

Lettings Policy

**Laureate Community Academy Letting Policy**

# Hire Details

A member of staff will open the building at your arrival time and lock up at the end. The area of the school you have requested to for hire is the Main Hall. Hire is subject to a member of staff being available to lock/unlock.

# Hire charges – please see the separate charges sheet for details.

Long term charges can be negotiated at the time of booking. Use of equipment included in the hire charge:

Overhead projector and screen – Main Hall

Chairs Tables Water jugs Cups

Refreshments such as tea, coffee and biscuits can be provided at a charge of £5.00 per month, please discuss your requirements with the School Operations Manager.

**Laureate Community Academy School Lettings Policy Conditions for Regular and Single Users:**

1. **HIRE ADMINISTRATION**

**Booking Forms**

All applications for the hire and use of the School must be made with the School Operations Manager and by completing a booking request form.

# Booking Times

Times must be strictly adhered to. If you leave early you must make the necessary security arrangements. Never leave the building unattended, always hand over to another user or the caretaker/School Operations Manager. If your group is not coming in please give at least 24 hours notice to the School Operations Manager otherwise you will be charged. If you wish to change your regular hours please contact the School Operations Manager.

# Hire Charges

Hire charges may be increased with 28 days notification to meet rising costs. Long term users will be invoiced each term, payable by cheque sent directly to the school office. Single users will be invoiced at the time of booking and payment must be made immediately. Charges are made from the time access is required for preparation until the area is cleared after use. Failure to pay could result in the cancellation of bookings.

# Cancellation

The hirer will be required to give notice of half a term to cancel the use of any rooms used by them on a weekly basis. If you need to cancel a single use hire you must notify us at least 48 hours in advance in order to receive a full refund. Late cancellations and ‘no show’ will receive no refund.

The Headteacher and Governing Body reserve the right to cancel any booking in the event of unforeseen circumstances.

# Contact Person

Please let us know if your organiser or contact person changes so that we can keep our records up to date.

# Parking

The school car park is available for users. Users of the site park at their own risk.

# Block Bookings

Enquiries for regular use will be referred to the School Operations Manager to assess requirements and availability. Block bookings will be renewed annually to ensure use of the premises is in line with priorities for the local area. Groups will be involved with this as required.

# HEALTH AND SAFETY

**Safety and Evacuation Procedures**

Particular attention is drawn to the need to observe safety regulations. Please read the notices displayed on the walls around school and do not block or lock any fire exits. Familiarise yourself with procedures and the location of fire appliances and exits. Fire drills will be undertaken from time to time. Please evacuate the building whenever the alarm sounds and assemble on the main playing field and call 999.

A copy of the fire evacuation plan will be provided when the booking is confirmed.

# Security

Never leave the building unattended. There must be a hand-over to another group, caretaker, member of school staff or School Operations Manager. Please advise all members of your group that they must look after personal property. The school cannot be held responsible for any loss or damage to property or accidents occurring during the occupation of the premises. Please turn all lights off if you are the last group to use an area.

# Electrical Appliances

All electrical appliances on site must have a safety certificate. If groups use any of their own electrical equipment, please inform the School Operations Manager.

# First Aid

Group should have their own first aid supplies. Please make sure that all group members are aware of this and have access to a mobile phone. The nearest public telephone box is on Exning Road approximately half way between the school and the traffic lights.

# Accidents

All accidents must be reported to the school office within 24 hours and appropriate documents should be completed.

# Insurance

Groups should have their own insurance to cover public liability, equipment and damage as appropriate; along with any necessary licences. Proof of insurance cover will be required before a booking is confirmed.

# Smoking

Smoking is not permitted in the School or grounds. Any group contravening this will not be permitted to use the school again.

# USE OF THE PREMISES

**Equipment**

School equipment other than the items previously mentioned cannot be used, borrowed or hired. Hirers use their own equipment on site at their own risk.

# Storage

There is no storage on site.

# Damage

Any damage discovered or caused by your group must be reported to the school office within 24 hours and groups will be charged for repair or replacement

# Cleanliness

Cleanliness is essential. Each group is responsible for cleaning up any mess after their session.

**All lettings are subject to approval.**