



SOUTH WILTS GRAMMAR SCHOOL FOR GIRLS (ACADEMY)

LETTINGS POLICY

South Wilts is a progressive grammar school for girls, which aims to maintain high academic standards and cultural achievement within a caring environment. We seek to encourage responsibility and personal fulfilment so that students attain their maximum potential. The School is dynamic and works with the community to prepare its students for life-long learning and adult independence.

South Wilts Grammar School values and respects all students equally and aims to provide equality of opportunity wherever possible.

Purpose

The School is willing to let its property for the following reasons:

1. To promote the sensible and just use of School property for the mutual benefit of the School, and groups and individuals in the community.
2. To raise revenue which will be used to the educational advantage of students at South Wilts Grammar School.

Guidelines

1. The School has priority use of the property.
2. The School reserves the right to refuse any lettings request.
3. The School will always seek to at least cover its costs unless it is the direct beneficiary of a fund-raising activity.
4. The School will seek to treat hirers fairly.
5. Hirers will be expected to respect School property and honour all School and legal regulations which may be in force at any time.

Implementation

1. The Resources Committee will annually review lettings charges, policy and conditions.
2. Individual lettings will be managed by the School in accordance with the Governors' policy.

Evaluation

Annually the Resources Committee will review:

- a) The policy and conditions.
- b) The charges.

This review will take place in the spring term. The charges will then be fixed for the coming academic year.

SOUTH WILTS GRAMMAR SCHOOL FOR GIRLS

SCHOOL LETTINGS CONDITIONS

1. The Hirer agrees that all requirements relevant to the letting will be complied with (including obtaining any necessary licence, e.g., for the sale of intoxicating liquor) and that all personnel employed by the Hirer or involved in the activity concerned will be advised of these conditions.
2. Three clear days' notice is required in the event of the need to cancel a booking. If due notice is not given, the Hirer will be required to pay the full hire charge.
3. All lettings are provisional. School needs must take priority. In the event of a cancellation, every effort will be made to give a minimum of seven days' notice. The School cannot be held responsible for short notice being given due to emergency repairs or health and safety issues.
4. The Hirer must ensure that a responsible person will be present on the premises at all times during the period of the letting.
5. The Hirer must ensure that any children in their group are supervised throughout the period of hire at all times.
6. The Hirer accepts full responsibility for any damage to or theft of South Wilts Grammar School property occurring during the period for which the premises are hired. Invoices raised for damage or theft must be paid before any further period of hire (even if prepaid) will be considered.
7. Any additional cleaning undertaken by South Wilts Grammar School staff which, in the opinion of the officers of the School, occurs as a result of the hiring and outside the scope of the agreed hire charge will be charged to the Hirer at the appropriate rate.
8. Should a hiring be requested on a Bank Holiday, a charge will be levied for the site supervisor's time to open and close the building. For a single session the charge will be £20.
9. South Wilts Grammar School accepts no liability for the loss of personal property brought into or left in the premises during the letting.
10. South Wilts Grammar School is a no smoking environment. The hirer, and those using the school premises under the same letting arrangement, must respect this policy. If any damage is caused due to smoking the hirer will be liable for any defect.
11. South Wilts Grammar School is responsible for ensuring that the means of access or egress are safe for the use of the Hirers and that plant or equipment used by the Hirers is safe. It follows, therefore, from this that if the Hirer discovers a hazard in regard to access to School premises or the equipment to be used, he/she should take action to make the Site Supervisor aware of the hazard.
12. The Hirer agrees that no animals other than disability assistance dogs shall be brought onto School premises.
13. The Hirer agrees that no equipment will be used without approval and that the installation of the Hirer's equipment will be carried out by competent personnel. Electrical equipment must carry a current PAT test label.
14. The Hirer accepts that he/she should familiarise himself/herself with the position of telephones, escape routes, fire alarms and fire-fighting equipment. Notices regarding the procedures in relation to action in the event of a fire should also be studied and the information disseminated. The Site Supervisor will advise if required to do so.

15. The Hirer agrees to indemnify South Wilts Grammar School against all claims, actions and liabilities arising from the use of the premises by the Hirer apart from claims and actions arising through the negligence of the School, its servants or agents.

INSURANCE ARRANGEMENTS

1. There is cover under the South Wilts Grammar School's Public Liability Insurance insofar as injuries arising from a defect of the School premises or of the contents of the building are concerned. There is, however, no cover against any injury arising from some action or negligence by the Hirers. Hirers should therefore note that they must accept responsibility for suitable supervision and for taking out adequate insurance cover.
2. Any organisation operating regularly in any of South Wilts Grammar School premises must have a continuing public liability policy to cover the possibility of claims arising from any aspect of the organisations activities. A copy of this insurance must be supplied to the school. The minimum limit of indemnity for this type of policy should be not less than £1,000,000 and preferably £2,000,000.
3. Hirers should ensure that their public liability policy includes damage to premises under their control. It is not essential to take out a separate fire policy as any liability which could be proved against the Hirer when there is a fire would come under this policy.

FACILITIES AND CHARGES

Rooms available are hall, small hall, classrooms, theatre, gymnasium, drama room, dining room and kitchen. Toilet facilities are provided for all lettings.

All rooms are let unheated, but if required heating can be provided at an extra charge, currently £20 per building, with additional sessions on the same day being charged at 60% of the first session. Where Hirers request rooms in different buildings heating will be charged at £20 for each building used. Should the school need to separate the hiring into different buildings, only one charge of £20 per session will be levied.

Lettings Charges	Hire Charge	Heating Per Building	Site Supervisor Charges*		
			Weekday	Saturday	Sunday
Hall	£70	£20	£0	£5.00	£9.00
Small Hall/Gym/Theatre	£49	£20			
Classroom/Drama Room	£38	£20			
Kitchen/ Dining Room	By arrangement	£20			
Running Track					
Block Booking	£40.04/hour (ex VAT)	N/A	N/A	N/A	N/A
Community (10% discount)	£36.04/hour (ex VAT)				
Charity (30% discount)	£28.03/hour (ex VAT)				
Commercial	£50.05/hour (ex VAT)				

***Site supervisor charges are a one off charge per letting, not per room.**

Sessions

Charges (except the Running Track which is an hourly charge) are per session and sessions are as follows:

8am – 1pm
1pm – 6pm
6pm – 10pm
After 10pm

Additional sessions and heating on the same day will be charged at 60% of the first session.

A 10% reduction of hire costs is given on block bookings of 10 or more if all paid for in advance and at least seven days before the first session. No reduction can be made for heating.

PAYMENT - Hirers will be invoiced prior to the event. All settlements are required at least seven days before the event. Please make cheques payable to South Wilts Grammar School. Any queries regarding the invoice must be referred to the Finance Department within five working days of receipt.

SOUTH WILTS GRAMMAR SCHOOL FOR GIRLS

Stratford Road, Salisbury, SP1 3JJ
Telephone (01722) 323326 Fax (01722) 343751

**APPLICATION FOR USE OF ACCOMMODATION
PLEASE NOTE THERE IS NO SMOKING ON THE SCHOOL PREMISES**

Particulars of Organisation

Name of Organisation

Name and Address of Hirer.....

.....

Telephone number daytime evening

Facilities required

Purpose of use

Day(s) date from to.....

Time(s) of use from to

Heating required Yes / No (please delete as appropriate)

Copy of public liability insurance attached Yes/No (if not, please specify why)

.....

Equipment / apparatus etc. required

.....

Other requirements

Other information

I hereby agree to hire and use the rooms/facilities/equipment in accordance with the School's regulations and charges and agree with the terms and conditions, which I have read, understand and will observe and fulfil, including fully understanding the position concerning Insurance. I will pay the sum due on receipt of the School's invoice.

Date..... Signature

CONSENT

Your application for the hiring of accommodation / facilities has been approved / rejected by the Business Manager. If it has been rejected a letter of explanation is attached.

The charge is £

Signed Name (print) Date
Business Manager

Please return this form to Finance Office, South Wilts Grammar School.

Reviewed by	Date of Review / approval	Review cycle	Next Review Date	Statutory / Non statutory	Website
Resources	Spring 2017 6	Annually	Spring 2018 7	Non statutory	No