



Bungay High School...

Lettings Policy



www.bungayhigh.co.uk

Opportunity and Excellence for All





Lettings Policy

Hiring Regulations

- Hirers are subject to safeguarding regulations. Proof of CRB status of all adults with access to young or vulnerable people (under 18 or vulnerable adults) must be provided to the school together with a copy of the hirer's safeguarding policy prior to the booking date.
- A booking will be confirmed on receipt of a signed booking form.
- Payments will be made within one month of the invoice date.
- Payments will not be refunded if the activity is cancelled within one month of the booking date by the hirer.

General Conditions

- The hirer is responsible for the proper use of facilities and equipment and must take reasonable precautions to ensure that there is no damage.
- The premises must be left in a clean and tidy condition at the end of the session. Any damage will incur a cost to the hirer.
- Hirers must report to reception and sign in. Hirers are responsible for monitoring persons involved in their activity whilst on site so that in the event of a fire alarm, all persons can be accounted for.
- The hirer will have access to a telephone for use in the event of an emergency.
- Hirers must ensure that all persons engaged in their activity are aware of the fire exits and observe all health and safety regulations.
- Fire appliances must not be tampered with, or used other than for fire-fighting purposes. Fire exits and corridors must not be blocked.
- It is the responsibility of the hirer to provide first aid equipment and trained personnel for persons engaged in their activity on site.
- The Hirer is not permitted to use other parts of the premises other than the areas agreed, and at the times agreed.
- Smoking is not allowed anywhere on the site.
- The hirer shall not allow so many users into the premises to exceed the capacity of the rooms as declared in the application. The seating (if applicable) of persons shall not be arranged in such a way as to impede safe escape from the premises in an emergency.
- The hirer shall provide sufficient supervision of users, children must be directly supervised at all times. Attendants shall be identifiable, for example by a badge.
- The hirer shall arrange for users to park in the designated area, and not the access road or grassed areas.
- The Headteacher reserves the right to have a member of staff present during the activity, and to put a stop to any event which is not properly conducted.
- The hirer must have regard to the national standards of qualification, and competence of instructors and supervisors for their activities.
- Insurance can be purchased at a cost of 10% of the letting, or clubs which hold their own insurance can provide confirmation of this to the school instead.
- Incident forms are available from the school in the event of an accident or damage, hirers should telephone the Business Manager. The hirer is responsible for completing this document.
- Any electrical equipment brought onto the site must be PAT tested.
- The hirer is responsible for completing their own risk assessment for their activity. If the school can assist in any way to reduce risk, please discuss this with us.
- The hirer is responsible for ensuring that any necessary licences for their event have been obtained.



Lettings Policy

CHARGES

Facility	Unit	Charge	Inc VAT
Main Sports Hall	Per hour	£30.00	£35.25
Main Sports Hall	Per day	£200.00	£235.00
Small Sports Hall	Per hour	£15.00	£17.62
Small Sports Hall	Per day	£100.00	£117.50
Badminton Court	Per hour	£6.00	£7.05
Tennis Court	Per hour	£4.00	£4.70
Sports Pitch	Per game	£30.00	£35.25
ICT Suite	Per hour	£30.00	£35.25
ICT Suite	Per day	£150.00	£176.25
Conference Room	Per hour	£15.00	£17.62
Meeting Room	Per hour	£10.00	£11.75

- Special rates may apply, for example for charities.
- 10% insurance charge will be made unless hirers can prove they have adequate liability cover.
- All lettings are subject to availability
- VAT at 17.5% is due unless 10 bookings are paid for in advance.
- Hire of the sports facilities includes use of the showers & changing rooms.
- Other facilities, such as printing, laminating, video conferencing and snacks/cold food can be arranged on request.

September 2010