



# Community Use of the School, Lettings & Charges Policy

## **Vision Statement**

We aim to create a safe, happy and nurturing environment for all our children!

## **Mission Statement**

The Orchard School strives to provide the best quality teaching and learning with an inclusive and personalised curriculum, where all achievements are celebrated.



Reviewed by finance committee January 2019

Date of Next Review: Spring 2021

## **Philosophy**

The Orchard School has excellent facilities and an exciting learning environment. These facilities are available for use to the wider community and this policy outlines the procedures for the use and letting of the school ensuring access, subject to maintaining the safety of all users and the protection and maintenance of the facilities.

This policy should be read in conjunction with the accessibility plan, equal opportunities policy and health and safety policy.

## **Responsibilities**

### **Governing Body**

The governors have control over the use of the school premises.

This policy will outline:

- Users of the school and its functions
- Conditions of hire
- Scale of charges
- Concessions offered
- Letting procedures

In addition, the governing body, delegated to the finance committee, will need to consider:-

- balancing the desire to generate income against the desire to support worthy groups within the community, including the children attending the school and their families
- the criteria to be used when deciding which groups are to be allowed to use the premises, that is, benefit to the families of children attending the school, benefits to the community and the local authority, educational focus, charitable causes.
- taking a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school
- ensuring that use by any lettings or any external organisations does not degrade the standards of the facilities to the extent they are no longer suitable for use by pupils
- the implications of all requests for hire received for the health, safety and security of pupils and staff
- the implications for workload of all staff of any decisions it makes
- issues of political balance, should a situation arise

## **Safeguarding**

Whilst welcoming visitors into school when pupils are using the building, even after hours, safeguarding procedures remain of critical importance. These include:-

- The provision of CRB enhanced clearances for all school staff, non-school staff, including those hiring the premises regularly, including any volunteers, and where children are involved, with photographic ID.
- Those providing activities in school for children and vulnerable adults are required to provide a copy of their safeguarding policy or else adhere to the safeguarding policy and procedures of The Orchard School a copy of which will be provided. It is advisable

that staff running any out of hour's groups attend a level 1 or equivalent safeguarding training and the leader an equivalent level 3 safeguarding training.

- Double doors can be closed to prevent access to parts of the school where there may be children or to prevent visitors from wandering around the building.
- When children are in school, e.g. for after school club, the staff supervising them are made aware of other adults in the building and the children are never allowed to wander alone.

### **Letting Procedures**

#### **Opening Hours**

When facilities are in use out of normal school hours a site manager must always be on duty to supervise the letting and to deal with any mishaps, queries or concerns.

Facilities may normally be hired up to 8.00 pm on weekdays Monday –Thursday and 6.00 pm on Fridays; lettings are available Saturday mornings and school holidays until 4.00 pm but exclude bank holidays and times when maintenance work is taking place. There are usually no Sunday lettings nor half-term lettings. The school is not available for hire on public holidays.

### **Rooms & Facilities Available for Letting and Relevant Hirers**

- Swimming pool and changing rooms
- Hall and changing rooms
- Conference facilities – the meeting room and the Atkins Room
- School grounds and playgrounds
- Soft play room

N.B. There is a risk assessment for the use of the soft play room and its protocols must be adhered to by all those using it.

#### **Toilets**

Toilets are made available to those hiring facilities in the area of the school hired.

#### **Car park**

This is available for whoever is hiring the facilities. On occasions the car park alone is hired out for 'fun days', by groups, at the discretion of the head teacher and governing body.

#### **Use of School Kitchens**

The hire of the school kitchen is not permitted.

### **Lettings of the facilities to outside agencies during the course of the school day**

The only areas of the school which will normally be let during the course of the school day will be the conference facilities, with the parents' room available for families. Normal hire procedures will be adhered to.

From time to time the school hall or dining room may be used by the school to provide training. This is only available with the consent of the head teacher and governing body and with child safeguarding procedures in place.

### **For lettings partly or solely out of school hours**

Following a request for the hire of school premises either partly or solely out of school hours the following procedures will be adhered to:

The Application Form for Lettings, Appendix D, is completed and signed by the appropriate person in the organisation for lettings which extend or solely take place out of school hours. The normal period for each application is at least 21 days for a weekday and one calendar month for a weekend date but the governing body recognises that in certain circumstances, at its discretion, a shorter period is acceptable.

It should be noted that where an application is received from an outside business that those signing the application must be an authorised representative of the company. Where a club is making an application for hire any member of the club committee can sign the application if the committee has agreed permission.

Where the school itself is hiring the premises for an out of hours event all the relevant forms should be completed by the person responsible for organising the event and all procedures should be followed.

- All potential hirers of the facilities will receive information regarding:
  - ✚ Scale of Charges (Appendix A)
  - ✚ Details of Concessions (Appendix B)
  - ✚ Conditions of Hire (Appendix C)
  - ✚ Application Form (Appendix D)
- Following receipt of the application form the head teacher or her representative will either agree or decline the application.

### **Charging for Lettings**

Unless otherwise agreed by the governing body, all lettings will be charged in advance and no permits will be issued for lettings without advance payment. All hiring fees must normally be paid at least one week before the date of the letting.

Invoicing for lettings are completed on a monthly basis unless a late booking is received and an invoice needs to be produced quickly.

The calculation for lettings will include:

- Charges for accommodation including the different types of accommodation used
- Other charges e.g. sessional charge

- Concession rates where applicable
- Charge per letting or series of lettings
- Any additional charges to cover the cost of cleaning, key holders or out of hours payment for staff
- Any VAT which needs to be charged
- Details of payment instructions

## **Refunds**

Refunds are made via the office manager in the event of cancellation within the agreed time scale of the payment for the booking, that is, normally no later than one week prior to the event. The following information is included in the Conditions of Hire, Appendix C.

1. Notification of any cancellation or alteration of a hiring must be given by the hirer, in advance, to the school, as soon as possible prior to payment but no less than one week prior to the booking by which time payment will normally have been received. . Refunds made earlier than one week prior to the booking will incur a 5% administration charge. Cancellations by the hirer after payment has been made and less than one week prior to the booking will not normally be refunded.
2. Notification of any cancellation or alteration is one term for the hire of the pool and other long-term lettings. This applies to both the school and the hirer, with the exception of emergency situations.
3. The school reserves the right to refuse or cancel a letting or close the facility at its own discretion in which case any payments received will be refunded in full.
4. If food from an external provider is ordered and the letting is cancelled by the hirer less than 48 hours before the letting, the hirer shall be responsible for the cost of the food and payment will be charged accordingly (See Appendix A). Cancellations for a Monday need to be made by Thursday.

## **Letting of School Premises to the Local Authority Internal Organisations**

Where a charge is to be made the procedures detailed above should be followed when calculating the charge.

No booking is confirmed until a purchase order has been received.

## **Supply of Chairs and Tables**

There will be no separate charge for chairs and tables, which are currently available within the facilities to be hired.

## **VAT**

The school will not normally agree to lettings which involve implications for the payment of VAT owing to the complexities involved. These mainly involve 'one off' lettings for sports.

However, VAT must always be charged to hirers where a catering service, organised by the school on behalf of the hirers, has forwarded to the school an invoice which includes VAT. Invoices to hirers must include a breakdown of charges showing the VAT element separately.

Payment by the school to the catering company will be made in full, including the VAT element. The school will then claim back from the LA the VAT element only at the end of each month with the school's VAT return.

This procedure will ensure that the responsibility for paying VAT lies with the catering company and not the school.

With regard to the hire of the pool, any long term hirer must be aware of these regulations regarding VAT, in particular that at least 10 sessions are booked in any one series.

### **Official Receipt**

All income received for the letting of school premises must be acknowledged by the issue of an official computer generated receipt.

The following information must be completed on the receipt:

- Date income received.
- Name of payer.
- Sum received in both words and figures
- Details of what the income relates to (it would suffice to quote the permit number that the payment relates to).
- Type of income cash/cheque/BACS
- All receipts should be signed by the officer issuing them in his/her own name on behalf of the school.

### **Recording of Income**

Where payment for a letting of the school premises is received in full or in instalments the relevant details are recorded on the computer by the Finance Assistant.

### **Additional hours claimed by the site manager, key holder or other members of school staff**

Additional claims are made on the relevant overtime form available in school. All claims are made on the basis of normal pay rates plus entitlement to any additional payments (time & a half, double time) as agreed with the governing body.

## Letting Charges for the Orchard School 2018

### Schedule of Charges

(All charges exclusive of VAT)

<b>Type of Accommodation</b>	<b>Hourly Charge</b>
Conference Facility – The Atkins Room (day time charge 9.00 am until 8.00 pm) Max. number 40 Includes use of plasma screen & flip charts.	£11.00 plus £1.10 per delegate for light refreshments. If catering from an outside supplier is organised by the school or from an outside provider by the hirer, a charge of £5.50 is charged for up to 10 delegates, £11.00 is charged for over 10 delegates, to cover service costs, in addition to the cost of catering.
Conference Facility – The Atkins Room Saturdays (available 9.00 am – 1.00 pm) Includes use of plasma screen & flip charts; key holder required if site manager unavailable.	£25.60 plus £1.10 per delegate for light refreshments. Catering is not normally organised by the school. If catering from an outside supplier is organised from an outside provider by the hirer, a charge of £5.50 is charged for up to 10 delegates, £11.00 is charged for over 10 delegates, to cover service costs.
Conference Facility - Meeting Room (day time charge 9.00 am until 8.00 pm) Max. number 15	£8.85 plus £1.10 per delegate for light refreshments. If catering from an outside supplier is organised by the school or from an outside provider by the hirer, a charge of £5.50 is charged for up to 10 delegates, £11.00 is charged for over 10 delegates, to cover service costs, in addition to the cost of catering.
Conference Facility - Meeting Room Saturdays (available 9.00 am – 4.00 pm)	£22.10 plus £1.10 per delegate for light refreshments. Catering is not normally organised by the school. If catering from an outside supplier is organised from an outside provider by the hirer, a charge of £5.50 is charged for up to 10 delegates, £11.00 is charged for over 10 delegates, to cover service costs.
Dining Room - (after 6.00 pm – 8.00 pm Monday to Thursday only, and during school holidays Mon – Fri from 9.00 am – 6.00 pm); key holder required if site	£16.55 plus £1.10 per delegate for light refreshments. If catering from an outside supplier is provided by the hirer during the holidays, £5.50 is charged for up to 10

<p>manager unavailable.</p> <p>Please note that the Dining Room is generally restricted to groups known to the school.</p> <p>The Kitchen is not available to hire</p>	<p>persons, £11.00 is charged for over 10 persons, to cover service costs.</p>
<p>Dining Room – Saturdays (available 9.00 am – 1.00 pm)</p>	<p>£27.85 plus £1.10 per delegate for light refreshments. If catering from an outside supplier is provided by the hirer, £5.50 is charged for up to 10 persons, £11.00 is charged for over 10 persons, to cover service costs.</p>
<p>Sports Hall &amp; Changing Rooms (after 6.00 pm – 8.00 pm and during Saturdays from 9.00 am – 1.00 pm &amp; school holidays Mon – Fri from 9.00 am – 6.00 pm); key holder required if site manager unavailable.</p>	<p>£27.85</p> <p>A daily rate can be negotiated with the agreement of the governing body.</p>
<p>Sports Pitch, Grounds &amp; Playgrounds (after 6.00 pm – 8.00 pm and during Saturdays from 9.00 am – 1.00 pm &amp; school holidays Mon – Fri from 9.00 am – 6.00 pm); key holder required if site manager unavailable.</p>	<p>£22.05</p> <p>A daily rate can be negotiated with the agreement of the governing body.</p>
<p>Heated Swimming Pools, Showers &amp; Changing Rooms (4.00 pm – 8.00 pm, Mondays 5.30 pm – 8.00 pm, during school holidays 9.00 am – 6.00 pm). Times may be changed to meet the needs of the school as priority. Key holder required if site manager unavailable.</p>	<p>£27.85 per hour plus 30 minutes per session at £14.00 to account for the use of the changing rooms before and after the swimming session. Only available for qualified pool staff.</p> <p>Where a lifeguard is required for a children’s party, the charge is a minimum of £33.10 for 2 hours.</p>
<p>Heated Swimming Pool, Showers &amp; Changing Rooms – Saturdays (available 9.00 am – 1.00 pm)</p>	<p>£38.55 per hour plus 30 minutes per session at £19.25 to account for the use of the changing rooms before and after the swimming session. Only available for qualified pool staff.</p> <p>Please note regulations in Appendix H regarding VAT where a series of bookings is made</p> <p>Where a lifeguard is required for a children’s party, the charge is a minimum</p>



	of £33.05 for 2 hours.
Play Room & Soft Play Room (after 6.00 pm – 8.00 pm and during school holidays Mon – Fri from 9.00 am – 6.00 pm); key holder required if site manager unavailable.	£11.00  Additional cleaning charge, if applicable - £9.90
Play Room & Soft Play Room - Saturdays (available 9.00 am – 1.00 pm)	£16.50  Additional cleaning charge, if applicable - £9.90

Light refreshments means tea, coffee, cordial and water plus biscuits. If hirers wish to order more substantial refreshments this will be at an extra cost and will only normally be available during the course of the school day. The cost of these refreshments will be according to the items ordered. No concessions will be available on these and VAT may be chargeable.

If food from an external provider is ordered and the letting is cancelled by the hirer less than 48 hours before the letting, the hirer shall be responsible for the full cost of the food and payment will be charged accordingly. Cancellations for a Monday must be made on Thursday.

## Appendix B

### Schedule of Concessional Rates for the Use of School Premises from September 2017

<b>Organisation</b>	<b>Charge Payable</b>
<b>Group 1</b> All other groups other than indicated below.	Full Fee
<b>Group 2</b> Staff (for personal social activities)	75% Full Fee
Short breaks Groups (Involving children from The Orchard School)	75% Full Fee
Parents for birthday parties including pool hire (additional charges for staff support apply)	75% Full Fee
<b>Group 3</b> The Orchard School Activities including social functions and meetings relating to the children	Free
After School and Holiday Play Schemes run by The Orchard School	Free

There are additional discretionary daily rates and concessions for other groups offering experiences and activities for children who attend The Orchard School available obtainable only with the agreement of the Head Teacher and/or governing body.

Parents are encouraged to make use of the Parents' Room free of charge.

## Appendix C

### Conditions of Hiring of School Premises

#### Applications for Hire

1. Each application should normally be made in writing to the head teacher giving at least 21 days' notice for a weekday letting occurring outside school hours and at least one calendar months' notice for a letting on a Saturday. All hiring fees are invoiced by the school and paid in advance; admission to school is only on production of the official permit. All payments must normally be made one week before the date of the letting and admission to school premises will be granted only on production of the official permit and receipt for payment of fee.
2. A single application form is acceptable to cover a series of bookings of up to one term, subject to the availability of premises on the dates required, which should be clearly stated. Contact details must be clearly indicated. Payments for a series of lettings must be made monthly in advance.
3. Facilities may be hired outside school hours in accordance with hire details.
4. It is the responsibility of hirers to satisfy themselves that the accommodation and furnishings requested are suitable for the purpose required.
5. Any additional requirements and requests should be made clear on the application form for the hire of facilities. This includes the use of P.E equipment, toys, books and other equipment in school, such as audio-visual items, beyond that normally expected to be included in the hire.

#### Alterations and Cancellations

5. Notification of any cancellation or alteration of a hiring must be given by the hirer, in advance, to the school, as soon as possible prior to payment but no less than one week prior to the booking by which time payment will normally have been received. . Refunds made earlier than one week prior to the booking will incur a 5% administration charge. Cancellations by the hirer after payment has been made and less than one week prior to the booking will not normally be refunded.
6. Notification of any cancellation or alteration is one term for the hire of the pool and other long-term lettings. This applies to both the school and the hirer, with the exception of emergency situations.
7. The school reserves the right to refuse or cancel a letting or close the facility at its own discretion in which case any payments received will be refunded in full.
8. If food from an external provider is ordered and the letting is cancelled by the hirer less than 48 hours before the letting, the hirer shall be responsible for the cost of the food and payment will be charged accordingly (See Appendix A). Cancellations for a Monday need to be made by Thursday.

## Use of Premises, Equipment and Furnishings

1. Hirers are not permitted to use and must not enter accommodation other than that which is stated on the permit.
2. Furniture may be moved, however it must be moved back to its original place after the letting has finished
3. No school gymnastic apparatus, other than sports mats may be used without the specific consent of the Head Teacher because of the possibility of damage to premises and equipment.

The use of large inflatables are not permitted anywhere within the school site.

4. Decorations and advertising matter are not permitted without special permission from the school. Notice boards, supplied by the hirer, may be displayed in the entrance to the school for 24 hours before the commencement of the letting. Any fixings of these noticeboards must be agreed by the head teacher. Some events advantageous to the school may be advertised on the outside noticeboard, with the agreement of the head teacher.
5. Toilet accommodation will be made available to persons hiring the school premises at no extra charge. Parking facilities, where available, are at owner's risk and are free of charge.
6. With regard to the use of the showers and toilets, normal facilities such as hand washing items are included in the hire but not towels, nappies, wipes, shower gels and shampoos nor items stored in changing and shower facilities belonging to school staff and to children who attend the school. We request that shower heads are handled with care and are placed in the holders after use.
7. All equipment brought into the school for the purpose of the letting must be removed immediately afterwards unless specifically agreed by the school, for example, when items are stored by the school for regular bookings.
8. The local authority prohibits:
  - (a) The use on floors of any matter, such as polishes, chalk;
  - (b) Any gambling on school premises with the exception of licensed raffles organized by the school;
  - (c) Screws or nails or similar articles being driven into any part of the local authorities property;
  - (d) The sale or consumption of intoxicants otherwise than as authorised in writing by the local authority, in which case it shall be the responsibility of the hirer to satisfy the requirements of the licensing laws;
  - (e) Loitering at the entrances to schools, corridors or playgrounds;
  - (f) Smoking in all local authority buildings including this school and also within the school grounds.

## Damage and Breakages

The local authority grant facilities for the public use of school premises on the express condition that those responsible for hiring the room will give an undertaking that the meetings will be conducted with propriety and will hold themselves liable for any damage incurred. All breakages and damage must be reported to the site team, Head Teacher or office staff.

The persons responsible for the conduct of the meetings, dances or other functions must take precautionary measures at every meeting to avoid damage to school property.

- a. Stiletto heels should not be worn in the hall and hirers should ensure that only soft soled footwear is worn.
- b. All hirers are expected to leave the premises in a clean and tidy state.
- c. Any damage arising from the hiring of school premises will be repaired by the school or local authority and charged against the party or person hiring the school premises in question. This applies also to damage caused by children.

## Health, Safety, Insurances and Licensing

1. Those responsible for hiring school premises must indemnify the local authority, that is, Sandwell Metropolitan Borough Council, from and against all actions, claims, demands, losses, costs, damage and expenses which may be brought or made by any person in respect of injury or damage sustained by them in consequence of or arising out of the use of school premises.
2. Use of the car park is entirely at the own risk of the driver and passengers. The school cannot be held responsible for damage, accident or injury however caused. Taking vehicles onto or parking on grassed areas is strictly forbidden, only parking on hard surfaces is allowed within the car park itself. Parking on the bays by the main entrance is not allowed and should be kept clear – these are used in the event of the need for an ambulance or other essential vehicles when access by the school is required. No parking is allowed on the hard surface in front of the entrance to the school.
3. Hirers are responsible for obtaining their own insurances, including public liability insurance. There are notices in the school building concerning this. The school will require copies of hirers' public liability insurance and CRB clearances for events involving children.

Groups or other organisations hiring the premises are expected to produce a safeguarding policy or else accept and adhere to the policy of the school, a copy of which will be provided for them. It is advisable that staff running out of hour's clubs undertake safeguarding training to at least level 1 or equivalent.

### **FIRE SAFETY ADVICE**

When entering the school make sure you sign in and sign out. This creates a register which will be used if there is a fire or a fire drill to account for you and your safety.

Familiarise yourself with the premises and the site plan which you will see is divided into zones with clearly marked fire exits and the assembly points 1 & 2.

Be aware of the **Fire Assembly Point 1** which is located next to the sensory garden.

**Fire Assembly Point 2** is located in the far corner of the front carpark .This assembly point is only used for 'out of school hours' fires and fire drills.

Wherever you are posted around school make sure you are aware of your nearest fire escape routes which are clearly marked with signage around school.

#### **Actions if you discover a fire**

Do not tackle the fire! (only do so if you have received training to tackle a small fire and it is safe to do so).You should immediately raise the alarm using the nearest break glass or key operated fire call point.

During school hours, you will then be directed via tannoy to relocate to the adjoining zone to a place of relative safety or evacuate if that is not possible. The alarm at this point will be intermittent in the adjoining zone.

Having relocated to an adjoining zone you may still be required to evacuate if the alarm is escalated to full evacuation. Full evacuation will be identified via tannoy and the alarm sound will become constant throughout school.

At this point everyone should make towards **Assembly point 1 (Sensory Garden)**.Anyone evacuating from the front of the building should make their way to the **Assembly Point 1** via the early years playgrounds or the gates by the dining room.

The building will be trawled / swept by trained Fire Marshalls to ensure all pupils and staff have evacuated the building.

No one to re- enter the building until told safe to do so by the fire safety officer or Site Manager.

#### **OUT OF SCHOOL HOURS –Fires & Fire Drills**

Out of School Hours fire drills are always treated as a full evacuation and Assembly Point 2 is used as a place of safety.

Parents using the school for birthday parties are not expected to provide public liability insurance for the event as the local authority insurance would provide cover for injury as a result of any negligence regarding the premises. However, parents using the school are responsible for the conduct of those whom they invite and are responsible for any consequences of inappropriate conduct which results in damage, accident or injury. Parents are not expected to provide CRB clearances but are deemed responsible for the children in their care.

4. The school is not responsible for the quality and safety of food and drink brought into the premises by hirers.
5. Where the premises are used for a public performance the person hiring the school will be responsible for satisfying the requirements of the appropriate licensing provision.
6. Permits for the use of sports halls, swimming pool, sports pitch and any other part of the school premises in which it is proposed to engage in physical activities, will be issued only when a person, appropriately qualified to teach and supervise the activity, will be in charge throughout the period of hire.
7. A qualified life-saver must be present at the side of the pool throughout the whole period of hire of the swimming pool. Evidence of up to date life saving qualifications will be required. Legal liability should cover a minimum of £5m. There is additional documentation regarding health and safety procedures for the pool to which the hirer must agree and adhere.
8. Prior to any letting for the hire of school premises involving the participation in

martial arts or similar activities being accepted; copies of the following must be provided for the school:

- (a) details of affiliation to the relevant body;
- (b) legal liability cover, including public liability insurance cover, for a minimum of £5 million; and
- (c) licenses held by all coaches.

Acceptance of such lettings are subject to the confirmation of the above by the local authority.

9. Any equipment or materials which may constitute a danger to the hirer, or other persons or the premises may not be brought into the school (e.g. inflammable or toxic materials, substances or equipment). The school will not hire out facilities to fencing, air rifle and pistol clubs or any other clubs involving weapons.
10. All equipment brought into the school for the purpose of the letting must be removed immediately afterwards. Exceptions may be made for the storage of small quantities of items used by regular bookings.
11. Electrical equipment brought into the school should not be used on the premises unless it has been PAT (Portable Appliance Testing) tested. This can be arranged through contacting the site manager.
12. The school will request to see and receive copies of relevant certificates for sports activities of any kind.
13. There is additional documentation regarding health and safety and other requirements relating to the hire of the school premises and for the hire of the pool (swimming pool normal operating procedures NOM).
14. Hirers should report any suspicious incidents to the police immediately.
15. Admission shall be given to representatives of the local authority, or any representative of the police, ambulance or the fire service at any time during which the premises are open, provided clear identification is presented to the site manager or receptionist on duty.
16. The number of persons admitted to the premises must not be more than the building or part thereof can properly accommodate. The hirer is responsible for ensuring that any activity does not restrict the use of passages, exits, etc.
17. On entering the building the hirer must examine the fire regulations posted at the fire alarm point nearest to the accommodation to be used and ensure that these are understood.
18. The hirer is responsible for informing all delegates or attendees of the fire procedures and fire assembly point.
19. Admission during the period of hire should be given to any representative of the local authority, police, fire service or members of the governing body.

**The site manager and key holders are expressly instructed by the Head Teacher to ensure that hirers observe the regulations set out above.**

Agreement and acceptance to the above conditions of hire:-

Signed by the hirer: -

Date:-

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**Application for Hire of Education Premises  
LETT2  
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Name of Establishment/ Organisation: **THE ORCHARD SCHOOL**

Full Name and Address of Hirer

Email Address:

Daytime Telephone No:  Mobile Telephone No:

Purpose of Letting:

Date(s) of Use:  Times:   
List ALL dates

**Accommodation Required – please telephone the school to check availability prior to sending in your application. Please note that all bookings require authorisation by the Head Teacher before going ahead.**

**Accommodation Required**

	<b>Number Required</b>		<b>Number Required</b>
Sports Hall	<input type="text"/>	Sensory Room	<input type="text"/>
Atkins Room (Conference)	<input type="text"/>	Sports Pitch	<input type="text"/>
Meeting Room	<input type="text"/>	Sensory room	<input type="text"/>
Playground	<input type="text"/>	Chairs	<input type="text"/>
Dining Hall	<input type="text"/>	Tables	<input type="text"/>
Swimming Pool/Hydro Pool	<input type="text"/>	Showers/Changing rooms	<input type="text"/>

Toilets are provided free of charge.

In consideration of this application being granted I agree to pay The Orchard School on demand hiring fees in accordance with the scale of charges and regulations for Hire of School Premises, a copy of which has been supplied to me, and I undertake to comply with the said regulations. I also agree to pay The Orchard School the amount of any damage which may be occasioned to the property and to indemnify them from and against all actions, claims, demands, losses, costs, damages and expenses which may be brought or made against them by any person in respect of any injury or damage sustained by them in consequence of or arising out of the use of the said accommodations a result of this application. I am over 18 years of age.

I certify that all adults working with children or vulnerable adults have had the necessary enhanced DBS checks as per the certificate numbers provided below:-

<b>Name of Organiser</b>		<b>DBS Certificate No and Date of Issue</b>
<b>Age range of those attending:</b>		<b>Max No:</b>

- I certify that I have read, understood and will comply with the school's lettings policy.
- I certify that I have read, understood and will comply with the school's fire emergency plan
- In the event of hiring the swimming pool/hydro I certify that I have read, understand and comply with the schools swimming pool procedures and emergency action plan.
- I confirm that I have Legal liability cover for a minimum of £2 million

**All of the above policies are available from the School and are on the school website.**

### **Safeguarding**

- I have read and understand the school's safeguarding policy and procedures including the use of mobile phones
- I have provided a copy of our (external providers) safeguarding policy and procedures which outlines who is the DSL and Deputy and procedures for allegations made against a member of staff and the DSL or deputy remains on site for the duration the children are present.
- I confirm that the designated lead adult has had appropriate training and understands how to make a referral to Sandwell's MASH team or designated officer.
- I confirm that all staff have had enhanced DBS and that reference and identify checks as part of the Safer Recruitment Process.
- I confirm that all staff have completed their Level 1 safeguarding training
- I have provided a copy of our own risk assessment for all activities undertaken at school premises and ensure a first aider is present.

(in addition – if applicable)

**Hire of the Pool**

- I can confirm the swimming teacher and pool side staff are appropriately trained.

**Please read the above details carefully before signing below and submitting the documents as outlined above prior to booking.**

**Signed:**  **Date:**

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Position in Organisation:

Signature of Witness:

Name and Address of Witness:

***This form should be returned to The Orchard School – FAO Deanna Jackson  
[deanna.jackson@orchard.sandwell.sch.uk](mailto:deanna.jackson@orchard.sandwell.sch.uk)***

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**For Office Use**

Authorised Headteacher:

Accepted Site Manager:

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**Notes of Guidance for Signatory**

1. Only a Director can legally bind an incorporated company unless the company has by resolution appointed any other person, in which case a copy of the resolution should be attached.
2. Where a firm is run in partnership the signature of all the partners are required.
3. A member of a club committee can sign the form if so appointed by a resolution of the committee. If there is no such resolution the signature of all the committee members are required.

**Additional information for those hiring the soft play room.**

# SOFT PLAY ROOM HIRE

Whilst we have a few rules, these are purely to ensure a safe environment for children to play in.  
Please enjoy your soft play party.



**It is the hirer’s responsibility to ensure that children playing in the soft play room are doing so safely:**

- \* Only 6 children should be using the soft play room at any one time with at least one adult to 3 children
- \* The adult supervisor needs to ensure there is no pushing or rough play—this reduces the likely hood of children falling, getting kicked or being jumped upon.
- \* Children with severe mobility difficulties should not be mixed with those who are very active.
- \* Children of a wide age range should not use the soft play room at the same time due to the height difference and the possibility of younger children being hurt.
- \* The hoist needs to be moved against the door area when not in use. If you are bringing a child who needs to use the hoist please let us know so that we can show you how to use it and how to access the room. The hoist cannot be used without this training.
- \* Please do not bring food or drink into the soft play room.

**I have read and agree to abide by the procedures outlined above.**

**Signed by Hirer.....**

**Date.....**

