



St Ann's Primary School

Lettings and Charges Policy

To Be Reviewed September 2022

# St. ANN'S PRIMARY SCHOOL

## LETTINGS POLICY

September 2021

### 1 Introduction:

This policy statement sets out the provisions of the school's Governing Body in respect of policy, practice and charges for the letting of school grounds, buildings, rooms and facilities. It also sets out advice to governing bodies, and Head Teachers when they decide upon the types of activity and/or group which it grant lettings to.

The Governing Body agree to allow lettings of school buildings and facilities in order to benefit the community and to promote the school as a focal point for activities within the area.

The policy is written in accordance with the terms and conditions as outlined on the reverse of the Letting agreement (see appendix 3).

### 2. Status of the School:

St. Ann's Primary School is a public building which Governors agree should be used for the benefit of the wider community.

The rates of hire are detailed in appendix 4 and all groups will be subject to the full charges listed, which have been determined by the Governing Body at a rate below that recommended by RMBC. These rates are designed to reflect the needs of the local community and encourage the use of the building at a rate which should ensure accessibility by all.

**School groups from within the Clifton Learning Community are not subject to charges under the terms of this policy, or the policy covering the use of The Performing Arts Centre facilities.**

Use of The Performing Arts Space itself and the specialist equipment contained within it, is subject to additional charges and conditions (see appendix 1).

3. Types of groups and activities considered appropriate for lettings:

The Governing Body will consider on merit all approaches for the letting of school grounds, buildings, rooms and facilities. Each approach will be assessed for suitability and appropriateness by the Head Teacher, to whom the Governing Body delegate day to day responsibility.

The Governing Body **do not** consider that it is appropriate for school grounds, buildings, rooms and facilities to be used for the following activities:-

- Political meetings or rallies, regardless of the political party in question.
- Religious meetings or services, regardless of the religion represented.
- Party celebrations such as birthdays, weddings and naming ceremonies.
- Activities which the Head Teacher considers to be dangerous or detrimental to the school environment.
- Any activities which the Head Teacher considers would bring the school's good name and reputation into disrepute within the local community. These activities would be seen to be in direct conflict with the ethos promoted by the school.

4. Lettings Process:

In order to hire any of the school's facilities, a hirer must complete and return a "Lettings Agreement Form" (see appendix 4).

A group will not be allowed access for a letting unless a signed form has been received by the school. This ruling applies to **ALL** lettings, including block bookings and single event bookings.

Once a completed and signed form has been returned to the school, the Head Teacher will inform the group as to whether their request has been granted. The availability of the Site Manager or his substitute will be checked prior to granting such a request.

Where a request for a letting is refused, then the Business Manager will inform the prospective hirer of the reasons for this refusal. Following this, no other correspondence will be entered into and the Head Teacher's decision will be final.

5. Charging Process and recovery of costs:

The school will make charges for any lettings on a monthly basis by raising an invoice to the hirer.

Where a hirer refuses to make a payment for a letting or service that has been provided/used, then the Governing Body reserves the right to refuse any future requests for lettings from that group, sub sets of that group, or individuals within it.

6. Monitoring the effectiveness of the policy

Annually the effectiveness of this policy and the lettings charges will be reviewed and ratified by the Governing Body.

8. General conditions of hire to be met by the hirer:

(The Performing Arts Areas and specialist equipment within it are subject to further conditions – see appendix 1)

- Completed lettings form, signed and returned to the school prior to the letting.  
Trust procedures for recovery of costs and reimbursement to school to be followed in every case.
- Only areas, buildings, rooms and facilities designated at the discretion of the Head Teacher will be available to be let. The Head Teacher will consider the security of the main school when determining which areas are eligible to be let.
- For security reasons, no lettings are permitted before 6pm each school day.
- Weekend and bank holiday times are subject to negotiation.
- No food or drinks are to be consumed, other than in designated areas.
- No smoking is allowed in any of the school's buildings or grounds.
- It is the responsibility of the hirer to ensure that they take careful note of the fire notices displayed in all areas of the school.
- It is the responsibility of the hirer to ensure that the person in charge of the function is fully capable of managing an emergency situation and of contacting the emergency services should the need arise.
- It is the responsibility of the hirer to ensure that the person in charge of the function has access to a telephone (mobile or the location of a school telephone) in order to contact emergency services should the need arise.
- It will be the responsibility of the hirer to ensure that anyone attending the function is made fully aware of fire evacuation procedures.
- The hirer must ensure that all reasonable measures are taken to ensure the health and safety of those using the building and facilities as part of the letting.
- Where the hirer is concerned about aspects of health and safety and therefore the well being of those using the facilities, then it is the hirer's

responsibility to end the session and to inform the Head Teacher (or Site Manager/technician) as soon as possible as to the nature of the concern.

- The Site Manager will normally be available to offer advice to hirers at the start and end of the session.
- The school does not hold a consumption or sale of alcohol licence and therefore these practices are not allowed.
- The hirer must accept full responsibility for any equipment damaged or lost whilst it is used as part of the letting.
- Car parking for users of the Performing Arts Centre, after normal school hours, will normally be in the school car park. Car park marshalling is the responsibility of the hirer. Cars are parked entirely at the owners risk. The Head Teacher and Governing Body accept no responsibility for theft, loss or damage to vehicles.

APPENDIX 1:- Lettings Policy for St. Ann's Performing Arts Centre (The Malvin Butler Theatre)

APPENDIX 2:- Generic Risk Assessment Form

APPENDIX 3:- Rates of Letting charges

APPENDIX 4: - Letting agreement and booking form (please return this to the school. No reservation will be confirmed unless this is completed and returned).

# Appendix 1

## Lettings Policy for St. Ann's Performing Arts Centre

(Space for Sports and The Arts)  
(Subject to The Theatres Licensing Act 1968 And Public Entertainments Act 1982)

- Hire of the Performing Arts Centre will be subject to the same conditions of letting as other areas in school, including the correct completion and submission of all relevant letting forms, prior to the letting being approved.
  
- **FOR SPORTING ACTIVITIES:** The hirer will be responsible for ensuring that only appropriate sporting activities take place in the main hall. These include sports such as:-
  - Keep fit classes.
  - Aerobic classes.
  - Badminton.
  - Ball games using soft/indoor balls only – by negotiation with the Head Teacher.
  - Martial Arts (such as Karate, Judo etc).
  - Circuit training
  - Gymnastics

The large hall is not appropriate for sporting activities such as:-

- Indoor soccer
- Indoor cricket
- Basketball or netball.

Some items of sports equipment are available for use by hirers, through negotiation with the Head Teacher.

Any damaged or lost items must be replaced at the expense of the hirer.

- **FOR PERFORMING ARTS ACTIVITIES:** The hirer will be responsible for ensuring that only appropriate types of performance take place in the main hall, in accordance with the ethos of the school and the conditions set out in the Theatres act 1968. The following conditions of hire apply to the hire of the Performing Arts Centre for rehearsals, set up times and performances:-
  - The normal hourly hire rate and conditions will apply to all lettings, for purposes of rehearsals and set up times, unless special arrangements have been made with the Head Teacher (or appropriate sub-committee).
  - Charges will be made per number of rooms used for rehearsals, unless special arrangements have been made with the Head Teacher (or appropriate sub-committee).
  - No food or drink must be taken into the performance areas, at any time, including rehearsals or set up times.
  - There is a no smoking policy throughout the building, at all times.
  - No scenery or sets must be constructed or painted in the performance area, unless appropriate protection is made to the floor, theatre curtains and walls. (Scenery assembly is permitted).
  - Any electrical equipment brought into the Performing Arts Centre for the purposes of set construction or use as part of a production must carry a current PAT certificate.
  - The scaffold tower/Genie Lift must only be used under the supervision of the Facility Manager or technical manager.
  - Hirers **must not** attempt to retract or pull out the theatre seating **under any circumstances**. This function must always be carried out by the Facility Manager or other person(s) designated by the Head Teacher.
  
- **ADDITIONAL Performance /Rehearsal Related Charges:**
  - There is no additional charge for the use of equipment, but use of the in house lighting and sound facilities for public performances will require the hirer to use the services of the Performing Arts Centre Technician. This service will be charged at £15.00 per hour for both rehearsals and performances.
  - These additional charges are made to cover the additional costs incurred by the school in providing the services of a technician and for maintaining and renewing specialist equipment and facilities.

- **Radio and Wired Microphone Hire for outside productions:**
  - The Arts Centre has a number of hand held and body radio microphones, plus a number of wired microphone units for hire. The hire of these units will be charged as follows:
    - **Each Radio Microphone:** £15.00per performance, (Please note that due to licensing regulations, hirers must hold the appropriate licence if they wish to use their own equipment).
    - **Each Wired Microphone:** £4.50 per performance,
  
- Please note that equipment will only be hired to users who are considered to be competent in its use. Hirers must agree to undertake appropriate briefing and training in the use of any hired equipment from the Site Manager or other designated person and must agree to meet the costs of repair or replacement of any damaged equipment.
  
- **Provision of First Aid Cover for Performances:**
  - It is the hirers responsibility to ensure that adequate first aid cover is provided for any use of the performing arts facilities. On occasions when the performance has a paying audience, then first aid cover to the standard of “First Aider In The Workplace” (four day trained) should be provided.
  
- **General conditions of hire for performance purposes: Including Fire Plan arrangements.**
  - A Facility Manager will normally be on duty and will remain on site throughout set up periods and performances. He/she will hold overall responsibility for all aspects of health and safety during these times.
  - During a performance attended by an audience, the Front of House Manager and Stage Manager (appointed by the hirer) will hold responsibility for ensuring that appropriate health and safety measures are in place for the cast, crew and audience.



- A satisfactory “RISK ASSESSMENT” must be completed by the hirer in accordance with current Health and Safety, Public Entertainment and Theatre Licence legislation.
- **No performances can take place unless a risk assessment has been submitted to the Head Teacher or Facility Manager prior to the performance.** (A model “Risk Assessment” is available from the school on request).
- It is the responsibility of the hirer to ensure that they take careful note of the fire notices displayed in all areas of the school.
- It is the responsibility of the hirer to ensure that the person in charge of the function (House Manager) is fully capable of managing an emergency situation and of contacting the emergency services should the need arise.
- It is the responsibility of the hirer to ensure that the person in charge of the function has access to a telephone (mobile or the location of a school telephone) in order to contact emergency services should the need arise.
- It will be the responsibility of the hirer to ensure that anyone attending the function is made fully aware of fire evacuation procedures.
- Six stewards (including a House Manager) are required where the seating is fully occupied (148 people) for a performance to take place. This number reduces as the number in the audience reduces, following negotiation with the Facility Manager, but always in accordance with the Theatre Licence requirements.
- The Front of House Manager must be inducted in appropriate aspects of health and safety by the Facility Manager, prior to any performance or sequence of performances.
- The Front of House Manager must in turn induct all stewards in the appropriate aspects of safety for public performance.
- Food and drinks must only be consumed in agreed and designated areas. No food or drink must be taken into the performance hall, at any time.
- Any damage to equipment, structures and fittings within the Performing Arts Centre, caused by the group, either wilfully or accidentally, must be paid for in full by the hirer.
- Failure to treat the building, facilities or equipment with appropriate levels of respect, will result in the hirer losing the right to use those facilities on future occasions.

ST. ANN'S PERFORMING ARTS CENTRE  
THE MALVIN BUTLER THEATRE - GENERIC RISK ASSESSMENT

**APPENDIX 2**

Company : \_\_\_\_\_

Show : \_\_\_\_\_

Date: \_\_\_\_\_

Hazard	Person Affected				Risk	Control Measures
	TICK IF APPLICABLE	Stage Crew	Theatre Staff	Cast		
Use of Cigarette / naked flames on Stage	X		X		Burn /Fire	Cigarette to be lit just before going on stage and on exit to be put out when in wings. Use of bucket with sand in
Use of Scenery Trucks/wheeled scenery	X		X		Injury during movement	All trucks to moved be stage crew and over looked by the S.M. & A.S.M. All cast to be kept out of the way while setting.
Rigging Flown Scenery	X	X	X		Impacted from objects falling from grid. Impact from flown scenery Lifting injuries	Work to undertaken by experienced persons in designated working areas with look out on stage when people working over head. Hard hats to be worn on stage. Essential equipment and tools only to be taken onto the grid using a tool box/tray. An appropriate number of able bodied experienced people will be used in all lifting operations.
Use of Power tools in set construction.	X	X			Electric shock injury from miss use and tripping on cables	All equipment to check by a competent person prior to use. (PAT Certificated) All mains will use RCD protection operatives will be trained in the use of the tools All cables will be coiled up after the use of each tool

Prop's	X		X		Injury due to falling / being Knocked over	All to be stored when not in use at the rear area of the stage and wings.
Orchestra Pit	X	X	X		Trip hazard from trailing wires. Electrical faults in power leads. Overloading.	All cables to be arranged neatly and covered with matting as appropriate. All extension cables must carry current PAT certification. Drinks must not be consumed in the orchestra area where power supplies are required. No more than one gang lead (max 6 sockets) must be trailed from one output. Wiring should be 15amp.
In view / low light scene	X		X		Collision between cast during scene changes	Warn persons at risk Number of persons on stage to be kept to minimum Plan all changes Mark where scenery goes on stage
Flown Scenery	X	X	X		Being hit by incoming scenery	Warn all persons at risk Number of persons on stage during flown changes to be kept to minimum Rehearse all changes Mark floor where scenery comes to rest. Access to S/L fly gallery walk way to restricted during flown scenery change
Low light in wings	X	X	X		Trips, Falls & Collisions	No unauthorised persons to be allowed into the wing at any time All wing area to be kept tidy at all times All cables to covered over or run over head Extra lighting may be put in
Untidy working	X	X			Trips, Falls & Cuts	Designated working areas with access restrictions to be set up as appropriate. All tools surplus materials and equipment to be put away upon completion of task.

						Work areas to be swept as appropriate upon completion of task.
Erection of Scenery flats.	X	X			Impact from falling scenery, lifting injuries.	Work to be undertaken by experienced persons. Appropriate number of persons to lift & support scenery whilst bracing is fixed Flats to be braced to back wall fixing or stage weights.
Dismantling of set	X	X	X	X	Risk as get in	As get in
Ill health/Incapacity	X	X	X		Injury to self and others due to lack of strength and general physical incapacity.	Cast and crew should be surveyed to ascertain those with physical limitations. Stage manager, Artistic director and Co-ordinator must allow for these limitations in their plans and structures.
Drinks on stage and in auditorium	X	X	X	X	Slips	All drinks to be kept to Minimum. All bottles to non-breakable. All to be non spill tops No drinks to be left on the stage after use. If drinks are required as part of stage action, put into glasses just before the cast go on and put back on the prop's table after use. No drinks to be taken into auditorium/seating area.

Use of Dry Ice / Smoke machine	X	X	X		Ice burns  Poor visibility  Burns from heating element in fluid based smoke machine	Ice to be Stored in cool boxes. Two Stage crew to be in charge at all times while in theatre Gloves to be worn while handling ice All cast to be kept away while loading machines. Machine to be checked for water before the show and checked by your Theatre staff. Oil based smoke machine to be operated by stage manager. Cast should be made aware of dangers from heated elements.

### Appendix 3

#### Education, Culture and Leisure Services St. Ann's Primary School Lettings Changes 2021-2022

#### Suggested rates 2021-2022

		Monday to Friday after 5.30pm		
		1 hour	2 hours	3 hours
<b>1</b>	Main hall inc. small kitchen	£35.00	£45.00	£55.00
<b>2</b>	Main hall inc. small kitchen plus the provision of a technician/site manager.	£70.00	£80.00	£90.00
<b>3</b>	Brown Hall	£30.00	£40.00	£50.00

- **Any breakages or damage must be paid for.**

St Ann's Primary School  
Letting of School Premises Agreement

Name and Address of applicant:  
-----  
-----  
-----  
Name of Organisation -----  
Telephone Number -----  
Email Address -----

Purpose for which the premises are required  
-----  
Date(s) required: From ----- To ----- Day of week -----  
Time Required: Start ----- Finish -----  
Premises required outside term time: Yes  No   
Space required:  
Main Hall including showers and changing rooms   
Main Hall as above, plus the provision of the site manager/technician

To be completed by all Hirers  
I declare that I have studied the conditions accompanying this form and guarantee that they will be observed. I undertake to pay on demand (a) the charges and (b) the cost of making good any damage which may have been done to the school buildings or furniture or other property of the school during or in consequence of the proposed occupation.  
  
Signed ----- Date -----

<b>Bookings</b>	Bookings can only be accepted when the caretaking staff of the school is available
<b>Application form</b>	The Hirer's signature on the application form confirms his/her agreement of the conditions of the booking
<b>Responsible person</b>	A named responsible person will be on the premises at all times and available during the period of letting.
<b>Public liability insurance</b>	The Hirer must arrange suitable Public Liability insurance cover with indemnity and the Hirer must deposit a copy of that insurance with the school.
<b>Protection of the premises</b>	The Hirer is responsible for any damage to the premises and for the good behaviour of all users.
<b>Smoking</b>	The School's no smoking policy must be adhered to at all times.
<b>Food and drink</b>	Written permission must be given before any food or drink is consumed in areas other than the designated social areas.
<b>Cleanliness</b>	All exterior and indoor areas will be left clean and tidy as found.
<b>Booking period</b>	The times of the booking period must be adhered to with all users leaving the premises in an orderly fashion.
<b>Car Parking</b>	All car parking areas will be used in a proper controlled manner.
<b>Emergency Access</b>	All access points will be kept clear for emergency vehicles.
<b>Furniture</b>	No furniture or apparatus is to be used without prior permission.
<b>Health and Safety</b>	<p>The Hirer will comply with all Health and Safety requirements as shown by the school. The Hirer will familiarise the event stewards of all fire and health and safety arrangements</p> <p>The school is responsible for all means of access and egress used by the Hirer.</p>
<b>Fire Safety</b>	<p>Users should acquaint themselves with the Fire and Safety regulations and procedures relating to the area of the premises in use. These will be clearly displayed in each of the designated areas.</p> <p>It is the responsibility of the Hirer to provide first aid equipment and trained personnel. The hirer must also carry out their own fire drills and organise their own fire procedure. Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring.</p>
<b>Equipment</b>	The Hirer will ensure that all equipment brought on to the premises complies with safety regulations by producing the necessary documentation.



<b>Portable Electrical Equipment</b>	It is essential that any portable electrical equipment bought onto the premises is safe for use and is tested periodically by and approved registered electrical contractor. Confirmation is required before a letting is approved that any equipment to be used is tested and safe. Contractors Should be members of National Inspection Council for Electrical Installation Contracting or the Electrical Contractors Association.
<b>Hazards</b>	The Hirer will inform the Business Manager of any identified hazards and the Business Manager will take the appropriate action.
<b>Complaints</b>	All complaints made by the Hirer will be dealt with by the Business Manager. Likewise, the Business Manager will deal with all concerns raised by the school.
<b>Animals</b>	Animal, other than Guide Dogs, are not permitted anywhere on the school premises. This is on the grounds of safety and hygiene.
<b>Damage</b>	The Hirer is responsible for any damage to the school equipment, fixtures and fittings.
<b>Cancellations</b>	The booking will be cancelled by the school without prior notice: <ul style="list-style-type: none"> <li>• In the case of unforeseen circumstances;</li> <li>• If it is suspected that the conditions of hire have been broken by the Hirer;</li> <li>• If it is felt the conditions of the Hirer are likely to be broken.</li> </ul> If the Hirer cancels less than 3 days before the event, then the full fee will be payable.

<p><b>To be completed by the Business Manager</b>  I agree to this application being granted  Signed ----- Date-----</p>	<p>DBS and other checks completed</p> <p style="text-align: center;"><input type="checkbox"/></p>
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Signed by:



Headteacher

16/09/21

Date: \_\_\_\_\_