

**GROVE SCHOOL****HIRE OF SCHOOL PREMISES POLICY****THE LEGISLATIVE POSITION**

Schedule 13 of the 1998 School Standards and Framework Act empowers Governing Bodies to control the use of school premises out of school hours, subject to the discretion given to them by the Local Authority.

The notes for guidance and conditions of hire of Grove School facilities, based on guidelines issued by Shropshire Council, are at **Annex A**.

**USER CATEGORIES**

There are 2 user categories

**Category 'A' (free use).**

LA recognised Youth Organisation  
Community Councils  
Community Councils for selection purposes  
Parent Teachers Association Meeting  
Teachers Association and SCC Employees Union Meetings  
County Governors Association Meeting  
County Federation of Parents Teachers Association  
Other community activities at the discretion of the Head teacher

**Category 'B' (standard charge based on specific facility being hired).**

Evening classes (LA)  
Meetings of Community Societies and Organisations  
Sporting/Recreational use (Indoor & outdoors)  
Concert Events  
Fund Raising Activities by Voluntary Groups  
Dances, Discos and similar events  
Whist Drives  
Political Meetings and Surgeries  
Lodge Meetings  
Friendly Societies  
Union Meetings for non Council Employees  
Other community activities at the discretion of the Head teacher  
Any other activity at the discretion of the Head teacher where an admission charge is levied

**CHARGES**

The cost of letting school premises out of school hours must be met from within the school budget and income received from the hiring of facilities (subjective NU). The scale of charges is listed at **Annex B**.

**Where it is not possible to levy a charge for a specific room or facility the following charge will be applied £15.00 + VAT (if applicable) per hour (or part thereof) inclusive of energy, caretaking costs etc.**

The Head teacher or authorised representative may decide **not** to levy the full charge in respect of a hire if they feel it reasonable in the circumstances

These charges will take effect from 1<sup>st</sup> September 2009 and will be subject to annual review.

### **APPROVAL**

The Governing Body authorises the Head teacher or authorised representative to approve on its behalf all applications submitted for the hire of school facilities.

### **REVIEW**

The policy for the hire of school premises out of school hours must be reviewed by the School Management Team annually. Details of the review, when completed are to be submitted to the Premises Governing Body. Any changes to be approved at a meeting of the Full Governing Body.

**APPROVED BY THE GOVERNING BODY ON \_\_\_\_\_ DATE \_\_**

**SIGNATURE – GOVERNING BODY CHAIR \_\_\_\_\_ DATE \_\_**

**SIGNATURE – HEAD TEACHER \_\_\_\_\_ DATE \_\_**

**REVIEW DATE \_\_\_\_\_**

**CUSTODIAN:                    PREMISES GOVERNING BODY**

## **ANNEX A - NOTES OF GUIDANCE & CONDITIONS OF HIRE**

An application form for the hire of Educational Facilities must be completed by all organisations wishing to hire facilities available at Grove school. This is compulsory for the purpose of identifying the school against damage to the premises and/or equipment.

The use of the facilities granted in strict accordance with the details on the application form.

### **Premises.**

- Medical inspection rooms and specialist subject areas, e.g. Design technology, science, shall only be let to persons with competent specialist knowledge of those areas, and following a full risk assessment of the letting.
- The lessee shall be held responsible for the security of the premises for the full period of the letting and for making good any damage done to the school premises, furniture, equipment or materials. School premises shall be left in order for re-opening at the usual time of the next school session.
- The lessee is responsible for the movement of all chairs and tables and other furniture required for the letting.
- Where extra cleaning or moving of furniture is necessary, a separate account will be rendered.

### **Booking**

- The lettings form must show the actual period of the letting, to include for preparation and for cleaning up afterwards. It is essential that the times of entry and departure are strictly observed.
- In the event of a cancellation of a booking, the refund of fees shall be at the discretion of the school.
- Payment for the hiring must be paid to the School as required by the Hiring Agreement, but in any event will be due no later than 30 days from the date of invoice issued by the School to the Hirer (cheques made payable to 'Shropshire Council').
- The school reserves the right to cancel any letting on one week's notice subject to any repayment of monies already paid, but no other liability shall be attached to the school by virtue of the cancellation.
- 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.
- The premises shall not be used on Christmas Day or Good Friday.

### **Conditions of Lettings**

- No smoking is allowed at all within the building, site or grounds.
- Grove School accepts no liability for the loss or damage of personal property brought into or left in the premises or grounds during the letting. The parking of vehicles on the school's premises shall only be permitted on condition that persons bringing such vehicles on to the school premises do so at their own

risk, and that they accept responsibility for any damage or injury to the property or persons, whether connected with the school or not, caused by such vehicles or their presence on the school's premises

### **Safety**

- If any portable electrical equipment is to be used, the section (on the letting form) confirming the equipment has a current test certificate must be completed
- The maximum number of persons who shall be admitted to the building shall be:
  - ◆ 300 when used for dancing
  - ◆ 200 when used for functions utilising seating at tables
  - ◆ 300 when used for closely seated audience (moveable seating)
- The number of registered attendants must be one for every fifty members of the public.
- For public entertainment and other lettings, the organiser shall be responsible for the prevention of overcrowding such as to endanger public safety and for keeping clear all gangways, passages and exits.
- Individuals and organisations hiring the school premises must acquaint themselves 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 application form. The Hirer is expected to be familiar with this document and shall take all reasonable steps to ensure that all persons using the premises 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 application form, 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.
- All necessary precautions for the safety of those persons attending the Premises during the Period of Hire are to be taken by the Hirer, which shall include ensuring that all persons in charge are familiar with fire-fighting equipment available.
- 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.

**Licences**

- The organisers shall be responsible for obtaining any licenses or consents required for the purpose of the letting including
  - a) Liquor licenses
  - b) Entertainment licences #
  - c) Copyright licences
  - d) Licences for performances by children (Children & Young Persons Act 1933)
  
- Where organisers wish to serve alcoholic drinks they shall first obtain the permission of the Head Teacher or authorise representative

# under the provision of the **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1985 ENTERTAINMENT LICENCE**, the person signing the letting form shall be nominated by the licensee as the responsible person in charge of, and upon, the licensed premises during the whole time they are open to the public. The person in charge shall not be engaged in any duties which will prevent him/her from exercising general supervision

**Site Management**

- The Head Teacher or authorised representative is responsible for deciding whether or not Site Management is required to be on site for the full period of the letting.
  
- The Head Teacher or authorised representative will instruct Site Management as to the use of the premises and Site Management will be responsible for opening rooms and locking up school after lettings is over. NO payment for Site Management services may be made direct to Site Management by persons using the premises.
  
- The erection or dismantling of stages, except where required for school functions, is not regarded as within the normal duties of Site Management. Arrangements should be made with the school when booking

**ANNEX B – HIRE OF SCHOOL PREMISES**  
**SCALE OF CHARGES**

**PREMISES**

**Category 'A'**

Scheduled Evenings – free use

Scheduled Evenings (after 9.00 pm) – £10.00 per hour of part thereof + VAT

\*Non-Scheduled Evenings weekdays - £10.00 per hour or part thereof + VAT

-weekends - £15.00 per hour or part thereof + VAT

\*(Plus Site Management costs at approximately £15.00 per hour)

**SCHEDULED EVENINGS**

Scheduled evenings are times where there are regular standard rate paying bookings or school events (e.g. parents evenings).

**Category 'B'**

Based on a flat rate per hour (or part thereof).

Meeting Room £12.50

Classroom £13.00

G01 £13.00

Main Hall £15.00

Computer Suite £15.00

Library £15.00

Gymnasium £15.00

Sports Hall £16.00

The kitchen is also available for hire, subject to the attendance of a member of the catering team throughout the duration of the hire. Price on application.

**OUTDOOR RECREATIONAL FACILITIES**

Hire of pitches - £15.00 per match

Hire of cricket facilities - £15.00 per match

Hire of rounders facilities - £5.00 per match

Hire of Tennis Courts- £5.00 per match

Hire of grounds - £10.00 per hour

Hire of changing rooms (by arrangement) £10.00 per event

Hiring of playing field for Fetes/Demonstrations/Concerts £50.00 per 4 hour period (VAT exempt)

(Services of the Site Management Team will generate additional charges at approximately £10.00 per hour)

VAT – bookings made in advance are not subject to VAT, otherwise lettings are subject to the current rate of VAT