

West Coker Primary School



Lettings for Glebe Field Policy B 06

**Approved by the Governing Body of West Coker Primary
School in May 2021**

Executive Headteacher.....

Chair of Governors.....

Proposed Date of Future Review May 2022

WEST COKER CofE VC PRIMARY SCHOOL

LETTINGS POLICY for The Glebe Field

Aims

The Governors wish:

- a) to encourage use of The Glebe Field by community organisations;
- b) to ensure that the full cost of the letting is met by the hiring organisation. School funding may be used to subsidise lettings to certain community groups so that the cost of the letting can be reduced.

Right to Hire

The Glebe Field is available for hire by community and cultural groups and by the public bodies.

Administration of Hire

The Headteacher and Administration Officer will oversee the administration of lettings. All hirers of The Glebe Field will be made aware of the cost of hire and the terms and conditions of hire before hire, and will sign an agreement form to confirm the booking. (Appendix 2 & 3).

Fire and First Aid

People hiring The Glebe Field must familiarise themselves in advance of exits and evacuation procedures. It is the responsibility of the Hirer to bring a mobile telephone for emergencies. It is the responsibility of the Hirer to provide a First Aid Kit for the letting.

Charge for Lettings

- a) **No Charge**
Applicable to lettings by the PTFA; Governors; school clubs and extra-curricular activities; parent evenings; school performances and other clubs and activities which are at the discretion of the Headteacher.
- b) **Normal Charge**
Applicable when The Glebe Field is used for public meetings or private/commercial lettings.

Terms & Conditions of Hire

See Appendix 2 & 3.

APPENDIX 1

LETTINGS – CHARGES

£30.00 per day or part of day.

APPENDIX 2

WEST COKER CofE VC PRIMARY SCHOOL

APPLICATION FOR HIRE OF THE GLEBE FIELD

I hereby apply for the use of the facilities detailed below:

Club/Organisation (If applicable)

* Date Booking(s) required

Alternative Date

Times: FromTo

Approximate number of people

Equipment etc to be brought
onto premises by Hirer (if any)

Name & Address of Applicant

.....

Telephone Number

Position held by Applicant (14: Conditions of Hire)

Treasurer of Club/Organisation (if applicable).....

Address & Telephone Number

I have read and agreed to be bound by the Conditions of Hire.

On behalf of

Whose authority I have to bind them by signing this application.

Signed

Date

(* Please attach a list if more than one date required.)

Conditions of Hire

1. In these conditions,
 - (a) 'the establishment' means **WEST COKER CofE VC PRIMARY;**
 - (b) 'the Hirer' is defined at paragraphs 3 and 4 below;
 - (c) 'the facilities' means the premises and/or equipment forming part of or belonging to the establishment, which the Hirer has identified on his/her application form.
2. All applications for the hire of the facilities must be in writing on the printed application form. (See Appendix 2)
3. The person signing the application form shall be deemed to be the Hirer and must be over 18 years of age.
4. Where the Hirer indicates that he or she signs the application form on behalf of any club or organisation, that club or organisation shall also be deemed to be the Hirer and shall be jointly and severally liable with the applicant for any breach or non-observation of these conditions.
5. The facilities will be used solely for the event described on the application form. If this booking related to a regular and continuing booking this one undertaking shall be binding for all occasions when the facilities are used.
6. The Headteacher, or the Headteacher's representatives, may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises of the establishment.
7. The Hirer will be responsible for the provision of all such information, instruction and supervision as is necessary to ensure the safety of any activity for which facilities are used. The Hirer **must** carry out a **risk assessment and provide a copy for the school before the activity commences.**
8. The behaviour of all persons attending the establishment for this booking is the responsibility of the Hirer and due consideration should be given to residents with regard to noise or other nuisance.
9. The Governing Body shall not be liable for any loss or damage to any property arising out of the hire, nor any loss, damage or injury which may be incurred by or be done or happen to any person or persons using the field during the hiring, arising from any cause other than the negligence of the Governing Body its servant or agent.
10. The Hirer shall be responsible for all damage or loss to any fixtures, fittings, sports or other equipment or property occurring during the period of the hiring including damage to the grass by vehicles however and by whomsoever caused, together with any additional expenses and/or consequential losses arising from the damage or loss.
11. Details of the insurance arrangements effected by the Governing Body on behalf of hirers is attached. Hirers should consider and effect such cover by way of insurance they may deem necessary for risks not mentioned in the leaflet (eg. Cancellation costs – see condition 18).

12. The Hirer must familiarise himself/herself with the emergency procedures for fire, first aid and accident reporting and carry them out to the best of his/her ability. See 'Emergencies' below.
13. The field must be left clear of litter and the gate must be closed after use. If the facilities are not left to the reasonable satisfaction of the Headteacher the Hirer will be responsible for any payment necessary to have the field tidied.
14. A qualified supervisor must be present during all activities of a hazardous nature or where the hiring organisation is a youth group.
15. The Hirer is solely responsible for the adequacy, suitability and safety of all equipment brought on to the facilities.
16. It is the sole responsibility of the Hirer to obtain any necessary licence for the sale of drinks for the performance of plays and similar productions and for the playing of pre-recorded music.
17. The Hirer must ensure that there are sufficient stewards to prevent unauthorised persons from entering the facilities and to ensure that guests are restricted to the facilities and to the necessary means of access thereto.
18. It may be necessary for the establishment to cancel or postpone this hiring. In that event the Governing Body responsible shall not be liable for any consequential loss that the Hirer may sustain.
19. The Governing Body reserves the right to vary these conditions at any time without notice or to make special arrangements in any particular case.
20. Authority to accept or rescind or postpone a booking shall rest with the Headteacher or the Headteacher's representative whose decision shall be final.

INSURANCE

Hirers are asked to note that they will be expected to make good any damage, to premises (particularly the grass) or equipment, caused as a result of the Hiring. Hirers may wish to take out any necessary appropriate insurance.

EMERGENCIES

Fire

Prior to the use of the premises the Hirer shall:

- (a) ensure relevant escape routes are unlocked and available for use
- (b) ensure that all persons are familiar with the layout, the fire routine and the location of any designated assembly points
- (c) locate the nearest fire alarm call points, fire fighting equipment and emergency telephone.
- (d) Be prepared to supervise evacuation of the premises and the subsequent checking of all persons present.

Fire Routine

If you discover a fire –

- (a) Immediately raise warning by shouting loudly to warn others

- (b) Attack the fire if appropriate and you have the appropriate means BUT DO NOT REMAIN IN THE FIELD IF THERE IS IMMEDIATE DANGER TO YOUR LIFE.
- (c) Leave the field at once by the nearest available exit.
- (d) Call the Fire Brigade

At all times the Hirer is responsible for ensuring the Fire Brigade is called. If in any doubt, call the Fire Brigade anyway.

After Use of Hiring

After using the premises the Hirer shall carefully check there are no apparent fire risks and the gate shall be closed on vacating the field.

First Aid

The provision of adequate first aid facilities, including first aid kits and trained personnel, is the responsibility of the Hirer who shall ensure there is adequate equipment and facilities appropriate to the activities of the hiring.

Emergency Telephones

It is the Responsibility of the Hirer to bring a mobile telephone.

Accidents/Injuries

All accidents causing injury and incidents with potential for injury must be reported to the Governing Body as soon as possible. The Headteacher represents the Governing Body.

Review Date: May 2022
