

**St Thomas à Becket Church of England Federation**

**Blackboys C.E. School**  
School Lane  
Blackboys  
Uckfield  
East Sussex  
TN22 5LL



**Framfield C.E. School**  
The Street  
Framfield  
Uckfield  
East Sussex  
TN22 5NR

ADOPTED 12 FEBRUARY 2020

REVIEW JANUARY 2021

# Lettings Policy

*Our Vision is to raise the aspiration of all pupils to “Be the Very Best they can Be”, through providing an engaging and Christian environment alongside an exciting broad and balanced curriculum striving to develop the skills, attitudes and Christian values of the whole Federation Community to face the new challenges of the 21<sup>st</sup> century with confidence.*

Our Christian ethos, vision and values underpin all we do.

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## **Introduction**

This Policy sets out the conditions that govern the letting of premises by St Thomas à Becket Church of England Federation (which is referred to as the Federation in the rest of this document).

## **General Conditions**

If a school within the Federation is let, the Headteacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept. Copies of hiring agreements are held by the Federation school office.

The Federation will maintain the premises being let in a safe condition and communicate any unsafe conditions or hazards with the hirer. It is the responsibility of the hirer to ensure there is adequate first aid arrangements in place and to report any hazards/defects or incidents involving the premises/any leased equipment following the Federation's hazard/incident reporting procedures.

Applications for the use of Federation premises must be made to the relevant Federation Headteacher and responsibility for their approval rests with the Governors. The person signing the application will be deemed to be the Hirer, and must accept responsibility for ensuring compliance with these conditions.

Hirers will be notified by the Federation, at the time the application is approved, of the current charge. The Federation reserves the right to alter letting charges after lettings have been agreed, and Hirers will be notified of any increased charges.

Accounts will be issued by the Federation at the time of booking of an occasional or short term letting, or periodically in the case of a regular long term letting. The Hirer must undertake to settle the account(s) within seven days of the account after which time interest will be charged at the current rate.

All bookings are regarded as provisional until official confirmation is sent to the Hirer by the Federation. The Federation reserves the right to cancel any letting of the accommodation if required for urgent official or academic business. In these circumstances, the Hirer will be reimbursed their hiring fee.

Any intention on the part of the Hirer to cancel a letting must be notified to the relevant Federation Headteacher at least 48 hours before the letting is due to take place. In the event of the Hirer failing to give 48 hours' notice, an account may be issued in respect of any expenses incurred by the Federation in connection with the cancelled letting.

No structural alterations to Federation premises, fixtures or fittings will be permitted and notices must be fixed only to the boards provided.

- (a) The hirer is responsible for providing supervision during the course of the letting and must satisfy the relevant Federation Headteacher that the arrangements being made are adequate.

- (b) The Hirer or their accredited representative must be in attendance at all times and must indemnify the Federation for any damage caused to the Federation grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the letting. Every precaution must be taken to avoid such damage and the Hirer will be required to meet the cost of making good any damage, however caused.

**Hirers must arrange their own insurance for:**

- (a) personal accidents;
- (b) third party claims;
- (c) any loss or damage to the Federation's grounds, playing field, buildings, fixtures, fittings, furniture and equipment resulting from the letting;
- (d) and the Federation is entitled to see the Policy of Insurance.

If it is intended to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public are to be admitted. Hirers are advised to consult the relevant Federation Headteacher in advance to ensure that the Federation's premises are adequately licenced for the purpose before submitting a firm application.

Footwear which is likely to cause damage to the Federations floors must not be worn. French chalk or its equivalent must not be put down when the hall is used for dancing.

Members of the public must not be admitted to the Federations premises after 10.00pm.

Alcoholic liquor must not be sold or consumed on the Federations premises unless the relevant Federation Headteacher or the Governors have given specific approval. If approval is given to the sale or consumption of alcoholic liquor, the responsibility for obtaining the necessary licence rests upon the Hirer. A copy of the license must be given to the relevant Federation Headteacher or the Governors at the time of hire.

School premises must be left clean and tidy after use.

All items, possessions and belongings of the Hirer and members of the public attending the event are to be removed. The Federation shall not be responsible for any items, possessions, belongings etc. left on the Federation's premises and reserves the right to dispose of any items, possessions, belongings etc. left at the Federations premises without notice.

Smoking is not permitted in the School premises.

Ball games are not to be played indoors.

## **Additional Conditions Governing the Letting of the Federations Kitchens or Sculleries.**

Hirers will normally be expected to provide their own cutlery, crockery and condiments.

Kitchens or sculleries, all equipment and sinks must be left clean and tidy after use.

No animals are allowed within the Federation premises with the exception of helping dogs.

No vehicles are to be parked within the Federation premises except by prior written agreement from the relevant Federation Headteacher.

The Hirer must ensure the event does not cause a nuisance, annoyance or any loss or damage to the owners/occupiers of neighbouring property. The Federation reserve the right to cancel the event within the event that nuisance, annoyance, loss or damage is caused to the owner/occupier of neighbouring property.

The Hirer must ensure members of the public attending the event take care when parking vehicles on the public highway not to cause obstruction or loss or damage to the public highway or to neighbouring property.

The Federation reserves the right to cancel the letting at any time by giving to the Hirer at least 5 days' notice except in the case of emergency.

The Hirer will immediately after the letting return to the Federation any keys, etc. used to gain access to any part of the Federation's premises.

### **Fire Precautions to be taken by the Hirer**

The Hirer, or a responsible person nominated by them in writing, shall be in charge of and be upon the hired part of the premises during the whole time the premises are open to the public and there shall be during that time a sufficient staff of competent attendants on duty at the premises. The person in charge shall not be engaged in any duties which will prevent him from exercising general supervision of the premises.

THE HIRER SHALL ASCERTAIN AND COMPLY WITH ANY SPECIAL FIRE PRECAUTIONS REQUIREMENTS CONTAINED IN MUSIC, SINGING AND DANCING, THEATRES, OR ANY OTHER LICENCES APPROPRIATE TO THEIR INTENDED USE OF THE PREMISES.

The seating accommodation, gangway, passages and stairways in the hired section of the premises shall be provided as approved by the Chief Officer of the East Sussex Fire Brigade, acting on behalf of the Hiring Authority.

All gangways, corridors, staircases and external passageways intended for exit shall be kept entirely free from obstruction and shall not be used as cloakrooms.

All exit doors shall be available for exit during the whole time that the public are on the premises, and shall be opened at the end of the function for the use of the persons present at the function.

Doors and openings, other than exits, in sight of the audience, which lead to portions of the premises accessible to the public, shall have notices placed over them indicating the uses of such portions. Doors and openings leading to portions of the premises not accessible to the public shall have notices placed over them indicating 'No thoroughfare'.

Mats or other floor coverings shall be secured to prevent rucking, and any drapes over the exit doors or exits shall be hung to prevent them trailing on the floor.

Inflammable materials shall not be used for the decoration of the premises unless such materials have been rendered flame retardant and are maintained in that condition.

All electric fires, stoves, and open fireplaces in the premises shall be provided with adequate protective guards.

Temporary electrical installations which are necessary for any particular function must comply with the following conditions:

- (a) All temporary electrical installations shall comply fully with the applicable recommendations and requirements of the current edition (with amendments) of the following:
  - (i) The Institute of Electrical Engineers Regulations for the electrical equipment of buildings.
  - (ii) The British Standard Specification and Codes of Practice.
  - (iii) The Electricity Supply Regulations and shall only be installed by a qualified electrician.

No temporary wiring shall be connected to circuits or fuse boards feeding the main auditorium lighting.

- (b) Temporary wiring shall be carried out using PVC insulated sheathed cable to CMA manufacture, and switchgear and apparatus of a voltage rating not less than the maximum r.m.s. voltage difference, which can normally develop under fault conditions.

All additional stage lighting equipment that may be required shall be kept entirely separate from the existing installation, portable dimmer units being provided where required; no extensions shall be permitted from the existing dimmer equipment.

- c) The use of candles is not permitted.
- d) Smoke making machines are not permitted.

The Hirer shall ascertain the position of telephones, first aid equipment, escape routes, fire alarm systems and firefighting equipment which shall be in the charge of a suitable person specially nominated for the purpose, who shall ensure that the appliances and equipment are always available for use. In the case of stage performances and exhibitions the local Fire Office shall be consulted as to whether any special firefighting equipment should be provided.

Thorough checks should be made by the Hirer at the end of the letting to ensure that no smouldering fires are left burning and that all doors and windows are properly secured.

If there is any doubt about the application of any of the above conditions, the advice of the relevant Federation Headteacher should be sought.

### **Review**

This policy will be reviewed as it is deemed appropriate, but no less frequently than annually. The policy review will be undertaken by the Federation's Headteachers and the Governing Body's Policies Working Party.

**St Thomas à Becket Church of England Federation**  
**Application to Hire Facilities at a Federation School**

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**SCHOOL:**

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**HIRING ORGANISATION including name and address of person responsible:**

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**PURPOSE OF HIRING:**

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**DATES AND DAYS REQUIRED:**

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**ACTUAL TIMES REQUIRED (to include preparation time and time for cleaning afterwards):**

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**MAIN FACILITIES/ROOMS REQUIRED:**

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**WILL ANY OTHER FACILITIES BE REQUIRED: e.g. stage lighting/ piano/ specialist equipment?**

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**DECLARATION OF HIRER:**

I acknowledge that I have received a copy of the conditions governing this letting and understand them. I agree to abide by them and to pay the sum due before the letting takes place. I agree to pay for the reinstatement following any damage to property caused as a result of this letting.

Date \_\_\_\_\_ Signature \_\_\_\_\_

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**TO BE COMPLETED BY THE SCHOOL**

This Hiring has been approved for, and on behalf of, the School.

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Federation Headteacher