considered in addition to caretaking
- **Heat/light**
Calculation of cost. Hourly rates
- **Water**
If used
- **Wear & Tear**
Will depend on the type of use. An on-cost would allow for earlier renewal
- **Wear/Damage**
Playing fields – Lettings are an extra use of the facility; consequently extra wear might therefore require extra care & maintenance.
- **Insurance**
We may wish to arrange “Public Liability Hirer’s Insurance” cover
- **Profit Element**
May depend on local competition
- **VAT**
If applicable

Caretaking

Where there is a requirement for the provision of a caretaking service to support a hiring there will be a set cost as per the Schools Scale of Charges for the Hire of Premises

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