



Eastfield Infant and Nursery School

Lettings Policy and Hire Agreement

This policy and hire agreement apply to all organisations and individuals who provide a service in agreement with the school

CODE OF CONDUCT

Eastfield School expects all members of staff and pupils to demonstrate good levels of behaviour and conduct. We expect the hirer to ensure that all participants attending will also demonstrate good levels of behaviour and conduct.

The hall is available for events of a community nature and educational groups, with an emphasis on regular bookings.

Private hire is at headteacher/governor discretion

Hire arrangements are subject to caretaker or appointed keyholder availability and agreement on times not disruptive to school life. This is likely to be mainly weekday evenings in term time.

The school will provide access to the main hall, adult toilets and first aid room only

The school will ensure that the hall is clean and clear and available promptly

All hirers must ensure all documentation and payment (if applicable) is submitted **before the start of the activity, or in the case of regular bookings, at the time of the first class of the term.**

After school and lunchtime activities for children - in addition to current public liability insurance, after school and lunchtime activities for children must also provide DBS forms for all adults taking part and a register of names, class numbers and contact details of children attending the club.

Please note that all publicity must state that responsibility for the activity is entirely independent of Eastfield School.

Commercial lets must submit a copy of current public liability insurance with payment

SCHOOL HEALTH AND SAFETY RESPONSIBILITIES

- The school Health and Safety Policy will apply to all Lettings and associated individuals on school premises
- The Health and Safety Policy can be found on the school website and available upon request.
- Where deemed appropriate by the Headteacher, specific risk assessments may be required in order to approve Hirer activity.
- The caretaker will be responsible for ensuring agreed arrangements are adhered to. The Hirer may be subject to random inspections to ensure compliance with health and safety requirements.

HIRER HEALTH AND SAFETY RESPONSIBILITIES

- Please contact the school office before the start of your hire to familiarise yourself with the site of the first-aid room, the site of the fire alarm bell in the entrance hall and fire extinguishers (in entrance hall and at two points off main hall).
- Keep a door off the hall clear for emergency evacuation in addition to the entrance door.
- Ensure an attendance register is compiled for use in the event of an emergency.
- Ensure that vehicular access to the premises for emergency services is not obstructed by parked cars.
- There is NO SMOKING on school premises.
- You must have available on site a mobile phone for emergency calls.
- **The school caretaker is Mr Runham, telephone number 01480 461985.**
- All equipment brought on to the premises should comply with current safety regulations and carry a valid test certificate. Ensure all electrical cables and plugs are properly and securely connected with no taped connections.
- No school equipment is to be used except by prior arrangement with the headteacher.
- General sweeping up and tidying is to be carried out by the hirer.
- Please remove all rubbish from the premises.
- Alcohol must not be sold on the premises.

LETTINGS CHARGES

Hall Caretaker opens and closes plus 1.5 cleaning hours when necessary	£20.00 first hour £10.00 each additional hour or part hour
Hall Eastfield School Association	No charge
Other areas of school Areas used for lunchtime and after school activities for children where parents are asked to pay an attendance fee, for example French Club and Football Club	No charge
Eastfield Infant and Nursery School, Pig Lane, St Ives, Cambs PE27 5QT 01480 463958 finance@eastfield.cambs.sch.uk www.eastfieldschool.co.uk	

HIRE AGREEMENT – to be completed and returned with full documentation and payment before the first booking date

Full name of organisation or hirer:		
Address of organiser:		
Telephone number:	Email address:	
Purpose of hiring:	Regular weekly booking or single function?	
Are you VAT registered?	Please give VAT number	
Dates and times of booking:		
Breakdown of charges <i>For commercial lets (where hirers charge people to attend) a copy of your current public liability insurance must be produced before the activity can take place</i>	First hour £20.00	£20.00
	Additional hours or part hours per session @ £10.00
	Total cost per session £
	Multiply by total number of sessions required	£.....
Payment arrangements <i>(please contact the finance officer if different payment arrangements are required)</i>	An invoice will be sent to your email address Payment is strictly termly in advance By cheque payable to Eastfield Infant School or bank transfer to account number 20607509 sort code 20-17-68	
Returnable Deposit: (single functions only)	Please submit a separate cheque for £50 (<i>made payable to Eastfield Infant School</i>) at the same time as your booking fee. This will be refunded after the event if the terms and conditions of this agreement are adhered to	
Special Conditions	We reserve the right to add a premium for extra cleaning or uninsured loss or damage incurred during or as a result of hiring	
All hirers must ensure all documentation and payment (if applicable) is submitted before the start of the activity, or in the case of regular bookings, at the time of the first class of the term		
Signed Hirer	Signed Headteacher date
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