



This review:	September 2020
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Next review:	September 2022
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Lettings Policy

This policy is reviewed every 2 years

History of Document

Ref:	026-2020
Author:	S Prickett
Issued:	September 2020
Reviewed by:	
Changes	Updated with Generic Booking Form for other schools
Approved by:	
Next review:	September 2022
Directors:	This document was received and approved by the Full Trust Board 02/09/2020



Introduction

Prior to the letting taking place, this document and the Trust's Policy for Health and Safety should be provided to the hirer who must sign to confirm that they have read, understood and accept the requirement to follow the health and safety policy and to apply appropriate health and safety procedures and precautions to all their activities

Definitions

Hirer	The person or organisation entering into the contract with the Trust
User	Those people making use of the premises hired under a letting agreement between the Trust and the hirer
Steward	person or persons 'supervising' or organising the users

General Conditions

- Lone working procedures need to be in place to cover the person unlocking/locking up and other support activities. Separate guidance on [lone working](#) is available if required.
- The Trust is responsible for the health and safety of all visitors and hirers of the premises. There is an absolute requirement for all hirers and their guests and visitors to follow the trust health and safety policy and to provide a suitable risk assessment to the school at the time of booking. All statutory requirements must be observed and specific requirements complied with.
- Lettings may occur during the hours of darkness. Adequate and sufficient lighting is provided inside and outside the premises to assist with safe access and egress. As the hirer is in control of such lighting, they will be shown where the switches are. Stewards must have torches to assist in the event of an evacuation.
- Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the Trust fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required
- SENDAT Equipment. This can only be used if requested on the initial application form, and if its use is approved by the CEO/Headteacher. Responsible adults must supervise the use of any equipment



which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of SENDAT equipment they are using, and for the equipment's safe and appropriate use.

Car Parking Facilities are available and these may be used by the Hirer and other adults involved in the letting

- Access to the Trust's toilet facilities is included as part of the hire arrangements.
- Details of vehicle and pedestrian entrances and exits, parking facilities, toilets etc. are made known to the users.
- The Trust will accept no responsibility for damage howsoever caused to vehicles and other property while the user is on the academy site. Parking is made available only on the basis that it is at the vehicle owner's risk. The hirer is asked to arrange for users to park in designated areas only.
- The hirer must ensure that only that part of the building actually hired is used and must observe any instructions given by the site supervisor/ member of academy staff concerning the area available.
- Hirers are responsible for signing in and for monitoring persons on site, so that in the event of an emergency, all persons can be accounted for.
- Hirers will be acquainted with the emergency and evacuation procedures (which are on display), including the location of the fire alarms, extinguishers and emergency exits and muster points during a premises familiarisation session in advance of the actual hiring. Once completed the hirer takes responsibility for briefing other users associated with the hiring. They must also carry out their own fire drills. Fire appliances must not be removed or tampered with other than for firefighting purposes. The hirer will ensure that the users' activity is not so loud or otherwise obtrusive as to render the fire alarms ineffective. The hirer is responsible for drawing up specific evacuation plans for any disabled people. Procedures are in place in the event of a fire alarm call point being set off accidentally. Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring. Hirers may legitimately request to see the Trust's fire risk assessment.
- Rooms that are made available to hirers are checked periodically (not less than once per term) to ensure that they are in a suitable condition for the specific activity that any lettings will involve. Records of such inspections are kept. SENDAT is not responsible for the users' activities, but is assured that the activity and the hired room/equipment available are compatible.
- Any precautions required to ensure the users' safety when using equipment are the responsibility of the hirer. All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should not be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.



- The cost of any maintenance or repair work which is necessary because of the hirer's/user's activities will be borne by the hirer.
- It is the responsibility of the hirer to provide first aid equipment and trained personnel.
- Intoxicating Liquor or other substances. No intoxicants shall be brought on to or consumed on the premises.
- Smoking and or Vaping. The whole of SENDAT premises including grounds (car-parks, sports pitches) are non-smoking areas, and smoking/vaping is not permitted.
- The hirer shall not allow so many users into the premises as to exceed the seating and/or dancing capacity of the premises. Even if the stated capacity is not exceeded, the hirer will not use the space provided in such a way as to create conditions of over-crowding or to impede safe and effective escape from the premises in an emergency.
- The hirer shall provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting.
- The CEO/Headteacher reserves the right to have a member of SENDAT staff present throughout the letting and to put a stop to any event that is not properly conducted.
- The hirer is responsible for providing access to a mobile telephone for emergency purposes.
- Hirers must have regard to the national standards of qualification, experience and overall competence of instructors/supervisors/coaches for sporting and other activities.
- The hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the Trust in a clean and satisfactory condition including replacing any furniture that has been moved. Any specialist cleaning or disinfection required as a result of the hirer's/user's activity in the premises will be the sole responsibility of the hirer. If this condition is not adhered to, an additional cost may be charged.

Sub-letting

The Hirer shall not sub-let the premises to another person.

Charges

Hire charges are reviewed annually, a full quotation will be proved on request. The booking form details the current charging rates



Variation of Scales of Charges and Cancellations

The Trust may review charges at any time. A letting may be cancelled due to unforeseen circumstances. As much notice as possible will be given to hirers.

Insurance

It is the responsibility of the hirer to effect suitable public liability and other relevant insurance cover. As a general rule cover up to £5 million is required. Proof of insurance should be provided at the time of booking.

In the event of an incident, fire or near miss

The Trust will ensure that Incident Report forms are made available to the hirer who in turn, must ensure one is completed whenever necessary. The Trust will follow up the report to ensure that it is completed correctly and that an investigation is undertaken. A review of the risk assessment for the activity will be required from the hirer.

Licence

The hirer is responsible for ensuring that any necessary licences required for a particular event have been obtained (such as theatre, performing rights or cinematograph licences).



Booking Form - Priory School

Please post or email back to School Office no later than 2 weeks prior to the course date.

Date required: _____ From: _____ am/pm to _____ am/pm

Conference Room Number of Delegates (Max 30): _____

Course Details: _____

Contact Details:	Invoice Address (if different)
Name: _____	_____
Organisation: _____	_____
Address: _____	_____
_____	_____
Telephone: _____ Ext: _____	_____ Email: _____
_____	_____

Equipment required:

Computer projector Active Whiteboard Flipchart Lap Top

DVD Other Broadband (Please call to discuss)

If the conference presenters or delegates require Internet access from their devices or laptops whilst here, please discuss with Sharon Reynolds on 01284 761934 at least 48 before the conference date **Refreshments**

and Catering:

Tea and coffee during morning: Time: _____ £1.50 per head

Tea and coffee at Lunch: Time: _____ £1.50 per head

Tea and coffee during afternoon: Time: _____ £1.50 per head

Sandwich lunch Time: _____ £5.50 per head

Finger Buffet lunch Time: _____ £6.50 per head *dietary*

} *Please notify us of any requirements*

Public Liability and Accidental Damage Insurance

The hirer confirms that adequate and appropriate insurance cover (up to £5 million is required) is in place for the activity to be carried out (see School Website for Terms and Conditions www.priory.sendat.academy). **N.B Evidence of Insurance is required, please forward with booking form.**

During the course of your letting you may come across a range of confidential information. By signing this agreement you confirm that this will not be shared with any third parties

Signature of Hirer:Date:

For Admin Use Only:



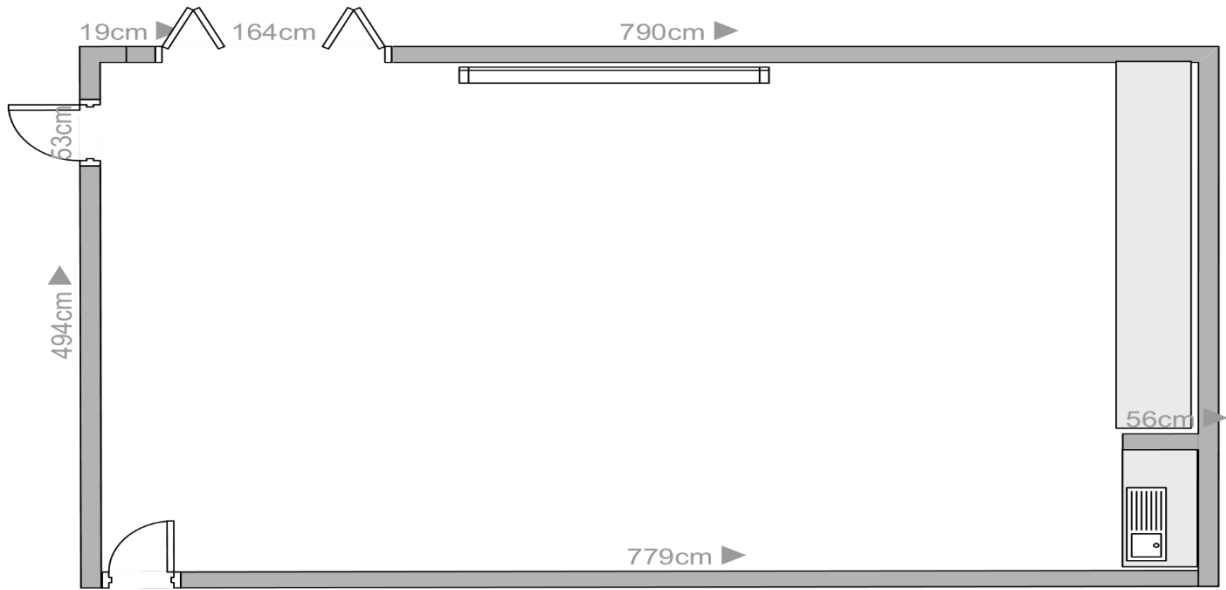
Hire Charge (£30.00 Per Hour):

Catering Charge: Other Additional Charges:

Signature of Authorising Officer:.....

Date:

Room Layout



Please indicate required desk layout

Please inform candidates that under no circumstances must they park at the front of school during school hours. Parking is provided on parking area opposite the centre through Shakers Lane entrance on the left hand side. The school will accept no responsibility for damage howsoever caused to vehicles and other property while the user is on the school site.

Menu Examples

Finger Buffet - £6.50 per head

Sandwich Buffet - £5.50 per head



Selection of sandwiches

Quiche

Pizza

Sausage Rolls

Cheese Straws

2 x Cakes

Bowl of Fruit

Juice

Selection of sandwiches

2 x Cakes

Bowl of Fruit

Juice

Directions

For school...

A14 to Bury St Edmunds

Exit junction 44 (Bury East)

Roundabout exit signed to Moreton Hall

Continue to top of hill passing two roundabouts 1st

exit into Orttewell Rd passing one roundabout At

next roundabout 1st exit into Mount Road.

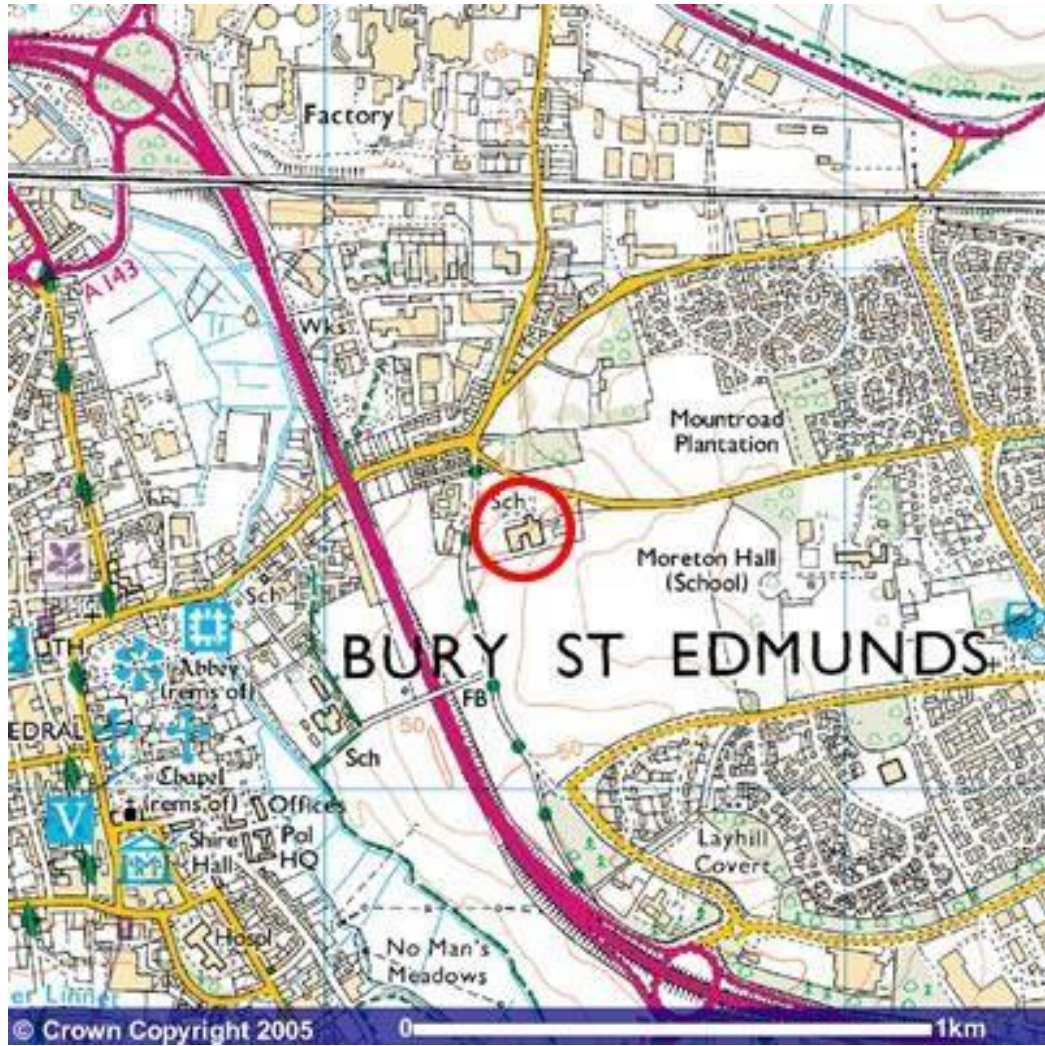
Entrance gates on left at bottom of hill. (Do not use this entrance for Conference Centre)

For Conference Centre...

At bottom of hill turn left into Shakers Lane.

End of lane turn left into Priory School. Priory Skills Centre is on the left and the conference centre is within this building.

Parking is available inside the gates and on the car park opposite Priory Skills Centre. Please use designated parking bays only.





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Course Details: _____

Contact Details:	Invoice Address (if different)
Name: _____	_____
Organisation: _____	_____
Address: _____	_____
_____	_____
Telephone: _____ Ext: _____	Email: _____
_____	_____

Equipment required:

Computer projector Active Whiteboard Flipchart Lap Top

DVD Other Broadband (Please call to discuss)

If the conference presenters or delegates require Internet access from their devices or laptops whilst here, please discuss with Sharon Reeder on 01473 601175 at least 48 before the conference date **Refreshments**

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Tea and coffee during afternoon: Time: _____ £1.50 per head

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Signature of Hirer:Date: