

Elmlea Schools' Trust

Lettings Policy and Regulations

Document History Record of recent Policy changes

Date	Version	Author/Owner	Change	Origin of Change e.g. TU request, change in legislation
March 2020	1.0	Clare Sanders	EST New Policy	EJS Policy originally published October 2017
November 2020	1.0	Andrea Bizley		Correction – Amendment to room charge details and para 23.

Trustees 'Committee	Operations
Statutory/Non Statutory	Non Statutory
Policy Adopted	May 2020/ Reviewed November 2020
Review cycle	Policy and Regulations (3 Yearly) Charges (Annually)
Review date	Policy and Regulations – Summer 2023 Charges – Summer 2021

Lettings of School Premises Policy and Regulations

Rational and Aims of the Policy

1. The Board of Trustees have full responsibility for the use of the Trust's premises during the school day and outside normal school hours.
2. This includes the letting of Trust premises to outside bodies and the control of all income and expenditure associated with such activities.
3. The Trust positively welcomes the contribution that well run, voluntary groups which organise community based activities are able to make and encourages such ventures through the use of lettings.
4. The letting of Trust premises shall not detract from the primary objective of the schools within the Trust as educational establishments. Although providing a vital link with the community and other organisations, the letting shall be organised so that there is no disruption to the delivery of the curricula and at no cost to the Trust, schools or their pupils' education.
5. The Trust's policy is to encourage the use of school facilities i.e. buildings and playing fields by the pupils, parents, the community and organisations ranging from sports clubs to senior citizens' clubs, local businesses.
6. The income received from the letting of the premises will be used to assist the schools within the Trust to enhance and enrich the education and working environment of the pupils.

Equal Opportunities

7. The Trust considers the facilities to be a vital resource for the local communities and individuals and groups who wish to make appropriate use of them and are able to do so wherever this is reasonably possible.
8. The Trust positively encourages individuals or groups who wish to make reasonable use of the facilities, regardless of their race, gender, disability, sexuality or religion.
9. The Trust will not consider applications for letting from people under 21 years of age. The hirer will accept responsibility for being on the premises, being in charge of the premises let and for ensuring that all conditions of the letting agreement are observed, particularly those relating to management and supervision of the premises.

Categories of Users

Statutory Users

10. Where it is established by statute that Trust/school premises may not be used then other priorities must stand aside. This does not preclude the Board of Trustees from setting a realistic letting charge to cover their costs. Statutory usage will be:
 - a) Use of premises for polling stations or political meetings when an election (local or parliamentary) has been declared;
 - b) Official meetings of the Parish or Parochial Councils;
 - c) Any other statutory purpose, which may arise

Designated Users

11. The designated user group is likely to be the largest to use the premises. The Board of Trustees reserves the right to set charges at cost recovery and not at a level that would deter such user.

Within this category, priority booking shall be given for extended use as follows:

- (a) within the Trust: the school's own activity including
 - Meetings – Trustees, Local Governor, staff or the School Parents' Associations
 - Activities – school and curriculum activities (e.g. concerts, plays etc.)
 - Fund raising activities for School funds;
 - Community Trust linked to the Trust and/or school;
- (b) extended School activities: for example extra curricula activities and clubs, community education or training events, approved childcare activities, non-profit making sport and interest courses and clubs (where applicable).

Private users

- 12. Those that are not defined as statutory or designated users are defined by the Board of Trustees as private users.

Regulations for the letting of Trust and School premises

- 13. All lettings of the facilities will be in accordance with the adopted regulations for the lettings of Trust premises, the details of which form part of this document.
- 14. The Policy and the regulations for the letting of Trust premises will be sent to all enquirers and be posted on the Trust and school's websites.

Guidelines on charging

- 15. The Board of Trustees have set of charges for lettings based on the following guidelines: the Policy is to set charges to bring additional income to the Trust schools taking account of Best Value, including elements such as insurance cover, heating and lighting, cleaning, staff overtime, fair wear and tear and any items subject to VAT.
- 16. Details of the charges are available in the appendices of this document.
- 17. The Board of Trustees will review the charges for letting annually and reserve the right to review the charges at any time.
- 18. Decisions to waive or reduce lettings fees are delegated to the Director of Finance and Operations.
- 19. The Board of Trustees will give a minimum of 30 days' notice of any increase in charges for letting.
- 20. For one off/occasional lettings a £50 refundable deposit will be taken for any damage caused to the premises or equipment.

Administration of the Regulations

- 21. While full responsibility for all lettings is with the Trustees, the day-to-day management and administration is undertaken by the Director of Finance and Operations.
- 22. The Board of Trustees reserves the right to withhold permission to let any part of the school. The right to make this decision will be delegated to the Director of Finance and Operations. In the case of dispute, the Board of Trustees decision is final.

23. The Board of Trustees reserves the right to refuse to let the premises to any group or individual for purposes that are inconsistent with the ethos of the Trust, this decision may be delegated to the Director of Finance and Operations. In the case of dispute, this would be referred to the Board of Trustees.

APPENDIX 1

Regulations for the Lettings of the Elmlea Schools' Trust Facilities

General

These Regulations apply to the letting of all premises forming part of and maintained by the Elmlea Schools' Trust Board of Trustees.

Where use of the school facilities is required by Act of Parliament these Regulations apply only to the extent that they are not inconsistent with the provision of the Act concerned.

Definitions

The school: that the person letting the premises applies to and wishes to use their facilities.

The Board of Trustees: the Governing Body of the Trust.

Facilities: the premises or grounds hired for the function as described on the letting form.

Function: the purpose for which the premises have been hired as stated on the letting form.

The Hirer: the person letting the premises. When an individual signs on behalf of an organisation, they shall be jointly and severally responsible with the organisation for the hire charge and any other associated costs incurred by the Trust school as a result of a breach of these regulations.

The Letting Form: the form provided by Elmlea Schools' Trust for the letting of premises

Procedure

1. All prospective Hirers must complete the Lettings Form. Failure to do so will result in the letting not being approved and access to the premises being denied
2. The Hirer must personally sign the Lettings Form and not assign or sublet the Premises.
3. In signing the Lettings Form, the Hirer confirms they have read the Regulations, agreed to abide by them and accept responsibility for use of the Premises and the conduct of those attending at the Premises.

Applications for Letting of Premises

4. The Lettings Form must be received by the Trust that the hirer wishes to use at least 21 days before the proposed date of use.
5. Where the proposed date falls within the School holidays, the Lettings Form must be received at least 21 days before the end of term.
6. Applications will only be accepted for a maximum period of one year between the first day of September of one year and the last day of August of the following year.

7. When giving details of the length of time the Premises are required the Hirer must state the access and exit times, allowing for any preparatory and clearing up time. The minimum period and charge of hire will usually be 2 hours. The hirer should have due respect for lettings that may precede or follow. The Hirer can only use the Premises during the time stated on the Lettings Form.

Risk assessments

8. The Hirer must provide risk assessments to the Lettings Administrator not less than 10 days before the hire of the Premises.
9. The Hirer shall carry out all risk assessments necessary for the purposes for which the Premises are let.
10. If the Hirer is not competent in carrying out any risk assessment, the Hirer must seek support/advice from the Director of Finance and Operations.

Payment

11. A 10% non-returnable deposit is payable and must be submitted with the Lettings Form, for regular lettings this may be waived.
12. A £50 refundable deposit is payable for one off/occasional lettings to cover any possible damage cause during the use of the premises.
13. All charges must be paid as follows:
 - (a) for regular lettings on terms to be agreed but in any event on or before the first letting;
 - (b) for casual lettings payment must be received a minimum of 14 days before the proposed date of use;
14. Any application made for hire of the Premises within 14 days of the hire date, the hire charge must be paid in full before the booking is accepted.
15. All payments must be made payable to Elmlea Schools' Trust.

Insurance

16. It is the responsibility of the Hirer to effect all insurance required to cover their liabilities and to obtain public liability insurance cover of £5 million for their use of the school premises. A copy of the insurance certificate must be provided to the Trust with the lettings booking form.
17. The Hirer must produce evidence of insurance to the Trust before the letting commences and before written approval is given. A copy of the relevant insurance certificate will be retained on file.

Charges

18. The Board of Trustees will review annually applications for charges for regular lettings.
19. Charges will be made at the rates determined by the Board of Trustees and shall be liable to change without notice to the Hirer.

20. In the event of an incorrect charge being quoted, the Board of Trustees reserves the right to charge the correct rate.
21. The Board of Trustees reserves the right to vary or waive the requirements of the regulations on charges.
22. Where applicable VAT will be charged at the current rate in addition to the letting fee.

Approval/refusal of lettings

23. The Board of Trustees reserves the right to refuse to let to unsuitable hirers.
24. The Board of Trustees will not display political favour considering applications from political parties.
25. All lettings (including any variation in the terms of the lettings) shall not be approved or charge confirmed until approval or confirmation is given in writing by the Trust.
26. The Board of Trustees reserves the right to refuse any application, or at any time, any agreement for hire made in consequence of any application. The Trust is not obliged to give a reason of such refusal or termination. Any fees paid will be refunded or an alternative date offered, except in the case of misconduct.
27. The Premises must not be used without a current written lettings approval. Any person who uses all or part of the facilities or the Trust schools without authorisation will be charged at the appropriate rate and may be refused permission to use the Trust facilities in the future.

Cancellation

28. The Trust reserves the right to cancel a booking, and will endeavour, where possible, to provide a minimum of 21 days written notice of cancellation.
29. The Hirer shall give the school a minimum of 21 days written notice of a cancellation.
30. Where a cancellation is made at any time within 21 days of the hire date the full hire charge will become due and payable by the Hirer.

Special Conditions

31. The Board of Trustees reserves the right to impose Special Conditions in respect of any letting, series of lettings or class of lettings to protect the School or Trust employees. The Special Conditions will be notified in writing to Hirers before giving written approval and before any deposit is paid.
32. Special Conditions may include any requirement considered by or on behalf of the Board of Trustees to be desirable, including exclusion or admission of any person, persons or class of person or of any animal, animals or equipment, the giving of bonds or the effecting insurance.
33. Where facilities booked by the Hirer prove not to be available during the letting, the Board of Trustees will consider applications for ex gratia refunds of a proportionate part of the letting charge, providing that no refund shall be given for facilities not included in the letting charge.

Legal Requirements

34. The Hirer shall ensure that any activities for children under 8 years of age comply with the Children Act 2004 and that only fit persons who have passed the appropriate Disclosure Barring Service checks have access to the children. Checks also apply where children and young people under 19 years of age and vulnerable adults are taking part in activities. The Board of Trustees retain the right to request written confirmation that the Hirer and associate persons hold a current DBS check where appropriate. The Hirer must provide a copy of the DBS check and Child Protection Policy relating to their Function on request.
35. The Hirer must comply with the Trust's Health and Safety Policy a copy of which is available on the Elmlea Schools' Trust website.
36. If a licence in respect of all activity in the Premises is required, the Hirer must ensure they hold the relevant licence(s).
37. The Hirer must comply with the legal requirements concerning consumption of intoxicating liquor, music singing and dancing licences, theatre licences and copyright.
38. Where a licensed bar is used during a Function, the Hirer must ensure that the correct licence is obtained and approved by the relevant authority. Pre-approval must be sought from the Trust prior to submitting the licence application. The conditions attaching to any licence relating to a Function must be observed.
39. The Hirer must ensure that in relation to the Premises, nothing is done in contravention of the law relating to gaming, betting and lotteries and be responsible for observance of the requirements of the relevant legislation.
40. Clubs that are using the premises on a regular basis, must provide the Trust with details of the regular club supervisors enhanced DBS checks. If this is not already in place the hirer must pay for a DBS application to be made through the Trust.
41. The Hirer must comply with any legislation in force at the time of the letting. The Hirer shall comply with section 12 of the Children and Young Persons Act 1933, as amended by the Licensing Act 2003. That is to say where any play or entertainment is provided at which the majority of persons attending are children, if the number exceeds 100, it shall be the duty of the Hirer to station and keep stationed wherever necessary, a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or any other persons being admitted to the Premises or to any part of it than can be safely accommodated there and to control the movement of the children and other persons admitted whilst entering and leaving the Premises and to take all reasonable precautions of the safety of the children.
42. The Hirer will to the best of their endeavours ensure the requirements of the Equalities Act 2010 be observed at all times throughout the lettings.
43. The Hirer is specifically forbidden to use or to allow the use of the Premises or any part of the Trust schools for any illegal or immoral purposes and shall not carry on any activities so as to cause a nuisance or annoyance for other users of the Premises or neighbouring or adjoining Premises.
44. A no smoking policy applies at all times in all parts of the Trust schools' premises including the grounds and car parks. The Hirer must ensure that all users of the Premises comply with this policy.
45. No person under the age of 21 is entitled to hire the Premises.
46. No animals/dogs are allowed on the premises including the grounds and car park.

Electrical Appliance Safety

47. The Hirer should ensure that any electrical appliances brought by them onto the Premises shall be safe and in good working order. The Hirer must hold a current PAT Certificate and provide a copy of that Certificate prior to the letting.
48. Any electrical appliances used by the Hirer are to be used in a safe manner in accordance with the Electricity at Work Regulations 1989.

Health & Safety

49. The Hirer must ensure they know the position of the fire extinguishers and emergency exits in the Premises, or the nearest available fire extinguishers and emergency exits.
50. Before the start of the letting the Hirer must check the following items:
 - (a) All fire exits and see they are unlocked and all escape routes are free of obstruction;
 - (b) That fire doors are not wedged open;
 - (c) Exit signs are illuminated;
 - (d) That no obvious fire hazards are present.
51. All means of exit from the Premises must be kept free from obstruction. Fire safety appliances must not be removed or tampered with in any way.
52. The emergency lighting supply and illuminated exit signs must not be tampered with in any way.

Outbreak of fire

53. The fire brigade must be called to any outbreak of fire, however small. Details of any outbreak must be given to the Trust schools Site Manager or Director of Finance and Operations as soon as possible.
54. Hirers must have access to a mobile telephone.
55. The Hirer is responsible for the safety of those persons attending the Function and will ensure that in the event of a fire or emergency the procedures set out below are applied.

Fire and Emergency Procedures

56. Any person discovering a fire should raise the alarm by using the nearest call point.
57. If the alarm is raised within the Premises or any other part of the School is in use the following procedures will apply:
 - (a) All staff and visitors must leave the building immediately using the nearest fire exit door. The last person is to close the doors behind them if possible;
 - (b) Do not stop to collect personal belongings;
 - (c) Do not use the lift;
 - (d) Follow the green and white exit sign and make your way to the designated assembly point;

- (e) A member of staff or, if not present, the Hirer to telephone 999 and notify the emergency services;
- (f) Nobody to re-enter the building until authorised to do so by the fire authority;

58. Fire action notices detailing the above procedure are located throughout the Trust schools.

Condition of Premises

59. Whilst the Board of Trustees gives no guarantee as to the fitness, suitability or condition of the Premises at the commencement of the letting, all reasonable efforts will be made to see that the Premises are in a reasonable condition.

Damage loss or accident

60. The Trust shall not be liable for loss due to break down of machinery, failure of supply of electricity or gas, leakage of water, fire, government restriction or act of God that may cause the Premises to close or the hire to be interrupted or cancelled.

61. The Trust shall not accept any responsibility for the loss of or damage to any car or other vehicle which is brought or left on the Trust schools' premises.

Supervision

62. The Hirer must ensure that at least one responsible adult (and where appropriate sufficient responsible adults) is present and able to supervise at all times during the letting.

63. The Hirer accepts responsibility for being in charge of the Premises at all times when members of the public are present.

64. The Hirer is responsible for ensuring that all the regulations governing the letting agreement are met including in particular those relating to management of the Premises and supervision of all present.

65. The Hirer shall at all times maintain good order and shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the Premises.

66. The Hirer is responsible for ensuring that no one shall trespass on any part of the Trust schools not covered by the letting agreement. Should any trespasser activate the security system the Hirer shall pay any charge levied on the Trust and/or school.

67. All instructions given to the Hirer about parking vehicles must be observed.

68. Parking is prohibited on the concrete paths, service roads or grass areas of the school.

69. The car park is not available to hirers unless a specific arrangement is in place. Hirers must ensure that all associated users are aware that the car park is not available.

70. No cars are to be driven on to playing fields or grass areas. Failure to comply with this regulation will result in an immediate warning.

71. The Hirer must ensure that cycles are not ridden on footpaths or on grassed areas around the Schools.
72. Admissions to dances, concerts or similar events must be ticket only. The Hirer must keep a written record of the number of persons admitted to the Premises and leaving the Premises so that the number of people present in the building at any time can be established. The written record shall be made available for inspection by all appropriate bodies including the police, any authorised officer of the fire brigade, the licensing authority and the local governing body.
73. If the Premises are let for the purposes of a private party, admission shall be by invitation only.
74. The Hirer must provide sufficient adult supervision in order to maintain good order both inside and outside the Premises.
75. The Hirer must provide suitable security on the door to ensure control of entry and good conduct of the event.
76. Anyone providing music must ensure that the volume is kept to a reasonable level and must not cause any interference with any other activities in the Trust schools or inconvenience for local residents.
77. The Hirer is responsible for notifying the police authorities and local residents of any Function which may cause inconvenience or temporary disruption, for example, unsociable hours or increased traffic.

Trust Authorised After School Clubs - Safeguarding

78. The Executive Headteacher is the Designated Safeguarding Officer (DSO). Should you have any concerns you must report them to her immediately.
79. Strictly no photography of children without prior written parental permission.
80. The hirer must ensure that a sufficient number of responsible adults are present and able to supervise the number of children attending their club and the hirer must take all other reasonable precautions to ensure the safety of the children at all times during the letting.
81. Hirers of the facility relating to "Authorised School After School Clubs" must ensure that a Club register is taken to ensure that all children expected to be on site are accounted for. The club must report without delay to the relevant school office if a child is absent without explanation, so this can be followed up. The schools have a published Missing Children Procedure which the "Authorised School After School Clubs" must follow. Children not arriving for registration must be reported to the school office as soon as possible after the club registration has taken place, so that the Missing Children Procedure can be implemented. Children not collected at the end of a club session must report to the relevant school office and must not leave the relevant school site.
82. All adults responsible or working for Trust authorised after school clubs must sign in and out at the relevant school office.
83. No parking in the school car parks or on the premises including the playgrounds/playing fields at any time, without prior agreement, by adults working for the school clubs.
84. Staff toilets may be used by adults.

85. Children's toilet facilities must not be used by adults.
86. A 'No Nut Policy' applies to Authorised Trust After School Clubs due to children with allergies.
87. The hirer must be familiar with the current edition of the DFE's Keeping children Safe guidance.
88. The hirer will manage the suspension of adults where necessary from the Trust premises, following an allegation against someone they employ.

Explosive and flammable Substances

89. The Hirer shall ensure that:
 - a) Flammable substances are not brought onto or used in any part of the Premises;
 - b) No internal decorations of a combustible nature, e.g. polystyrene, cotton, shall be used.
 - c) No smoke machines, lasers, strobes, real flames, firearms, special effect equipment, pyrotechnics or lighted candles (save for small candles on a birthday cake) shall be used, without prior discussion with the named school and permission from the Trusts' Director of Finance and Operations.

The Equipment and Accommodation

89. The Hirer must clear away all rubbish and leave the Premises in the condition in which they were found.
90. In the event of any damage or defects caused to the Premises or equipment in the Premises, the Hirer must notify the Director of Finance and Operations in writing.
91. If there is another Hirer letting the Premises immediately afterwards, that Hirer should also be informed of the damage and defect.
92. The Hirer shall make good or pay for all damage (including accidental damage) to the Premises, fixtures, fittings, specialist equipment or content and any loss of content.
93. Any desks, furniture or equipment in the Premises must not be interfered with without the prior approval of the Director of Finance and Operations.
94. Standing on seats, furniture, windowsills etc. is not permitted. Fittings, fixtures or decorations of any kind are not permitted, other than purely temporary arrangements that require no nails, screws or other fixed devices that would damage or disfigure part of the Premises.
95. Chalk, resin or polishing materials may not be used on floors.
96. Lighting equipment and sounds systems the following applies: The lighting arrangements and sound systems of the Premises must not be supplemented or altered, without prior discussion with the appropriate member of staff and permission from the Director of Finance and Operations. Specialist equipment such as a public address system must not be installed by the Hirer except with the written approval of the Director of Finance and Operations.

97. If the Hirer wishes to install any specialist equipment, the Hirer must give the Director of Finance and Operations a minimum of 14 days' notice together with written details of the equipment that the Hirer wishes to install.
98. Specialist rooms and equipment, including gymnastic equipment, public address systems, stage lighting and pianos are not included in the letting agreement unless specifically mentioned in the Letting Form and approved in advance by the Director of Finance and Operations.
99. Before the Director of Finance and Operations gives approval of the use of any specialist rooms and equipment, the Hirer must give details of the name(s) and qualifications of the person or persons using the rooms and equipment. If the Director of Finance and Operations gives approval, the Hirer is responsible for the proper use of the specialist use and equipment.
100. The Board of Trustees does not provide first aid facilities for the Hirer, or guarantee access to a telephone for calling assistance during lettings. Hirers must make their own arrangements in this respect.
101. All accidents causing injury and incidents with potential for injury must be reported to the Director of Finance and Operations as soon as possible after the event and no later than 24 hours after the accident occurred.
102. The Board of Trustees does not undertake to provide suitable chairs or seats for use by the Hirer.
103. Any furniture provided by the Hirer must be removed immediately after the end of the letting.

Vacation of the Premises

104. The Hirer shall ensure the Premises are vacated by all people attending the Function within the time specified within the Letting Form. The Hirer shall ensure that any articles taken to the Premises are removed at the end of the Function. If the articles are not removed, the Board of Trustees reserves the right to charge the Hirer for each day, or part of a day, until the articles are removed. Failure to remove articles at the end of the function, in the event causing significant disruption to the Trust school will be charged a sum to reflect the inconvenience to the Trust school.
105. After using the premises, the Hirer shall carefully check there are no apparent fire risks and all doors and windows are closed and secured.

Catering Facilities

106. Where catering facilities are available the following special conditions apply:
- (a) A separate charge will be made to use the school catering facilities in addition to charges for the letting of the Premises;
 - (b) A member of the Trust schools' contracted Catering Staff must be present whilst the catering facilities are being used. The requirements of that member of staff must be obeyed unless specific permission for sole use or the kitchens has been given by the Board of Trustees within the letting agreements. The Hirer is responsible for the proper use of the facilities if approval is given. Any application to use these facilities must specify the name and qualifications of the person(s) using the equipment;

- (c) There must be no smoking in any kitchen by any person handling food or catering equipment;
- (d) The catering companies or school tea towels must not be used;
- (e) The kitchen and equipment must be left as clean as it is found;
- (f) School crockery and cutlery must not be used except by special permission of the Catering Company;
- (g) Tables must be covered before use and washed after use;
- (h) Any other special conditions that may be specified by the Catering Company and Director of Finance and Operations.

Grounds and Playing Fields

107. The following regulations apply to the Trusts grounds and Playing Field.
108. Any applications to use the Playing Fields will be considered by the Board of Trustees. Charges for the use of the Playing Fields will be calculated pursuant to the charging guidelines.
109. The Board of Trustees is responsible for the final approval of letting of the Playing Fields.
110. The Board of Trustees do not give any guarantees to the standard of any of the Playing Fields nor of the maintenance or improvement of this standard during the season. The Hirer shall be deemed to be aware of the state of any of the Playing Fields upon submitting the application and the application will be deemed to be for the particular Playing Fields as seen.
111. The Director of Finance and Operations shall decide whether any of the Playing Fields is fit for use and their decision shall be final.

Compliance with Regulations

112. If the Hirer fails to comply with any of these Regulations whether intentionally or not, such failure may be deemed by the Director of Finance and Operations to be just cause for the immediate cancellation of any letting or fees for letting.
113. If facilities prove not to be available during the letting, the Director of Finance and Operations will consider applications for refunds of a proportionate part of the letting charge. No refunds will be given for facilities not included in the letting charge.
114. In case of dispute, the Board of Trustees decision as to any refund will be final.

APPENDIX 2 – SCHEDULE OF CHARGES

ELMLEA SCHOOLS' TRUST

DATE CHARGES LAST REVIEWED: April 2020

All prices are based on one hour or part thereof

Elmlea Infant or Junior School Hall, Junior School Studio, ICT Suite or classroom
Charities, Youth Groups, Approved After School Clubs for pupils of Elmlea Schools' Trust, Parents of current and ex pupils £15 per hour £30 per hour at weekends, Bank Holidays and after 11pm
Commercial Organisations £20 per hour £40 per hour at weekends, Bank Holidays and after 11pm
Junior School Sports Field
For all categories, the Sports Field will be hired out at a rate of £20 per hour
Infant or Junior School Quad
For all categories, the Quad will be hired out at a rate of £15 per hour
A £50 Refundable Deposit will be required by one off/occasional lettees to cover possible damage to premises or equipment

Accessibility - If there are questions relating to accessibility around the School or you require any specific accessibility arrangements please contact the Trust in advance and discuss.

Notes

The use of toilets is included in the charge when hiring the building.

All prices are exclusive of VAT

APPENDIX 3 – INFORMATION FOR HIRERS

ELMLEA SCHOOLS' TRUST			
Registered Office :			
Elmlea Junior School, The Dell, Westbury on Trym, Bristol BS9 3UU			
SCHOOL : Elmlea Infants' School		SCHOOL: Elmlea Junior School	
ADDRESS: Elmlea Avenue, Westbury on Trym, Bristol BS9 3UU		ADDRESS: The Dell, Westbury on Trym, Bristol BS9 3UF	
SCHOOL CONTACTS	NAME	Post	CONTACT PHONE NUMBER (During working hours)
	Sue Maybury Helen Pennington	Lettings Administrators	0117 3772266 email : finance@elmleaschoolstrust.com
	Andrez Bizley	Director of Finance and Operations	0117 3772266 Email: andrea.bizley@elmleaschoolstrust.com
	Henry Quinnell	Elmlea Junior School - Site Manager	0117 3772266 Email: henry.quinnell@elmleaschoolstrust.com
	Steve Forbes	Elmlea Infants' School – Site Manager	0117 3772352 Email: steve.forbes@elmleaschoolstrust.com

EMERGENCY NUMBERS WILL BE ISSUED PRIOR TO THE LETTING

Emergency Action	Evacuate the building when pulsing alarm sounds
<p>ON DISCOVERING A FIRE</p> <p>Break the glass on the nearest fire alarm call point</p> <p>Call Emergency Services 999</p>	
<p>ON HEARING THE ALARM</p> <p>Leave the premises by your nearest exit route</p> <p>Do not stop to collect personal belongings</p> <p>Do not attempt to tackle the fire unless trained and safe to do so</p> <p>Make you way to the assembly point</p> <p>Do not re-enter the any building until authorised to do so by the Fire and Rescue Service</p>	
<p>CONTACTING THE EMERGENCY SERVICES</p> <p>If calling the emergency services, the school's address and postcode is detailed above.</p>	
Give exact location in the school:	Infant School entrance. In Elmlea Avenue

	Junior School entrance. The end of the School Drive is opposite Brainsfield.
Elmlea Infant School – Send someone to the car park entrance on Elmlea Avenue to meet them and ensure the school gates are open.	
Elmlea Junior School - Send someone down to the bottom of the school drive, to meet them on The Dell and to ensure the school gates are open.	
The school grab bag is held in the school office and includes details of the school plans and services to be provided to the emergency services	

APPENDIX 4 – ELMLEA SCHOOLS’ TRUST - LETTINGS APPLICATION FORM



Elmlea Schools’ Trust, The Dell, Westbury on Trym, Bristol, BS9 3UF

Tel: 0117 377 2266

E-mail: finance@elmleaschoolstrust.com

Elmlea Junior Web: www.elmleaj.bristol.sch.uk Elmlea Infants’ Web: www.elmlea-inf.bristol.sch.uk

NOTE TO APPLICANT: Before completing this form, please read carefully the Lettings Policy and Regulations for Lettings of the Premises

Letting Ref:

Name of applicant		Tel No	
Name of organisation			
Full postal address			
Email			

YOU MUST DO THE FOLLOWING: (PLEASE TICK TO CONFIRM)

Applicant has read the current edition of the DFE Keeping Children Safe Guidance https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf	<input type="checkbox"/>
Undertaken Disqualification and Disqualification by Association under the Childcare Act Check	<input type="checkbox"/>

YOU MUST PROVIDE THE TRUST WITH THE FOLLOWING: (PLEASE TICK TO CONFIRM)

DBS <input type="checkbox"/>	Public Liability Insurance cover of at least £5 million <input type="checkbox"/>	Risk Assessment <input type="checkbox"/>
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DO YOU WISH THE LETTING TO CONTINUE THROUGH THE SCHOOL HOLIDAYS? **YES/NO**

Academic Year	<i>Note: Academic Year Dates are available on the Elmlea Schools’ Trust website</i>
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Facilities Required	Elmlea Infants’ School <input type="checkbox"/>	Elmlea Junior School <input type="checkbox"/>
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Purpose of Hire	
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Day(s) of Week	
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Start Date		End Date	
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Days	Facilities required	Start Time *	End Time	* TIMES OF LET TO INCLUDE PRELIMINARY PREPARATION AND CLEARING AWAY
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I take FULL responsibility for ensuring the school premises remains secure during the letting. On behalf of the organisation I personally agree to be responsible for the fees charged (and refundable deposit where appropriate) in respect of this letting and I agree to abide by the regulations stated in the Elmlea Schools’ Trust Lettings Policy and Regulations, the contents of which I have read and understood.

***Signature of Applicant*** ***Date***

FOR TRUST USE

I recommend that this application is approved not approved

If not approved state reason:

Signed Director of Finance and Operations :..... Date

	ACADEMIC YEAR: 2020/2021		
	<i>Note: Academic Year Dates are available on the Elmlea Schools' Trust website</i>		
	First Session	Last Session	Weeks per Term
Term 1			
Term 2			
Term 3			
Term 4			
Term 5			
Term 6			