



# Private and Casual Lettings

Deborah.Chadwick@skeltonprimaryschool.co.uk  
Spring 2023

*The difference between try and triumph is UMPPHHH!*

# Private and Casual Lettings

<b>Original date approved</b>	Spring 2023
<b>Current date approved</b>	Click or tap to enter a date.
<b>Date of next review</b>	Autumn 2023
<b>Policy owner</b>	Deborah.Chadwick@skeltonprimaryschool.co.uk
<b>Policy type</b>	Non statutory

## Document History:

<b>Version</b>	<b>Date of review</b>	<b>Author</b>	<b>Note of revisions</b>
2	03/03/2023	Chris Clements	Template Change

# Table of Contents

Introduction .....	3
General Conditions .....	3
Safeguarding .....	4
Cancellation .....	4
Additional Charges.....	4
Timings.....	4

## Introduction

The following rates are applicable from 1st January 2023

Type of Room	used	Rate per Hour (£)
MUGA without/ with lighting		£30 / £45
Hall/Sports Hall		£30
Classroom		£20
Specialist Equipment Classroom (ICT)		£40
Outside Area		£30

In addition to the hourly rate an allowance is payable to cover any caretaking costs incurred. The allowance is

Weekday	£90
Saturday	£120
Sunday	£120

## General Conditions

- All school Policies and Procedures should be adhered to including No Smoking, Fire Risk Assessments, Equal Opportunities, DBS, Safeguarding, Child Protection. (available on the school website)
- A Risk Assessment should be undertaken and handed to school 48 hours before commencement of activity.
- Individual groups are fully responsible for their own insurance, First Aid, security of own and school equipment. Insurance documents must be provided to school 48 hours before hire period.
- Subletting will not be permitted
- No letting for persons under the age of 18.
- Damages must be reported and by undertaking to use the school you accept full liability for damages, vandalism or loss and agree to pay in full for repair or replacement at the school's discretion.
- School must be informed in writing immediately if damage, accidents or incidents of note.
- The school may vary charges as set out above at its discretion.
- Access will be made through Byland Road entrance
- Bookings would normally be available between 9am and 9pm

## Safeguarding

All hirers must ensure that those adults in charge of children and/or vulnerable adults have undergone an enhanced DBS check and have appropriate qualifications and experience relevant to their roles. DBS disclosure numbers and dates must be made available to the school before hire period. Photographic ID will be required when presenting a DBS.

Skelton Primary School expects that any hirer will, at all times, comply with the recommendations and regulations in the DfE publication 'Keeping Children Safe in Education' (KCSIE) or any subsequent publication.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550511/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf)

## Cancellation

- Cancellation within 48 hours of event - pay in full
- Cancellation within 1 week of event - pay half
- Cancellation within 1 month of event - pay 20%
- A 50% booking reserves the required facility. Cancellation by school will be accompanied by a full refund.

## Additional Charges

Rooms should be left clean and tidy, free of rubbish. An extra charge may be incurred if additional cleaning is required.

## Timings

Bookings should allow for setting up/clearing away times. The school will be locking gates at the end of the booking time.

These conditions may be varied at any time by the Head teacher.

## Application For Use Of School Premises

- Please note that this application will not be a valid document until all parties have completed the relevant sections at which time all parties will receive a copy
- The guidance contained within this document should be read and forms part of this agreement
- Requests for changes from either party must be notified in writing
- All application and requests for changes should be sent to: Debbie Chadwick

1. CONTACT DETAILS OF HIRING PARTY				
NAME OF GROUP				
MAIN CONTACT NAME				
MAIN ACTIVITIES OF GROUP				
ADDRESS				
TELEPHONE				
2. FACILITIES REQUIRED FOR HIRING				
Room / Space Required	Purpose of Hiring	Date (s)	Time of Hire Required	Regular / One off Booking (give details)

3. EQUIPMENT REQUIRED FROM SCHOOL (Please state)

--

4. GROUPS OWN EQUIPMENT TO BE USED (please give details)

--

5. REQUEST TO CONSUME ALCOHOL (please give details)

--

6. INTENTION TO CONSUME FOOD AND DRINK (please tick if applicable)

--

7. PUBLIC ENTERTAINMENT LICENCE APPLIED FOR (please tick if applicable)

--

I hereby agree to abide by the regulations as stated in Skelton Primary School's Lettings Policy.

Name:

--

Signature:

--

Date:

--

FOR SCHOOL USE ONLY

Approved on behalf of Skelton Primary School by:

--

Name:

--

Signature:

--

Date:

--

Copies to:

Caretaker:                       Cleaning Staff:   
The Hiring  Party:      School Diary