

Gillingham Primary School



Conditions of Hire (Lettings Policy)

Revisions/Amendments

Date: 02.11.10 Name: Premises Committee

Date: 09/11/11 Name: Finance Committee

Date: Name:

GILLINGHAM PRIMARY SCHOOL

Safeguarding

Everyone at Gillingham Primary School is committed to ensuring the safeguarding of all children and adults. Our Safeguarding Policy and information regarding Child Protection Procedures is available on our website or from the school office.

CONDITIONS FOR THE HIRE OF EDUCATIONAL ESTABLISHMENTS

The Hirer shall be the person making the application for a letting and such person will be responsible for payment of all fees or other sums due in respect of the letting to the Hirer and for the observance of regulations imposed by the Local Education Authority or their lawfully appointed agent.

Damage, Loss or Injury

The Hirer shall effect Third Party (Public Liability) Insurance within a minimum indemnity limit of five million pounds for any one occurrence to cover its legal liabilities for accidents resulting in injuries to persons, including participants in the hiring activity, and/or loss of or damage to property, including the hired premises, arising out of the letting of educational premises.

The Education Authority/School will not be responsible for any injury to persons or damage to property arising out of the letting of educational premises unless such injury or damage results from the negligence or breach of statutory duty on the part of the Educational Authority/School.

Protection of Premises and Movable Property

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decoration of any kind necessitating the driving of nails or screws into fixtures forming part of the school fabric will be permitted. In the event of any damage to premises or property the Authority shall make it good and the Hirer shall pay the cost of such reparation.

Public Safety

The Hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways, passages and exits. Maximum for fire limit is 150 people.

The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct.

Copyright or Performing Rights

The Hirer shall not, during the occupancy of premises, infringe any subsisting copyright or performing right, and shall indemnify Dorset County Council against all sums of money which the County Council may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

Sub-Letting

The Hirer shall not sub-let to another person.

Intoxicating Liquor

No intoxicants shall be brought on to or consumed on the premises without the prior approval of the County Education Officer or Governing Body. A temporary Events Licence must be applied for at least one calendar month prior to the event.

Smoking

Smoking is not permitted on the premises.

Dancing

Use of materials for preparing floors for dancing is prohibited.

Vacation of Premises

The Hirer shall ensure that premises are vacated promptly at the end of the letting.

Variation of Scales of Charges and Cancellations

The Hirer acknowledges that the charges given overleaf may be increased in accordance with rates from time to time agreed by the Authority or where appropriate by the Governors of the School, or that the letting may be cancelled provided that in each circumstance at least 28 days notice either way is given.