



WIRRAL HOSPITALS' SCHOOL
LETTINGS POLICY

Requests for the Letting of Premises

Adopted October 2023 Ref 54.23
Review date October 2024

On receipt of a request to use the school premises or grounds by a group or individual, the school sends the prospective hirer an application form together with the Conditions Governing the Hiring of Educational Premises (see copy).

The Application Form

The application form is to be completed by the hirer and returned to the school. The school checks that all parts of the form are complete and ensures that the hirer has signed the form. If the school agrees to the hire then it writes to the hirer and informs him/her of the cost.

The facilities are fully accessible, however, should hirers have special requests these should be discussed prior to booking.

Although the school may decide not to charge PTAs or PAs for the use of facilities, it is still important that they complete an application form for insurance purposes.

Invoicing the Hirer

Invoice Request Forms are used to bill all external clients of the Authority and schools that operate the Local Cheque Book Scheme.

Once an invoice is raised and processed through the Financial Information System (FIS) income is credited directly to the school regardless of whether the payment has actually been received.

Recovery of the cash is dealt with by the Sundry Debtors Section which involves a series of reminders and, if appropriate, legal action from the Borough Solicitor.

If a debt is declared irrecoverable the invoice will be "written off" against the code originally credited with the income.

The recovery of any invoice raised will depend on how promptly it was raised and the details taken from the hirer

School Lettings

The first decision the school must make is whether to invoice the hirer the full cost in advance or exercise the right to accept a deposit.

The choice will depend on the nature of the hire. It may not be practical for the hirer to pay the full cost in advance for some reason (ticket sales etc.) and the school may opt for a deposit to avoid losing the booking.

How much the deposit should be is up to the school to decide.

Any cancellations to bookings must be made at least 48 hours in advance (as the caretaker can claim the time if not given at least 48 hours notice that he is not required).

Coding

Hire of Rooms

The Hire Deposit and or the Final Cost of Hire is coded to the School Cost Centre E562 and one of the following subjective codes as appropriate.

8225 – Block Booking or Charity Use exempt from VAT

8226 – Normal one off recharges including VAT

Hire Charges

Hire of the school hall or any classroom is charged at £30 per hour plus half an hour setting up/clearing away time (done by the Site Manager)

These costs will apply to external hirers only. PTAs, PAs and other school-based hirers would NOT be required to pay a hire charge and will pay for staff costs only.

Damage to Authority Property

The hirer shall be liable to the Governing Body, for the proper use of the premises and of the school's property, and for the conduct of people using the premises in connection with the hiring. The hirer shall agree to reimburse the school for any expenses incurred in consequence of loss or damage to premises, equipment, furniture, grounds, etc. howsoever caused by the hirer or by any person whom he/she has invited onto the premises. It is advised that the hirer arrange adequate Public Liability Insurance for the hiring and the Governing Body reserves the right to insist on such insurance cover for the hirer's liability.

Loss or Damage of Private Property

The hirer (to the exclusion of the Authority) shall be liable for any loss or damage to neighbouring property and to the property of persons on the premises in connection with the hiring and for any personal injuries sustained by any persons (other than injuries sustained as a consequence of the Authority's negligence). The hirer shall indemnify the Authority against all losses, claims, costs and expenses or other liability arising from such loss or damage or injury.

Charges

The charges for hiring of school premises are made in accordance with the charges laid down by the school Governing Body. Additional charges for necessary cleaning or repair may be made if the need for cleaning or repair arises from the hiring. The hirer agrees to pay in advance any charge for the hiring of the premises. Alternatively the Head of the school may in his or her absolute discretion require a deposit to be paid in advance by the hirer.

Cancellation

If a hirer wishes to cancel the hiring or vary the period for which the accommodation has been booked, notification must reach the Head of the school at least 48 hours prior to the date of the event. A charge may be made in respect of inconvenience caused to the caretaking staff if no notification is received by this time.

The school reserves the right to cancel a hiring when the premises are required for the school's own use. This right will only be used in exceptional circumstances. The school shall not be liable for any loss or expense suffered by the hirer by the exercise of this right.

In particular and as an example, permission for the use of playing fields may be cancelled if the school considers that the use would cause damage to the playing surface.

The Authority, through the Head of the school, further reserves the right to cancel the hiring and to put a stop to any use of the premises that is not properly conducted. Any use of the premises that endangers the safety of any persons or of the Authority's property may be cancelled at any time.

Licences and Permissions

The hirer shall be responsible for obtaining any necessary licences or permissions for the proposed use of the premises. In particular, licences may be required for public performances involving music, singing and dancing (Entertainment Licence), for theatrical performances (Theatre Licence) or for the sale of alcoholic beverages (Liquor Licence). If copyright material is performed or used, the licence of the owner of the copyright must be obtained.

The hirer shall indemnify the school and the LA against any claim, costs, expenses, loss or other liability arising from any failure to obtain a licence or any infringement of copyright which may occur in connection with the hiring.

Use of Kitchen Facilities

Kitchen facilities are not available.

General

All persons who are permitted to use the school premises must undertake to allow Governors and employees of the school or LA at all reasonable times to enter and view the premises during the hiring and to ensure that arrangements have been made for the proper use and supervision of the premises including compliance with any licensing, police and fire requirements and/or regulations.

The hirer shall be responsible for taking all necessary precautions for the safety of the premises and persons thereon, including the familiarisation with the emergency evacuation procedures, in the event of fire or other hazard threatening the building.

Exits and entrances must be kept free at all times.

The hirer shall not purport to sublet the premises or any part thereof.

The benefit of the hiring is personal to the hirer and is not assignable.

No rooms may be used except those specified in the hiring.

No ballroom or floor polish may be used on floors except with special permission. Appropriate footwear must be worn for activities that might otherwise damage floors.

No litter may be left on the premises.

Fire Evacuation and Emergency Procedures

Group Leader: (Important Information)

Please inform your group with the following information:

In the event of Fire Alarm Activation:

- In an emergency the fire alarm will be activated.

- Please ensure your group make their way calmly to the nearest fire exit point.
- Escort your group to the 'Fire Assembly Point'.
- The 'Fire Assembly Point' is the painted numbered boxes located in the car park at the rear of the main school building.
- You must check if all members of your group are accounted for.
- Inform the Site Manager / or their designate if any of your group are missing.
- The Site Manager will oversee any evacuation.
- You must liaise with the Site Manager at all times.
- Once you have evacuated the building you must not re- enter the building until advised to do so.
- It is your responsibility to ensure that members of your group are familiar with the evacuation procedures.
- Please sign and date this document below.

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I the person in charge of the group

Name of Group: have read the
'Emergency Procedure' outlined in this document and will ensure that all persons in the group
for which I am responsible understand and observe all of the procedures
listed above.

Signature: Date:

Atlas Security – 0151 666 0626

WIRRAL HOSPITALS' SCHOOL

APPLICATION FOR THE HIRE OF EDUCATIONAL PREMISES

Name:

Address:

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Tel. No: Email address:

This application is made on behalf of
(Club/Organisation)

I apply to use: (Please tick as appropriate)

Main Hall	
Classrooms	
School Premises and Grounds	
Playground	

For: (Event or Activity)

Dates required:

Time: From: To:

Estimate of the number of people who will attend is:

I have received the Conditions relating to the hire and wish to hire the premises on these terms.

Signed: Date:

Hirers are advised that it is in their interest to ensure that they have public liability insurance cover. Many clubs and organisations already hold a policy that covers hiring premises.

For Official Use only

Headteacher's Remarks:

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