



SHARMANS CROSS JUNIOR SCHOOL LETTINGS POLICY

Rationale

The primary purpose of the School site and buildings is for the education of pupils attending Sharmans Cross Junior School. Public lettings during the school day are not considered appropriate, as groups of visitors onto the site are potentially disruptive to the educational environment and may cause potential safeguarding dangers.

It is recognised that the school operates within the wider community. Its facilities should therefore be made available to local groups when this does not conflict with either the interests of its pupils, the work of its staff or the peace of our neighbours.

Policy

It is the governors' policy that whenever it is reasonable and practical, use of the school's physical resources outside the school day be permitted by members of the local community.

Lettings to local groups will be dependant upon payment of a fee and acceptance of the terms and conditions set out in the Booking Application Form (See Appendix One). The fees for a letting will be set at a level to ensure that income taken covers the costs (lighting, heating, staffing, etc) of the activity. Any profit generated by such lettings shall be solely used to benefit the education of pupils who attend the school.

The Friends of Sharmans Cross Junior School will be exempted from any charge in respect of fund raising activities or social events benefiting pupils and/or their families.

All lettings are subject to authorisation by the Head Teacher on behalf of the School Governors.

Notice of lettings will be made available to the Site and Buildings Committee.

Date approved by Governing Body

Conditions of Letting

1. Any persons hiring the premises for use with children or vulnerable adults need to comply with safeguarding regulations, including the holding of a valid CRB. The person letting the premises must also ensure that only CRB compliant personnel are used.

2. Fees. Charges for the hire of facilities at the school are:

School Hall :	£15 per hour [1-2 hrs] £13 per hour [2 hrs+] £13 per hour concessionary
Classroom:	£10 per hour £5 per hour concessionary
Sports Hall [includes changing facilities]:	£16 per hour [1-2 hrs] £13.50 per hour concessionary £13 per hour [2hrs+] £13.00 per hour concessionary
Sports Field [with changing facilities]:	£15 per hour £13.50 concessionary

Concessions are given to religious and charitable organisations. Concessions will also be given where organisations provide a service above 50% of their clients for Sharmans Cross Junior School children.

3. Cancellation. The full fee will be payable if cancellation is less than four weeks before event. The school reserves the right to cancel bookings when they clash with school business at least four weeks prior to the event.

4. Damage. The hirer will pay the full cost of repair, or replacement of any fixtures or fittings that become unserviceable or unsuitable for use through damage caused by any person attending the function, whether deliberate or otherwise.

5. Behaviour. The hirer is responsible for the behaviour of all persons organising or attending the function, and to be liable for any costs incurred by Sharmans Cross Junior School, or any third party that results from any actions of any person organising or attending the function.

At all times the organiser and attendees must be mindful of the neighbours feelings and rights.

6. Persons Attending. Only personal guests or members of the private organisation hiring the School facilities may be admitted to a function. Any person attending any function shall do so by way of a ticket paid for prior to the function, or by written invitation issued prior to the function.

7. Maximum Numbers Attending. Health and Safety considerations restrict the School Hall to a maximum number of 200 people and the Sports Hall / Sports Field to a maximum of 50 people for any function.

8. Alcohol and Drinks. Unless a licence has been applied for and granted, alcohol may not be resold. Alcohol may however be brought by persons attending the function for their personal consumption. A sensible drinking policy is expected to be followed and the behaviour of attendees appropriate to the environment.

9. Smoking. Smoking is not permitted on the school grounds.

10. Insurance. The Hirer should provide their own public liability insurance for all lettings. The school will ask groups working with children to provide evidence of the appropriate CRB checks prior to lettings being commenced.

11. It is the responsibility of the Hirer to ensure the premises are left in the same condition in which they were found. Should they be otherwise, an additional charge will be levied against the hirer in line with the cost of making good.

12. The Hirer shall admit any member of School staff to any function to ensure that the conditions of this booking are complied with.

13. Timings. No function shall clash with school business. In order to allow for maintenance and cleaning, no letting shall be allowed within 15 mins of either end of the school day.

14. The School shall have the right to cancel any booking, whether confirmed or not, without prior notice, if it suspects that any of the above conditions have been broken by the Hirer, or any person organising any function or event, or any conditions printed on this booking form is likely to be broken, by any person attending any function or event, or connected with the function or event in any way.

15. The school accepts no responsibility for loss, damage or theft of personal items on the school grounds.

10th February 2010

Booking Request

Dear

Thank you for your recent enquiry regarding the booking of the hall at Sharmans Cross Junior School.

I have enclosed a formal booking application form, which I would ask that you complete and return to me as soon as possible in order that I can confirm the dates you require are still available.

Should you require additional information or I can be of any further assistance please do not hesitate to contact me.

Yours sincerely

Confirmation of Booking

Dear

Thank you for returning the Letting Application Form.

I can confirm that the dates you require are available and I have reserved the hall for you as follows :

Date[s] Required:

Time:

From:

To:

Cost:

Should you need any additional information please let me know.

Yours sincerely

Information for Users

Solihull Education Service
Sharmans Cross Junior School
Sharmans Cross Road
B91 1PH

Tel. 0121 705 2379

Fax. 0121 705 7542

Email: office@sharmans-cross.solihull.sch.uk

Headteacher: Mark Pratt [07738 177502]

Caretaker: John Payne [076590 505480]

Before the start of your function please familiarise yourself with the location of the following;

1. Emergency Exits
2. Fire Alarms
3. Telephones. To obtain an outside line dial 9 followed by the required number.
4. First Aid box which is located within the medical inspection room located in the main school corridor.
5. Any pre-existing damage to the venue, notifying the school of it's existence.

SHARMANS CROSS JUNIOR SCHOOL

LETTINGS APPLICATION FORM

Letting No:

Note to applicant: Before completing this form, please refer to the attached conditions.

PART 1 APPLICATION DETAILS (To be completed by the applicant. Please type or use ballpoint pen).

Accommodation/ Facilities required:

Purpose of Hire Day(s) of Week Dates required:

From: To:

Times required

From: To:

Name of applicant

Telephone No. (Office Hours).....

Full postal address

.....
Name of organisation

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CRB details [Relevant personnel employed in booking]

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CRB details [Relevant personnel employed in booking]

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CRB details [Relevant personnel employed in booking]

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CRB details [Relevant personnel employed in booking]

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CRB details [Relevant personnel employed in booking]

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Concession applied for: Yes / No

Please state reason:

.....
I personally agree to be responsible for the fees charged in respect of this letting and I will observe the regulations which I have read.

Signature of Applicant

Date

PART 2 APPROVAL DETAILS (to be completed at the establishment concerned)

I recommend that this application is Approved/Not approved

Concessions allowed: Yes / No

Comments:

Signed (Head Teacher)

Date

For WEEKEND USE ONLY complete the following:

Will the Caretaker be required to be on active duty throughout the duration of the letting? Yes/No

Date Caretaker informed:

By:

PART 3 FOR OFFICE USE ONLY

Basis of Charge

Accommodation Equipment Hourly Charge Weekly Charge Yearly Charge VAT
at per hour

Total amount to pay £

Complete appropriate CRB checks

Complete appropriate Insurance checks