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[www.guillemont.org.uk](http://www.guillemont.org.uk)

### **Lettings Policy**

Policy Reference:	L1
Created by:	Miss B J Cook (Acting Deputy Headteacher)
Responsibility:	Facilities Committee
Reviewed by:	Mr F Newell and Facilities Committee
This Review:	May 2009
Next Review Due:	March 2011
Cycle:	2 Yearly – Policy; Hire Charge reviewed annually
Ratified by Full Governing Body on:	18 <sup>th</sup> May 2009
Signed:	

Mr Gary Stevens

Chairman of Governors

Guillemont Junior School welcomes the extended use of school facilities to out-of-hours school users, community groups and private hirers particularly if school pupils and families benefit.

All users, whether fee paying or free sessions, must complete the appropriate letting form available from the school office in advance of their event or session. A fee structure for community and commercial lettings has been agreed by the Governing Body and is reviewed annually.

### **Acceptance of conditions**

The hiring of accommodation is permitted only on the conditions outlined in the following regulations. Acceptance of the hire agreement is deemed to be acceptance of these conditions.

### **Compliance with conditions**

The hirer (the person or body to whom the hire is granted) shall be responsible for compliance with these conditions.

### **Applications**

Applications for the hire of premises should normally be made at least three weeks in advance. In general, reservations will not be accepted for dates more than twelve months in advance, except for special events such as those needing extensive preparations.

### **Criminal Record Bureau**

The school requests that hirers of the facilities by groups or individuals who work with children have a current CRB certificate. It is also requested that the certificate number is supplied to the school along with the Booking Form.

### **Gymnasium / sports hall**

Only suitable footwear should be worn in the gymnasium. No school games equipment may be used without permission and gymnastic equipment can only be used when an adult with recognised qualifications for the proposed activity is personally supervising at all times. For safety reasons, this condition also applies to other indoor activities with young people. For further guidance the hirer should consult the regulations described in the HCC document 'Safety in Physical Education' available at the school.

### **Catering facilities**

The hirer must agree to the contractual, hygiene and health and safety of the school and to the payment of the deposit 10 days prior to the hire and the payment of the hire charges (single hire use). This is in addition to any separate charges levied by the school for the use of any school facilities used in conjunction with the hire of the catering premises.

### **School equipment**

No use may be made of apparatus such as stage fittings, pianos etc., without specific permission.

### **Fabric and fittings**

The fabric and fittings (including electrical installations) and contents of the premises shall not be interfered with in any way. No treatment shall be given to prepare a floor for dancing and the wearing of stiletto heels is prohibited. Only authorised persons shall use steps or ladders. The hirer shall, at the end of the hire period, leave the accommodation in a reasonable tidy condition, all equipment being returned to the correct place of storage.

### **Storage**

Storage facilities cannot be provided. When hirers are permitted to leave equipment on the premises, they do so entirely at their own risk.

### **Hirer's property**

Furniture and apparatus required may be brought on to the premises at the hirer's own risk. Hirers shall not bring on to the premises, without the prior consent of the Governors, any article of an inflammable or explosive nature, nor any article producing an offensive smell, nor any other substance, apparatus, or article of a dangerous nature.

### **Payment of charges**

All hire charges must be paid within one month of the invoice being issued. This invoice will be issued termly in advance.

The Governors reserve the right, on proper notification, to invoice the hirer for any charges arising from excessive cleaning time incurred as a result of the hirer failing to leave the accommodation in a reasonable condition, or for repair of the premises or equipment damaged by the hirer, or resulting from the hirer failing to vacate the premises by the time stipulated in the hire form.

The hirer shall, if so demanded, pay at the time of booking a refundable deposit to be held by the school against costs unavoidably incurred as the result of insufficient notice of cancellation of booking, any damage caused by the hirer, or additional cleaning required as a result of the premises not being left in a reasonably tidy condition. The proportion of the deposit to be retained will be decided by the Headteacher and their decision will be final. Use of school meals facilities and equipment is subject to County Council conditions and a deposit of £100 is required.

### **Statutory requirements**

All statutory requirements, including those relating to health and safety and public entertainments, must be strictly fulfilled by the hirer. Film, music, dancing (including disco) and stage events must be considered to be public entertainment unless entrance is restricted to those who are bona fide members of the organisation hiring the accommodation (e.g. FOG). For all public entertainment, it is the hirer's responsibility to inform the local Council's Licensing Officer and obtain the appropriate licence. This applies if tickets are to be sold at the door or advertised to the public, but also if tickets are offered to friends and neighbours or even if admission is free and open to all.

No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises unless the hirer has obtained the permission of the society. No copyright material may be delivered or performed unless the consent of the owners of the copyright has been obtained by the hirer.

### **Attendance and behaviour**

The hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approved.

The hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises is vacated. The hirer shall be liable for damage caused by unruly or inappropriate behaviour.

It is the hirer's responsibility to ensure that all those attending are made aware of their responsibilities, and the County Council's and hirer's insurance arrangements.

### **Alcohol**

In no circumstances shall alcoholic drinks be available at any function without prior written consent of the school. Permission will be granted only in exceptional circumstances. Applications must be made in writing at the time the hirer applies for the use of the premises. If permission is granted for alcoholic drinks to be sold it will be the responsibility of the hirer to ensure that an appropriate licence is obtained from the local magistrates' court.

### **Gambling**

The premises may not be used for games of chance, other than bingo, unless specific permission has been granted by the school.

### **Fire precautions**

Hirers shall familiarise themselves with the fire precautions in force on the premises and with the means of escape in the event of a fire. Fire and other exits must be kept clear at all times.

### **Smoking**

Smoking is not allowed inside the building or in the school grounds outside

### **Site Manager**

The Site Manager or Lettings Assistant is instructed by the Headteacher to ensure that the conditions of hire are fully complied with. All reasonable instructions given by the member of staff on duty must therefore be followed.

### **Risk Assessment**

The Site Manager will request a completed Risk Assessment from each hirer to be updated annually

### **Right of access**

The Headteacher and appointed members of staff reserve the right of access to the premises during the letting should this be necessary (see Trespassers Policy).

### **Refusal to Hire**

The Headteacher or her representative reserves the right to suspend or withdraw use of the school by an individual group with immediate effect on the following grounds:

- causing intentional damage to the school, its equipment or any personal belongings of other users
- violent, threatening or abusive behaviour to a member of staff or other users
- theft of any property belonging to the school or other users
- disruptive behaviour which is interfering with the activities of others
- behaviour which puts at risk the health, safety or well-being of others
- behaviour which is deemed to be offensive and/or results in complaints from users
- refusal to follow reasonable directions from the Site Manager or other members of the school's staff
- non-payment of school invoices
- any other behaviour which is considered inappropriate to the smooth and efficient operation of the school, or against the interests of all users.

No compensation shall be payable by reason of such a decision.

### **Cancellation**

Apart from exceptional circumstances, at least two weeks' notice will be given to the hirer should it become necessary to cancel or postpone a letting.

### **Cancellation by the hirer**

The hirer must give at least two weeks' notice of cancellation to the school. If any shorter period of notice is given, the school reserves the right to pass on to the hirer any costs unavoidably incurred or to impose a cancellation charge.

Guillemont Junior School - Governors' Policy Document

GUILLEMONT JUNIOR SCHOOL - LETTINGS DETAILS 2008/9/10

DAY	LETTING	TIMES	LEADER / ORGANISATION	Support to Community	CHARGED COST PER HOUR	WAGES / COST TO SCHOOL
Ongoing	ASC Term time only	8.00am - 8.30am 3.30pm - 5.30pm	Mrs W Baker leader	Parent/Child and Feeder schools	Not charged	
Ongoing	Nursery	8am - 5pm Term time only + days	The Orchard Nursery	Staff members Parents	Annual Payment in two instalments April and October £3800.00 per annum Index linked	Cleaning, electric
Monday	Karate	5.00pm - 6pm	Mr D Bishop	Community	£12.00 + VAT	W Baker Cover ½ hour £8.51ph
	Knit and Natter	3.30pm - 4.30pm	K Fuller	Community	No Charge	
Tuesday	SCAMPS (Percussion)	3.40pm - 5.20pm	Mr M White	Guillemont	£8 per hour after normal school hours	
	Tennis (possibly in summer)	3.30pm - 4.30pm in day light times	Mr R Williams	Community	No Charge - all Guillemont (donation given)	
Wednesday	SCAMPS (Guitar) G'mont	3.20pm - 5.15pm	C Tottman	Community	£8 per hour after normal school hours	
	Karate	6.15pm - 7.15pm	Mr D Bishop	Community	£18.00 + VAT	D Horne Cover 1 ½ hour £6.85ph
	Tennis	7.30am - 8.30am	M Irvine	Community	No Charge - all Guillemont (donation given)	
Thursday	Gym	6.15pm - 7.15pm	Ria Cousins	Community	£12.00 + VAT	D Horne Cover 1 ½ hour £6.85ph
Friday	SCAMPS (Guitar) G'mont	12.00pm - 13.20pm	Mr S Wilkinson	Community	Not Charged	
	French	3.30pm - 4.30pm	Mrs S Turner	Community	£8.00	
Saturday	Tennis	10.00am - 11.00am	M Irvine	Community	No Charge - all Guillemont (donation given)	
Occasional Lets	ICT group, various training courses/schools				Hourly rate as decided	
	Polling	May	Local Council	Community	One off fee as agreed.	