

PROCEDURES FOR HIRING OF MAYFIELD SCHOOL PREMISES

Mayfield Primary School wishes to encourage the use of our school, its buildings and grounds, by the community as a whole.

How To Book School Premises

1. Contact the School Business Manager, Kate Challis, (712129; kchallis@mayfield.cambs.sch.uk) If the date is available the let will be recorded as provisional and you will be given the estimated cost and a booking form to complete.
2. To confirm the let please return the booking form together with a deposit of £10. Cheques to be made payable to Mayfield Primary School.
3. Payment is required one week in advance for one-off lets. Regular lets are invoiced termly in arrears (see clause 1 below). A price list is attached.
4. After 6pm and at weekends a minimum hire of 2 hours is required.
5. The deposit will not be returned if less than 14 days written notice of cancellation is given.

Child Protection Legislation & School Ethos

Any organisation hiring school premises in order to provide activities for children must have in place appropriate child protection policies, procedures and codes of conduct compatible with those of the school.

All hirers are expected to comply with ethos of the school: Everyone is welcome · Our diversity enriches us all · We all do our best for ourselves and for each other

Conditions of Hire

Payment

1. Payment is required in relation to one-off lets 7 days in advance of the date booked, failing which the provisional booking will be cancelled and the deposit retained by the school. For regular lets, charges will be invoiced termly in arrears and payment is required within 14 days of receipt of invoice.

Damages

2. The hirer must leave the premises in a clean and tidy condition at the end of each period of hire.
3. All damages and breakages should be reported to the school. The hirer will be held responsible for any damage to buildings, furniture or other property during or arising from the period of hire and a claim for the repair or replacement of such buildings, furniture or other property will be made.

4. If any additional time or expense is incurred in the removal and replacement of furniture or equipment, or any exceptional cleaning becomes necessary in consequence of the use of the premises, the hirer will be liable to reimburse the school for the time cost or other expense incurred.
5. No nail or fastening of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture.
6. When the premises are hired for the purposes of auction sales, horticultural shows or other events of a like nature the hirer must protect the floor of the main hall with a suitable covering.
7. The hirer shall indemnify the school governors and Cambridgeshire County Council against all claims, demands, actions or proceedings in respect of any loss, damage or injury caused by or to any person or property which shall occur while such person or property is in or upon part of the premises or arise from any accident or occurrence which happens while such person or property is in or upon any part of the premises or in respect of any loss or damage suffered or sustained by any person or property by reason of use of the premises by the hirer. Any such accidents or incidents must be reported to the Headteacher at the earliest possible time.

Equipment

8. The hirer shall ensure that any equipment he brings onto the premises for use thereon shall be safe and shall meet the standards of any statutory requirement.
9. Electrical equipment must **not** be brought into the premises unless:
 - a. The arrangement has been approved in advance with the hirer;And
 - b. The equipment has been checked and has a current certificate to confirm that it complies with the Electricity at Work regulations.
10. The hirer shall undertake to remove all equipment and property brought in for the period of the letting unless special arrangements have been agreed with the school. Property left on the premises without such an arrangement remains at the hirer's risk and the school reserves the right to dispose of it.

Alcohol

11. No excisable liquor shall be sold unless either an occasional licence or an occasional permission has been obtained by the hirer or on his behalf. If a licensed bar is required the hirer should make a written request for consideration by the Governors. Once granted, the hirer is responsible for obtaining the license, and the running of the bar.

Performances

12. The hirer shall not use the premises, or any part thereof, for a performance for which copyright subsists without the consent of the owner of the said copyright or in any manner infringe any subsisting copyright.
13. The hirer shall arrange for any music licences as required for open access, profit making events such as aerobics classes. The school may be able to arrange for a licence at a cost of £2 per session – please contact the school for details.

Gaming

14. If any part of the premises is to be used for purposes of gaming or games of chance of any description the hirer shall be responsible for securing that the provisions of the Betting, Gaming and Lotteries Act 1963, the Gaming Act 1968, or any subsequent amending Act are fully observed and complied with.

Cancellation of Booked Lettings

15. The school governors reserve the right by oral or written notice to the hirer to cancel or terminate a booking or letting at any time and to return to the hirer any monies paid by way of deposit or hire, but the governors shall not be under any liability to the hirer for any loss or damage he may sustain arising out of such cancellation or termination. In exceptional circumstances, the School may ask the hirer to postpone or reschedule an individual week's booking.
16. In the event of a cancellation by the hirer less than 7 days before the booked date, the school will require payment in full. If the relevant room(s) is re-let on the relevant date, the payment will be refunded.
17. In relation to regular lettings, and without prejudice to clause 14 above, if the school governors wish to terminate this contract they will use their best endeavours to give written notice of up to 3 months to the hirer. The hirer may terminate the contract by giving 3 months' written notice to the school.
18. If
- a. any organisation hiring school premises in order to provide activities for children fails to discharge its child protection responsibilities to the satisfaction of the school governors or any person designated by them
 - Or
 - b. any other term of this contract is breached by the hirer the school reserves the right to terminate the contract with immediate effect without compensation and without liability to the hirer for any loss or damage sustained as a result of the termination.

Fire

19. The maximum capacities of the halls and rooms is as follows:
- Large Hall 200 people. If fire exit through KS2 is unlocked max 400 people
 - Small Hall 60 people. If fire exit through KS1 is unlocked max 150 people
 - Community Room 200 people
20. The hirer must consider what to do in the case of fire - we will be pleased to advise you. Fire exits and extinguishers must not be obstructed. The hirer shall check and make known to those present during the letting, the location of fire exits and fire extinguishers and the availability of the telephone. *Please note that you need to press '9' on the telephone to access an outside line.*
21. **No smoking is permitted on the school site.** This includes smoke machines.

Insurance

22. The County is insured only in respect of its own liabilities to third parties. **All commercial hirers must ensure they are insured for injuries to their members and others, and for theft of or damage to their own and County property.** The hirer must ensure the school has a copy of their current public liability insurance certificate.
23. For private hirers booking a non-commercial let, insurance through Cambridgeshire County Council is available. The current charge for this is 15% of the hire fee plus 12% Insurance Premium Tax. There is a minimum charge of £2.50. Please note that without appropriate insurance the hirer could be held personally liable for any claim arising from the let. The insurance covers:
- Public liability to a limit of indemnity of £2 million.
 - Damage to the hired premises by fire or explosion caused by the negligence of the hirer - no limit of indemnity.
 - Other negligent damage to a limit of £25,000 - with an excess of £100 for any one claim.

Safety & Security

24. The hirer shall provide such number of attendants and stewards as may be necessary to secure the efficient supervision of the premises during the hire. No person under 18 years should be left unaccompanied.
25. First Aid supplies are available stored in the Community Room kitchen but these may not be accessible depending on the area being hire. Hirers elsewhere on the school premises should bring their own first aid supplies. The hirer must notify the school if these supplies are used. Any accident **must** be reported to the school.
26. The building must not be left unattended at any time. When a let is finished the hirer must hand over the building to the caretaker or lock up (by prior arrangement). Where it has been agreed that the hirer will lock up at the end of the let, the hirer may not loan the key to any other person without the consent of the school.
27. The governors reserve unto themselves and their officers, servants and agents a right of entry to every part of the premises at any time.

General

28. The hirer undertakes to bring these Conditions of Hire to the notice of activity organisers in the hired area.
29. For the purposes of this contract with the school governors, the hirer may where relevant accept communications from the Headteacher, Bursar and the Caretaker as being made on behalf of the governors.
30. From time to time there will be staging in the hall for school productions.
31. The disco equipment is not to be operated by persons under 16 years of age. No drinks or other liquids are to be taken into the vicinity of the disco equipment.

Price List – Hourly Charges

	Large Hall		Small Hall		Community Room		
	Commercial	Non-Commercial	Commercial	Non-Commercial	Commercial	Non-Commercial	Concession
Daytime to 6pm	£19.75	£14.00	£15.75	£11.00	£15.75	£11.00	£7.50
Evenings & Saturdays	£38.00	£27.00	£25.75	£18.75	£25.25	£13.25**	£10.00**
Sundays & Holidays	£49.50	£36.00	£38.00	£25.25	£32.50	£16.25**	£11.50**

** minimum let of 2 hours, caretaker to unlock and lock up NB lets over 2 hours – fees can be negotiated depending on length of let & caretaker requirements

Two or more Halls/Rooms – Buy One Get 2nd and/or 3rd Half Price!

Playing Field or Playground **£13.25** per hour. Includes use of changing rooms and toilet.

Disco equipment can be hired for **£61.50** per event.

Meeting Room	Evenings and Saturday	Sundays & Bank Holidays
First hour	£12.00	£15.25
Subsequent hours	£7.00	£8.00

Commercial lets are events run for profit eg a workshop for which there is an attendance fee

Non-Commercial lets are non-profit events eg a birthday party

Charity/Concession lets are for non-profit community groups eg the Girl Guides

Prices correct January 2018. Prices may be increased with 21 days' notice to meet rising costs. Any changes will be notified to the hirer as soon as possible after they have been determined.

Charges do not include the use of the main school kitchen - this must be arranged in consultation with the Headteacher and the School Catering Service. A surcharge of £20.00 will be made for the use of the main school kitchen for the reheating or preparation of food.