



The John Wesley Church of England and Methodist Aided Primary School

Lettings Policy

Written	September 2022
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Date Policy to be Reviewed	September 2024

Flourishing in F.A.I.T.H. (Family, All Included, Thriving & Healthy)

At The John Wesley Church of England & Methodist Primary School, our vision of life without limits in all its fullness puts our children and families at the centre of everything. In our inclusive and unique community with two distinctively Christian foundations, every experience enables all to flourish as individuals and to thrive as God intended; mentally, physically, emotionally and spiritually.

The school welcomes everyone to its family and upholds the principles and teachings of the Christian faith. We provide a secure, caring learning environment, which supports and encourages all to fulfil their potential.

The John Wesley is a Church of England and Methodist Voluntary Aided Primary School and our Christian values are at the heart of everything we do.

- ❖ **Koinonia**
- ❖ **Love**
- ❖ **Compassion**
- ❖ **Wisdom**
- ❖ **Forgiveness**
- ❖ **Service**

These are underpinned by our learning values:

- ❖ **Promoting curiosity** – asking questions, delving deeper and analysing
- ❖ **Developing communication** – listening, empathy and relationship-building
- ❖ **‘Prove it’ opportunities** – problem solving, decision making and exploration
- ❖ **Sharing views and opinions** – visual, spoken and written
- ❖ **Encouraging creativity** – innovation, imagination and spirituality

Our whole school vision is built upon and guided by these. Every school policy is written with this in mind and implemented in way that reflects our vision of our children being able to ‘**Flourishing in F.A.I.T.H**’ (Family, All Included, Thriving & Healthy)’ and as Jesus gave his disciples a vision of a life that is full of possibilities and dreams yet to be met, we encourage our children to live their life in all its fullness.

LETTINGS POLICY

1. INTRODUCTION

It has been agreed by the Governors of The John Wesley CEM Primary School that part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays (provided there is no interruption to school use), in order to:

- Raise income for the school
- Better integrate the school into the local community
- Familiarise individuals with the school, who may become pupils or their parents
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the school

2. IMPLEMENTATION

Bookings are made through the Headteacher, as authorised by the Governing Body, and confirmed in writing.

- The John Wesley CEM Primary School and the FRIENDS (The John Wesley CEMP School Parents/Friends Association) activities have priority
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
- Outline charges are set by the Headteacher and reviewed annually
- Specific charges are set at the time of the agreement
- The VAT liability of the letting is determined at the time of the agreement
- Payment must be made in advance for single lettings
- Payment is in instalments for a series of facilities lettings that comply with VAT exemption regulations
- The agreement will be updated and reviewed at least annually
- A diary is kept covering all school, FRIENDS and outside use of the premises and grounds after school, in evenings, at weekends and in holidays

Users sign an agreement that covers:

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance
- Charging, in accordance to the School's Letting price list – See Appendix
- Restrictions on use
- Licensing for the sale of alcohol, or public performances
- Parking

3. ROLES AND RESPONSIBILITIES

The John Wesley CEM Primary School's Finance Manager is responsible for the construction and regular update of the Lettings diary.

- The FRIENDS Chair and individual teachers are responsible for informing the Headteacher, at least one term in advance, of events outside teaching hours, which will use the school premises
- Opening and closing the school is undertaken by the caretaker, or by prior agreement with an authorised member of the staff
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used
- When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with
- Post-letting checks are made by the caretaker and reported to the Headteacher
- The Headteacher will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues

4. MONITORING & EVALUATION

Lettings will be evaluated to assess the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating.

5. APPENDICES

Appendix 1: School's Lettings Price Document

Appendix 2: Application for use of school premise/site

Appendix 3: Hire Agreement form

Appendix 4: Conditions of use for a letting

Appendix 1

SCHOOL LETTING PRICE DOCUMENT

Facilities available to hire:

Community Room
School Hall
School Field/Playground

Letting charges:

Hourly Charge	£10
Morning Letting	£30
Afternoon Letting	£30
All Day Letting	£60
Per Person Lunch	£3.00
Per Person Refreshments	50p

Please note food/refreshments are only available within school time at this price. If available, additional charges may be added.

Appendix 2: APPLICATION FORM (for use of School Premises/Site)

REQUEST FOR USE OF: The John Wesley CEM Primary School			
Name of Organisation:			
Name, address and post code number of applicant who will be in charge of the Letting & present for the whole duration of it:			
Telephone Number :			
Email Address:			
Purpose of Letting:			
Maximum number of persons:		Planned Adult: Pupil Ratio if children not with own parents (see advisory notes) 1 adult to 6 children is minimum ratio.	
School Areas required		With/without heating:	
Days:			
Dates:			
Times (including preparation time):			
Furniture & Equipment requirements: (see available furniture and equipment sections of the Lettings Policy)			
Insurance/Public Liability: KCC Insurance will be applied to non-commercial hirers unless details of your insurance and a copy of the policy are supplied as per details in Lettings Policy pages. Commercial hirers must have their own insurance.		Name of Insurers: Public Liability Cover Amount: Copy of Insurance Policy attached: Copy of Public Liability attached:	
Risk assessment will be provided for the activities listed here/ Risk assessment not required (delete as applicable)			
Signed:		Date:	

This form to be completed by the applicant and submitted to the Headteacher/ Finance Manager

For School Office use only:	Date
Application Approved / Refused (highlight as applicable)	
Confirmation of Booking, Hire Agreement & Conditions of Use sent	
Risk Assessment acceptable / Not required	
Insurance seen & attached / KCC Insurance included/Public Liability seen & attached (delete as applicable)	
Hire Agreement Form signed & returned	
Invoice(s) sent	
Payment(s) received	

Appendix 3: HIRE AGREEMENT FORM

Further to your application, I am pleased to offer the following facilities: This is an agreement between the Governors of The John Wesley CEM Primary School	
Name of Organisation:	
Name, address and post code number of applicant who will be in charge of the Letting & present for the whole duration of it:	
Telephone Number:	
Email Address:	
Purpose of Letting:	
School Areas Required:	
Date(s):	
Time(s):	
Furniture & Equipment requirements:	
Charge:	
Insurance arrangements:	
Caretaking arrangements:	<ul style="list-style-type: none"> • None • Opening • Closing • Duration of the Letting
Risk Assessment:	Yes / Not required (delete as appropriate)
Payment Amount Agreed:	
Headteacher's Signature:	Date:

Your use of the school facilities is subject to your agreeing to the **Hire Agreement** and **Conditions of Use** as attached. Subject to your agreement, would you please sign and return the form as soon as possible.

To: Miss Rachael Harrington, Headteacher The John Wesley CEM Primary School	
I accept responsibility for this set of keys and will ensure that they stay on my person at all times and will not release them to anyone else. The security of the school while the event is taking place and the locking up afterwards are both my responsibility.	
I am satisfied with the details shown above and confirm that we accept the Conditions of Use . *We have the appropriate insurance cover / We require KCC Insurance cover (delete as appropriate)	
Name:	
Organisation:	
Risk Assessment attached (If required):	
Signature:	Date:

<i>For School Office use only:</i>		Date:
<p>Equipment which can be used:</p> <ul style="list-style-type: none"> • Chairs; • Tables; • Benches; • Sink unit; • Whiteboard & marker pens. <p>NO CHILDREN ALLOWED IN KITCHEN – HEALTH & SAFETY RULING</p> <p>Please <u>do not use</u> equipment which is not part of the lettings agreement</p> <p>The kitchen in the school can be used with prior consent. All equipment mentioned in the policy is to be safely used for its proper purposes. Where viable the equipment has been electrically tested. All rubbish, empty containers, crates, etc must be removed from the premises by the Hirer immediately after the letting has taken place and before the caretaker locks up. Furniture and equipment is to be left as found unless other arrangements have been agreed with the Headteacher or Caretaker. Mis-use of equipment and damage resulting from mis-use is the responsibility of those letting the premises, not of the school and appropriate charges may be levied to cover the cost of any damage. Damage or loss of any kind sustained to the premises, fixtures and/or fittings, furniture and/or other chattels therein arising out of or in connection with use of the school shall be made good at the expense of the user within one month by the school or, by agreement, by the user and to the satisfaction of the school.</p> <p>Toilet Facilities Toilets are available in the front entrance of the school. A disabled toilet is located on the ground and first floor. Please ensure these are clean at the end of the letting.</p> <p>Insurance & Public Liability: Hirer to provide evidence of own insurance and public liability which meets requirements of hire of premises, as per Letting Policy</p> <p>Caretaking Requirements:</p> <p>Charging: The charge for a Letting is a payable by the user includes an amount to cover payment for standard opening and closing caretaking duties. The user is expected to adhere strictly to the agreed times or, subject to a caretaker being available, be prepared to pay additional overtime. If additional work such as moving furniture to or from a specific room/area or a specific layout, or the setting up of equipment is required, whether foreseen or not at the time of the booking, the user will be required to meet the extra costs which will incur VAT on the whole charge.</p> <p>School Keys: These keys <u>MUST</u> be signed for on the day preceding the event and be handed back and signed as proof on the next school day after the event. You are authorised to keep these keys until the first school day after the event when they must be returned to the school office. The set of keys comprises: 1 front door key; 1 main gate key.</p>		
		<p>Total Amount and Date Payment Received:</p> <p>£</p> <p>Date:</p> <p>Signed (on behalf of school):</p>

Appendix 4: CONDITIONS OF USE FOR A LETTING (of School Premises/Site)

Conditions Governing the Letting of The John Wesley CEM Primary School Premises

GENERAL CONDITIONS

Applications for the use of School Premises must be made to the Headteacher via School's Finance Manager. The person signing the application will be deemed to be the hirer who must be at least 18 years of age and must accept responsibility for ensuring compliance with these conditions.

THE HIRER MUST COMPLY WITH THE LAW OF THE LAND

- Hirers will be informed, at the time when the application is approved of the charge for use of the facilities required. A non-refundable deposit must accompany the booking form if requested and the final invoice must be paid within 30 days of invoice date after the letting. If there is any damage or the need for caretakers/cleaners to work longer than expected after the letting, the hirer will pay any subsequent account sent to him/her.
- The School reserves the right to cancel the letting if the accommodation is required for urgent or academic business. In these circumstances the hirer will be reimbursed his/her deposit.

TERMINATION OF CONTRACT

- The contract can be terminated by both hirer and school with one month's notice.
- Any intention on the part of the hirer to cancel a letting must be notified in writing to the Headteacher at least 24 hours before the letting is due to commence. In the event of the hirer failing to give at least 24 hours' notice, no reimbursement of the deposit will be made and if preparatory work has already been undertaken the hirer will bear the actual costs involved.
Cancellation fees will be charged for the cancellation of any letting up to 50% of the original hire fee.
- No structural alterations to School premises. Fixtures or fittings will be permitted and notices may only be fixed to the boards provided.
- The hirer is responsible for providing supervision throughout the letting and must satisfy the Finance Manager & Headteacher that the arrangements made are adequate.
- The hirer or his accredited representative must be in attendance at all times and must accept responsibility for any damage caused to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from this letting.

HIRER'S LIABILITY

This policy provides cover for all damages which a Hirer of school premises becomes legally liable to pay in respect of, or in consequence of, accidental injury to third parties, or damage to third party property, and accidental damage to the school premises by the Hirer's negligence.

Please note that **a Hirer must arrange their own insurance and produce documentary evidence to the effect that a valid Public Liability policy is in place with a minimum indemnity limit of £5 million for any one event.** This insurance must be with a reputable company in respect of claims which might be made against them by a third party for accidental injury including death or accidental loss, or damage to property arising out of, or in consequence of, the letting and to cover the school, and must produce proof of the policy before the letting is contracted.

Cover can be provided under the KCC Hirers' Liability (Lettings) Policy in the event that Non-Commercial Hirers have no cover, or are unable to provide cover that meets the above requirements. The school will charge both a fee for use of the premises and a premium to cover the purchase of insurance (currently 10% of hire fee). This policy has an indemnity limit of £5 million for any one event. The Hirer is liable to pay a policy excess of £350 for each claim submitted in respect of damage to property.

PROPERTY INSURANCE

Damage caused to property by the following perils are not covered under the KCC Hirer Liability (Lettings) Policy:

- Theft, other than that involving violent or forcible entry to/exit from the premises.
- Loss, destruction or damage due to theft in respect of any item of moveable property which, at the time of the loss, is outside the confines of a building.
- Loss, destruction or damage caused by faulty or defective design, vermin, wet/dry rot, corrosion, wear and tear, and gradual deterioration.

USER NOT TRANSFERABLE

The right to use the facilities or equipment hired is not transferable and the facilities hired shall not be used for any purpose other than that specified on the application.

SUPERVISION

No event may start until the Hirer or a responsible person within the organisation is in attendance.

The Hirer is responsible for -

- The administration, organisation, control and running of the particular event. The Finance Manager will always advise if requested but it is not the Finance Manager's responsibility to run events for the Hirer
- Leaving all premises including outside facilities, changing rooms, toilets etc. in a clean, tidy and secure condition.

EXIT AND ENTRY TO THE SCHOOL

Entry and exit to the school should be made the main door, which is protected by a fob/contactless entry system. It is the user's sole responsibility to control entry of all visitors to ensure that only those people known to them are allowed access to school premises. The entrance and any other external doors that are unlocked must be controlled by responsible adults at all time during the period of the letting.

- On completion of the letting a check must be carried out to ensure that all windows have been shut and secured, and all visitors have left the premises.
- The user shall not cause or permit any nuisance or disturbance neither to other occupiers or users at the school nor to occupiers of neighbouring properties.

USE OF EQUIPMENT

Furniture/Equipment In The School Which Can Be Used:

- chairs; tables; benches; sink unit; kettle / urn / crockery (please wash up afterwards); whiteboard and marker pens (only use the marker pens provided please)

Please do not use equipment which has not been negotiated at the time of the letting.

Only the agreed rooms at the time of the letting booking can be used. All equipment mentioned

in the policy is to be safely used for its proper purposes. Where viable the equipment has been electrically tested. All rubbish, empty containers, crates, etc must be removed from the premises by the Hirer immediately after the letting has taken place and before the caretaker locks up. Furniture and equipment is to be left as found unless other arrangements have been agreed with the bursar or caretaker.

Mis-use of equipment and damage resulting from mis-use is the responsibility of those letting the premises, not of the school and appropriate charges may be levied to cover the cost of any damage. Damage or loss of any kind sustained to the premises, fixtures and/or fittings, furniture and/or other chattels therein arising out of or in connection with use of the school shall be made good at the expense of the user within one month by the school or, by agreement, by the user and to the satisfaction of the school.

TOILET FACILITIES

Toilets are available in the front entrance of the school. There is a disable toilet also for use. Please ensure these are cleaned at the end of the letting.

HALL FLOOR

The wearing of shoes liable to damage the floor (e.g. stiletto heels) is prohibited. Persons letting the hall must observe this policy and are expected to give prior warning to all the members of the public who will attend the event.

HEALTH AND SAFETY

The Health and Safety at Work, etc Act, 1974 (as amended) imposes duties on anyone who hires the school. The duties are to ensure, so far as is reasonably practicable, that the facilities and the means of access to and egress from, are safe and without risk to health. (A copy of the school health and safety policy is available on request and users must comply with the content of this). If agreement is given for the use of the school meals facilities/canteen, KCC regulations must be observed. Whilst it is the duty of employees of KCC to ensure that the building is a safe environment in which to work, health and safety during the letting period is the responsibility of the hirer. Hirers must be willing to take on the safety and security requirements inherent in the policy and the conditions of use.

- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used.
- Post-letting checks are made by the caretaker and reported to the school's Finance Manager
- Follow-up of unsatisfactory lettings is made. Due attention must be paid by the group hiring the premises to avoid undue wear and tear on the buildings and equipment.

FIRE AND EMERGENCY EVACUATION ARRANGEMENTS

It is the responsibility of the Hirer to visit the premises before the period of hire to meet the Finance Manager or Headteacher to become fully conversant with the procedure for summoning assistance.

The user should be aware of the appropriate action to be taken in the event of fire or other emergency. They must check where extinguishers are located and how to use them, how to obtain assistance from the emergency services and the location of fire exits.

Fire regulations must be observed and fire exits in the School

1. The fire alarm box is situated outside the main school office. To activate alarm press **red SOUND ALARM button** or break the green break glass box.
2. The location of the nearest fire extinguisher is by the fire exit door

3. Children should leave by the nearest exit, as directed by the adult in charge and assemble on the KS2 Playground
- The Hirer shall be in charge of the premises for the whole time that the premises are open to the public and it is the Hirer's responsibility to arrange that there shall be during that time sufficient staff on duty to ensure adequate security and fire precautions are in place
THE HIRER SHALL ASCERTAIN AND COMPLY WITH ANY SPECIAL FIRE PRECAUTIONS REQUIREMENTS CONTAINED IN MUSIC, SINGING, DANCING THEATRES OR ANY OTHER LICENCES APPROPRIATE TO HIS/HER USE OF THE PREMISES.
- All Gangways, Corridors, Staircases in the hired section of the premises must be kept entirely free of obstruction and shall not be used as cloakrooms
- All exit doors shall be available for exit during the whole time that the public are on the premises and shall be opened at the end of the function for the use of the persons present at the function
- Inflammable materials shall not be used for the decoration of the premises unless such materials have been rendered flame retardant
- Temporary electrical installations, which are necessary for any particular function, must comply with the following conditions: -
- **All temporary installations shall comply fully with the applicable recommendations and requirements of the current edition (with amendments) of the following: -**
The Institution of Electrical Engineers Regulations for the equipment of the buildings
The British Standard Specification and Codes of Practice
The Electricity Supply Regulations and shall only be installed by a qualified electrician
No temporary wiring shall be connected to circuits or fuse boards feeding the main auditorium lighting
- The Hirer shall ascertain the position of telephones, escape routes, fire alarm systems and firefighting equipment
- Thorough checks should be made by the hirer at the end of the letting to ensure no smouldering fires and that all doors and windows are properly secured.

PORTABLE APPLIANCE TESTING

It is the Hirers responsibility to ensure that all electrical equipment brought into the building by the Hirer, or any bands/groups or organisations used by the hirer that it has a valid Portable Appliance Test Certificate.

- School reserve the right to refuse the use of an equipment that: -
Looks unsafe
Has tripped out circuit/blown a fuse
Has no current PAT Certificate

FIRST AID ARRANGEMENTS

Hirers must make sure they have suitable first aid provisions in place for their letting. The Hirer must ensure that a qualified attendant is in charge and is responsible for having sufficient first aid equipment. If required, the Hirer should make the necessary contact with the British Red Cross or St John's Ambulance Brigade. The Hirer is responsible for summoning any emergency service as necessary during the period of hire.

ADULT: PUPIL SUPERVISION RATIO

An adult/pupil ration of 1 adult to every 6 children for Foundation, Y1 and Y2 and 1 adult to every 10 children for Years 3 - 6. Every adult who is in charge of other people's children must have had an Enhanced Disclosure and the hirer must satisfy themselves that Disclosures have been issued and are in date. Before issuing tickets for events where children attend without their parents/carers, the hirer MUST have an emergency telephone contact number for each child plus a signed form stating whether the child is taking medication (e.g. inhalers).

PARKING INSIDE THE GROUNDS

Control of parking is the responsibility of the user. No responsibility can be taken by the school for any damage to vehicles sustained whilst in the school grounds.

NO SMOKING

No Smoking is allowed within The John Wesley CEMP School premises. This includes the car park and school field and playground.

CONSUMPTION OF ALCOHOLIC BEVERAGES

There must be no consumption of alcohol on school premises unless the function is an evening family function (such as a family quiz) where parents supervise their own children or an adult only event. Adults supervising children at a children's event (when their parents are not present) such as a party, disco, pantomime should not consume alcohol on school premises or elsewhere if they are in charge of other people's children in any way. Alcohol is only allowed on school premises during an evening family or adult function or at the fete or Friends' BBQ when there is no direct supervision of other people's children. The hirer must have written permission from the school before arranging for alcoholic drinks to be consumed on the premises. The hirer is responsible for obtaining an appropriate "Occasional Permission Licence" from the clerk to the local magistrates' court if intoxicating liquor is to be sold during the letting. Alcoholic drink may not be brought on to the premises while students are present and are to be cleared from the premises by the time the event ends.

PUBLIC PERFORMANCES – PERFORMING RIGHTS

No public performance of a play, nor any cinematography exhibition, nor any public dancing, singing, music or other public entertainment of the like shall be performed in or close to the premises unless any necessary licence for the same shall first have been obtained from the appropriate authority and all necessary measures taken to fulfil the conditions of the licence. It may be that a School Public Performance Licence will cover the situation but this aspect must be cleared in advance. No films shall be used on the premises. To meet the requirements of the Copyright Designers and Patents Act 1988, any musical performances on the premises are to be notified to the Performing Rights Society Ltd. Where ballet, opera or choral works are to be performed advance permission must first be obtained from the Performing Rights Society Ltd.

ACCESS BY A SCHOOL REPRESENTATIVE

During the hiring, representatives of the School Governors, other authorised staff, Police and Fire Officers shall have free ingress to and egress at all times.

COLLECTIONS AND LOTTERIES

No collection, game of chance, sweepstakes, sale of programmes, raffle or lottery may be conducted without the prior consent of the Business Manager.

DISPLAY OF POSTERS AND ADVERTISING

No flags, emblems, decorations, posters or advertisements shall be displayed inside or outside the hired premises without the previous consent of the Finance Director.

- Flyposting is an offence incurring liability to a fine. Any Hirer wishing to display posters must first consult the Borough Planning Officer to find out whether consent is required. The Hirer is solely responsible for obtaining any necessary consent. (Flyposting, the display of advertisements in contravention of the advertisement control regulations)
- Where the Hirer wishes to display or attach notices on any Highway fixtures (signposts, lamp standards, etc.) the Hirer must first obtain the consent of the Borough Planning and Technical Officers of Ashford Borough Council.

LITTER

Sufficient bin bags are provided and patrons are expected to deposit litter in these and put in outside bins.

ADDITIONAL CONDITIONS GOVERNING THE LETTING OF SCHOOL FIELD

- Casual spectators not connected with the letting must not be admitted
- Stakes or the like must not be driven into the ground unless permission has been specifically given
- Vehicles must not be driven over or parked upon the playing fields or grassed areas at any time
- Vehicles must not be parked upon playgrounds unless permission has been specifically given
- Bonfires must not be lit, unless permission has been specifically given
- Animals must not be allowed on the playing fields
- No marking out of pitches may be done except by authorised ground staff unless permission has been specifically granted
- Fields must be left in a clean and tidy condition after use
- Any loudspeakers must be moderated so as not to cause a nuisance.

ADDITIONAL CONDITIONS COVERING CAR PARKING AND SITE MANAGEMENT

- Please ensure all visitors park in designated spaces and are not obstructing emergency access to any part of the site, and that there is no parking on grass verges
- For larger events Stewards may be required to assist in aspects of the event
- Hirers are requested to inform the Finance Manager if a large number of cars are expected at the function and main car park is needed
- If your event takes place during school time, please do not park in the staff car park. Visitor parking is available directly outside the school.

SPECIAL NOTES FOR OCCUPANTS OF PREMISES AFTER NORMAL HOURS

- Agree a means of contact with the Caretaker/Headteacher/Deputy Headteacher before they leave site – if appropriate e.g. a Mobile Phone
- In the event of an Emergency Services call, contact the DHT/HT as quickly as possible after making the emergency call
- If calling Emergency Services please ensure you know your location and state The John Wesley CEM Primary School, Wesley School Road, Cuckoo Lane Ashford, Kent. TN23 5LW
- In the event of Fire, **Get Out, Call the Fire Brigade Out, Stay out – Firefighting apparatus is provided for small blazes only**

DATA PROTECTION

You are expected to abide by the school's data protection policy at all times, a copy of the policy can be found on our policy page on the website. You will ensure that where you are collecting personal data you will be compliant with the Data Protection Act at all times, you will be registered with the ICO as a data controller and will issue data subjects with the required privacy notices at the point you collect their data.

PLEASE NOTE

- Any Queries on these conditions, please seek clarification before your letting
- The Hirer is required to have read, and confirmed you have read and understood these conditions prior to your letting
- The Hirer should abide by all the general conditions set out in this conditions document
- The Hirer will need to verify that they have read, understood and actioned all of the relevant conditions for your letting in this conditions pack before your hiring can take place.

OBLIGATION

The Hirer will abide by the Conditions set out in this 'Conditions of Letting' and will be responsible to the school for: -

- The behaviour and control of any users or spectators
- Any damage to property belonging to The John Wesley CEM Primary School during, or in connection with the hiring including buildings, fixtures and fittings equipment and the ground during the period of hire will be attributed to the Hirer. However slight damage may be caused by fair wear and tear this is expected.
- Specific conditions in addition to those mentioned here may be introduced depending upon the type of event to be held.

Disclaimer

The Governors and Headteacher cannot be responsible for possessions and vehicles belonging to members of the public which are stolen or damaged during the letting period. The Lettings Contract must be signed each time the school is let and the name of the person in overall charge of the event must be stated on the Lettings Contract.

The premises shall not be used for any purpose other than that for which agreement has been granted nor shall any areas of, or furniture/equipment in, the school but not included in the letting agreement be used without express permission; in such cases an extra fee may be payable. No landlord and tenant relationship shall be created.

THE JOHN WESLEY CEM PRIMARY SCHOOL IS A NO SMOKING SITE

COVID-19 ADDENDUM

Additional Conditions Governing the Letting of The John Wesley CEM Primary School Premises within Covid-19 restrictions

This policy addendum outlines the roles and responsibility of the school and hirers to ensure that community lettings can run in the safest way possible. All hirers must agree and adhere to this COVID-19 Lettings Policy & Addendum. Please read this policy carefully, read the school's updated/current risk assessment and take the time to formulate your own risk assessment & plan as to how you will run sessions safely in school facilities. Your usage will be spot checked by our team, and it must adhere to the following requirements.

HANDS

Hirers will be asked to clean their hands using hand sanitiser or using the nearest toilet on the way in, which may result in a different access route being used.

Our school staff will prop open doors where possible to allow customers to move through the building without touching any surfaces.

Please follow all government guidelines at all times.

FACE

Hirers are required to use face covering when accessing shared spaces (e.g. going to the toilets). In the school building, we recommend that face coverings should be worn by all staff and adults (including visitors) in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school and Early Years settings should not wear face coverings.

Please follow all government guidelines at all times.

SPACE

Government rules, guidelines and recommendations around COVID-19 and social distancing need to be fully adhered to at all times. This may include requirements such as keeping at least 2m separation between people and/or permitting only a limited number of people at any event or hiring. It is the hirer's responsibility to comply fully with all government requirements at all times, in addition to any further requirements that this Hiring Agreement contains.

The school will ensure that social distance is always observed between themselves and a hirer, as well as between different groups. Our staff will also ensure that each booking will be allocated the visitor toilets only where possible for the duration of their booking and we ask that hirers only use their designated toilet. It is each lead hirer's responsibility to ensure that social distance is observed with their attendees and anyone associated with their booking whilst on site. Hirers must accept this responsibility before attending the site, and the school will work with hirers to advise them on how to make this possible in the spaces they use.

This may include restricting group sizes in order to ensure that there is at least 2 metres separation between attendees, capping groups/classes at a certain set number based on room size, and allowing access on a first-come, first-served basis.

Social distancing measures for team sports may require or allow for different measures. The hirer is responsible for observing their activity specific guidance.

ACCESS

All hirers are required to wait outside the school building for their session, until their allocated time. This applies in all weather conditions to avoid gathering in entrances.

For lettings using drop off and pick up, only those using the space are allowed in any school buildings. Parents and/or guardians doing drop off or pick up must wait outside, maintaining a 2m distance at all times.

DURING YOUR LETTING

Each letting group will act as a “bubble”. Please ensure all members of the bubble remain with their group and do not interact with others on site. Where a letting is indoors, irrespective of the weather we advise that windows are open to increase ventilation.

Hirers must bring their own antibacterial hand sanitiser and wipes for use during their letting on their own equipment. We ask that hirers bring their own water bottles instead of drinking directly from water stations. Water access maybe available to fill up these bottles. Any equipment used must be pre-agreed (once again) with the school staff. Equipment must not be shared between ‘bubbles’. When this equipment use is agreed, hirers must bring appropriate cleaning materials to disinfect the items used at the end of their session.

CLEANING AND MAINTENANCE

The school representative have identified touch points, such as door handles and taps, for each specific space and ensure that these are cleaned with anti-bacterial wipes/spray before and after any hirers attend the site. Additional cleaning is also undertaken after any hiring of the school at this time. The school representative will check toilets before each letting, to ensure they are clean, they have an adequate supply of soap and paper towels.

If hirers are using any pre-agreed equipment, they must ensure that it is wiped down with anti-bacterial wipes at the end of their session.

SUSPECTED CASES OF COVID-19

Please follow all government guidelines at all times.

We ask that anyone who falls within the clinically vulnerable or extremely clinically vulnerable group will be advised to stay at home until end of shielding advice from Government. All hirers and customers should follow all current Government advice on isolation and notification of symptoms. We ask all hirers and school staff to remain alert to the symptoms of COVID-19 and take the following action should they develop either a fever, a persistent cough or lose their sense of smell and taste whilst on site.

- The individual must leave the school site immediately. If they are awaiting collection, they must wait outdoors in isolation from others.
- The hirer must report this incident to the school representative immediately.
- The rest of their ‘bubble’ will be expected to self-isolate for 10 (or follow current guidelines) days and will not be able to visit the school during this time.
- The areas used by this bubble will be blocked off until a deep clean can be undertaken. This includes:
 - The access route taken by the group
 - The space(s) used by the group
 - The toilets associated with these spaces

- Any equipment agreed for use for this group

Declaration

As hirer of the school premises, I agree to the following whilst on site:

- Maintaining social distancing at all times, particularly from any other users, and schoolstaff on site.
- Putting measures in place to ensure that my entire activity/session is run in a socially distanced fashion so far as is possible, including avoiding gathering of any attendees and parents picking up during pick-up and drop off times.
- Ensuring that my activity is run according to all current government and/or governing body guidelines.
- Ensuring that I bring my own antibacterial hand sanitiser and disinfectant wipes for use during my letting
- Ensuring that each of my attendees is aware of this responsibility and they have been briefed on my own risk assessment and school expectations, in particularly.
 - That they should not attend site if they have any symptoms of the virus
 - That should they develop symptoms having attended the school site they inform you, the organiser, immediately
 - The need for them to social distance
 - The importance of handwashing regularly
 - The need to travel to the venue safely
 - That they should bring their own water bottles rather than using water stations at the school
 - Ensuring that they aware that should anyone display symptoms on site, they should leave the site immediately and the school will be informed.

To: Miss Rachael Harrington, Headteacher The John Wesley CEM Primary School	
I agree to follow the additional Covid-19 Addendum expectations whilst hiring the space. We have an appropriate risk assessment. I am satisfied with the details shown above and confirm that we accept the <u>Conditions of Use</u> alongside the <u>Covid-19 Addendum</u>.	
Name:	
Organisation:	
Covid-19 Risk Assessment attached:	
Signature:	Date: