

Pickering Community Infant & Nursery School

Charging and Lettings Policy updated 3rd October 2017

Approved 3rd October 2017 Signed Headteacher

Review date October 2018

Charging Policy

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. The voluntary contribution sought matches, and would never exceed the actual cost of the visit. If we do not receive sufficient voluntary contributions we may need to cancel a trip, which would be at the discretion of the headteacher. If a trip goes ahead, no child will be excluded if their parent did not contribute. We do not treat these children differently from any others.

The Home School Association aim to subsidise out of school visits/activities to reduce the costs to parents.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums, art galleries;
- outdoor adventure activities;
- visits to the theatre or visits to school by theatre companies;
- school educational visits
- musical events.

Swimming

The school organises swimming lessons for all children in Year 2. These take place in school time. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. A voluntary charge is made to cover the cost of the qualified swimming instructors and the hire of Pickering swimming pool where funding is not available through Sports Premium Funding in that year.

Nursery

A child is entitled to fifteen hours free early years provision from the term after they turn three years old and an additional fifteen hours extended entitlement for working parents who meet the eligibility criteria. This entitlement can be claimed at more than one setting and parents can pay for additional hours. Parents can pay a charge of £15 per three hour morning or afternoon session if they take their free entitlement at an alternative provider. This does not entitle a child to take more than five morning or five afternoon sessions in our nursery.

Additional after school clubs

When the school offers additional after school clubs or coaching sessions which are not run by a member of the school staff, we may make a small charge.

Parking Permits

£5 administration fee with a £3 charge for a mid-year update.

Photocopying charges

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	100+ copies	90p

Support Staff charges

Charges for support from the school staff are subject to discussion with the Headteacher and dependent on school circumstances and the level of support required.

Current standard charges for a Senior Teacher are:

£200 per $\frac{1}{2}$ day

£400 per full day.

Creche - Before School

Available to our school children between 8.30am and 8.50am @ £1.00 per session.
The charge for children attending 5 sessions per week is £4.00 per week.

Lettings Policy

Introduction

The Governing Body is committed to ensuring the efficient use of the school's premises and making them available for use by the local community. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, the promotion of equality and opportunity and the community cohesion of the local area. Any hiring out of the premises to outside organisations will be considered with this in mind.

Definition of a Hire Arrangement

A hire arrangement may be defined as:

"Any use of the school buildings or grounds by parties other than the school and its partners. This may be a community group (such as a local football team) or a commercial organisation (such as a local "Weight Watchers" branch)."

The following activities fall within the day to day business of the school and are not considered to be hire arrangements:

- Governing body meetings
- Extra-curricular activities arranged by the school for pupils
- Parents meetings
- HSA meetings

The costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

Types of Hire Arrangements

The Governing Body has agreed to define hire arrangements under the following categories:

- **School Hire Arrangements** for activities for pupils or their parents/carers that provide educational benefit to pupils that the school wishes to subsidise;
- **Community Hire Arrangements** for other community activities which should be made on the basis of full cost recovery; and
- **Commercial Hire Arrangements** will be charged on a cost plus an income margin for the school.

Hire Arrangement Times, Available Facilities and Equipment

The following times, facilities and equipment available are agreed as follows:

School Hall During school holidays and weekends, subject to locking and unlocking availability, and from 3.30-6.45pm Mon to Thurs and 3.30-6.15pm Fri

School Field/
Playground During school holidays and weekends, subject to need for toilet facilities, and from 3.30-6.45pm Mon to Thurs and 3.30-6.15pm Fri

Portacabin During school holidays and weekends, subject to locking and unlocking availability, and from 3.30-6.45pm Mon to Thurs and 3.30-6.15pm Fri

School Kitchen Subject to staff availability in line with insurance regulations, usually only for school hire

Variations to these facilities and times will be subject to the approval of the Headteacher.

Priority for Hire Arrangements

Being mindful of the needs of the local area, the Governing Body has undertaken an assessment of local needs. This information has been used to determine the priorities for hire arrangements. The following hire arrangements are especially encouraged:

- Educational activities open to school pupils and their families
- Recreational activities open to school pupils and their families
- Activities organised by local community groups for the benefit of the local community
- Hire arrangements to parents attached to the school / people living in the local community / voluntary organisations / women's groups / disability groups / low income groups / children's groups / youth groups etc

The following are examples, but not exhaustive list, of activities that are not considered appropriate for hire arrangements as they are either well provided for in the local area, are not deemed to be compatible with the ethos of the school or are not able to be accommodated within the school's facilities:

- Events selling alcohol
- Events involving gambling
- Events or activities where the cost of maintaining spaces, lock up and heat a space are outweighed by the income
- Events or activities which do not support our 'Learning, Caring, Sharing' ethos

Applications

Organisations or individuals seeking to hire the school premises should contact the school office on 01751 472620 or by email to admin@pickering-inf.n-yorks.sch.uk. Following receipt of an enquiry, the enquirer shall be provided with a Hire Arrangements Information Pack which includes copies of the following:

- i. the School's Hire Arrangements policy;
- ii. the School's Terms and Conditions;
- iii. the Scale of Charges; and
- iv. the application form

All applications for the hire of accommodation must be made on the appropriate application form (H1) and submitted to the Headteacher at least three weeks before the proposed date of the hire arrangement.

Applications from young persons under the age of 18 must include the name, address and signature of the guarantor who shall be over the age of 18.

The person signing the application form will be considered to be the Hirer and in doing so will be in acceptance of the terms and conditions of the hire arrangement.

A record of all enquiries shall be kept on file.

The Headteacher will decide on the application with consideration to:

- The priorities for hire arrangements agreed by *Governors* and set out in the school's hire arrangements policy
- The availability of the facilities and staff
- The school's equal opportunities, health and safety, child protection policies
- The health and safety considerations such as numbers of users, type of activity, qualifications of instructors etc.

Once a hire arrangement has been approved, a letter of confirmation will be sent to the Hirer.

The Hirer will be invoiced for the cost of the hire arrangement in accordance with the *Governing Body's* current scale of charges. We will seek payment in advance in order to reduce any possible bad debts and/or a deposit to cover damage. A guarantee card will be required to support cheques wherever possible. An official receipt will be issued for all payments received. All hire arrangement fees received will be paid into the school's bank account. The income and expenditure relating to hire arrangements shall be clearly recorded by the school and reported under the guidelines for *Consistent Financial Reporting*.

The Headteacher on behalf of the *Governing Body* has the right to refuse an application and no hire arrangement shall be regarded as "booked" until approval has been given in writing and payment received in full. The reason for refusals shall be recorded on the application form and fully explained to the enquirer.

Charges

Whilst recognising that the School has a statutory duty to ensure that it does not suffer a net loss in hiring out accommodation, the *Governors* seek to set a scale of charges at a reasonable level that is not unduly onerous for those organisations within the community that operate on a voluntary basis.

Charges are set out in the *Schedule of Charges*.

The scale of charges shall be reviewed annually by the *Governing Body* for implementation from the beginning of the next financial year. The details of current charges shall be provided in advance of any hire arrangement being agreed and users shall be given 28 days' notice in writing of any variation to charges.

For the purpose of charging, the Headteacher is/are empowered to determine to which group any particular individual or organisation belongs. They are also able to offer any discounts or agree a subsidy for any hire arrangements, as they deem appropriate. The basis of charging will be determined by the purpose for which the hire arrangement is arranged.

The charges payable shall be those applying at the time of the hiring and not at the time of application.

The school reserves the right to require a deposit over and above the hiring charge that equates to 25% of the hire charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional costs for cleaning, caretaking or other expenses. Within 14 days of the end of the hire arrangement the deposit shall be refunded to the Hirer subject to any deductions that may be made for loss or damage to school premises/equipment.

The school is constrained by law to apply value added tax to all transactions where this is appropriate. The hire arrangement of rooms for non-sporting activities is exempt from VAT whereas sports hire arrangements are subject to VAT.

The minimum hire period shall be one hour.

The school will seek to recover any cost incurred by the school that is unavoidable and results directly from the cancellation of a hire arrangement. The timescale and charges for cancellations are set out in the Terms and Conditions of Use.

Management of Hire Arrangements

The Governing Body has delegated day-to-day responsibility for hire arrangements to the Headteacher in accordance with the Governing Body's policy. Where appropriate, the Headteacher may delegate all or part of this responsibility, such as security, child protection, etc to other members of staff, whilst still retaining overall responsibility for the hire arrangements process. If the Headteacher has any concern about whether a particular request for a hire arrangement is appropriate or not, he will consult with the Chair of Governors. The school should ensure that the terms of any contract for hire arrangements such as sports activities, theatre groups, cubs and scouts, etc that will require the contractor to employ staff or use volunteers to work with, or provide services for children, regardless of whether they attend the school or not, also requires the contractor to adopt and implement the measures described in this guidance. They shall also monitor the contractor's compliance. An annual report on hire arrangements will be delivered to the Governing Body and will include information on users, finance, incidents and accidents, enquiries and any hire arrangements refused.

Security

The Headteacher has delegated authority to determine the security risk for each hire arrangement and shall be responsible for allocating a continuous security presence or other control measure.

Entrance to the school shall be via the School Reception entrance which will be opened by the school at the agreed time. For security reasons, the school keys shall not be available to the Hirer.

The Hirer must use only that area of the premises hired and must observe any instructions given by the School concerning the areas available and unavailable. The Hirer shall not have access to the school's landline telephone and shall be required to have access to their own acquired mobile phone for emergencies.

Conduct of Users

The Hirer shall be present at all times during the hire and shall be responsible for the maintenance of good order; special attention shall be given to:

- The behaviour of those in attendance;
- The interests of residents in the neighbourhood so that they are not disturbed or caused any inconvenience;
- Other functions being held elsewhere on school premises so that they are not interfered with;
- All those in attendance vacating the premises in an orderly manner and by the finishing time as stated on the application form.

Smoking, including the use of e-cigarettes, is not allowed within the school's perimeter.

Animals, other than Guide Dogs, are not permitted anywhere on the school premises except with the express approval of the Governing Body.

Indemnity and Insurance

Neither North Yorkshire County Council nor the school shall be liable for any injury or damage to persons or property upon its premises (so far as they are legally able to do so) sustained during the hire.

The Hirer shall agree to indemnify North Yorkshire County Council, its employees and agents and the school against all actions, proceedings, claims, damages, awards or costs in respect of loss, damage, death or personal injury during the period of hire or before or after that time unless such death or injury occurs as a result of the negligence or breach of duty of North Yorkshire County Council, the school or their agents or employees.

The Hirer must be covered by public liability insurance policy with a minimum limit of £5 million including damage to the premises and its contents. It shall be necessary to produce documentary evidence of the cover when booking.

The Governing Body may at its discretion waive this requirement where the Hirer is an individual or small informal group of individuals (not using the school buildings for commercial or business purposes) who **do not** fall within the following definition and are not able to obtain public liability insurance:

- Members of any club, association or society which operates by subscription or entry fee;
- Any charity or individual organisation, carrying on business with a view to profit.

Cancellation

The *Governors* may end a booking arrangement by giving the *User* three months written notice to expire at any time.

The *Governors* may end the agreement immediately by notice given by them:

1. If at any time any payment due remains unpaid for more than 30 days after becoming due
2. If the user fails to remedy any breach of any conditions as set out in the terms and conditions of hire after being required to remedy such breach by 30 days notice in writing
3. If the *User* breaches any of the conditions as set out in the terms and conditions of hire which in the opinion of the *Governors* is incapable of being remedied and the *Governors* state this in a notice given by them
4. In extreme cases the *Governors* may terminate this agreement summarily without notice if it has been shown that the *User* has not ensured that suitable arrangements are in place with regard to the safeguarding of children, vulnerable adults and child protection in line with the requirements of current legislation and any North Yorkshire County Council safeguarding procedures.

The school shall not be held liable or be required to pay compensation for any loss sustained as a result of or in any way out of the cancellation of the hire.

Appeals Procedure

If a *Hirer* has a hire arrangement application rejected or agreement withdrawn they have the right to appeal to the *Governing Body*.

The appeal should be made in writing and will be presented at the next full meeting of the *Governing Body*.

The *Hirer* will be informed of any action and/or decision taken by the *Governing Body*.

The *Governing Body's* decision is final.

Complaints Procedure

If a *Hirer* is dissatisfied with any aspect of the service they have received, they should at the earliest opportunity attempt to resolve this with the staff at the school. Every effort will be made to resolve disputes between parties quickly and effectively.

In the event of a dispute, the complainant should proceed as follows:

1. The relevant member of staff should be contacted to try to resolve the problem.
2. If the matter cannot be resolved satisfactorily, the Headteacher should be contacted.
3. If the matter remains unresolved, the complaint must be submitted in writing to the Headteacher.
4. Where the Headteacher has failed to satisfy the complainant, the *Governing Body* (or a committee or an individual governor where delegated to do so) may review the case.

Having exhausted the steps above, all unresolved disputes or differences shall be referred to a single arbitrator who shall be determined by the school's Governing Body.

Value Added Tax Regulations

In accordance with current Value Added Tax regulations, the supply of sports facilities for playing any sport or participating in physical recreation normally incurs standard rated VAT of 20%. However, in certain circumstances organisations may be eligible for a VAT exemption for use of the following facilities:

- Sports pitches
- Swimming pools
- Sports halls
- Sports courts
- Sports equipment
- Gymnasiums
- Assembly halls

The supply of facilities for sporting activities can be exempt if all of the following criteria are met:

1. It is for a series of 10 or more periods of any duration;
2. Each period is for the same activity and at the same place,
3. The interval between periods is never less than one day or more than 14 days.
4. The fee for the hire arrangement relates to the whole series of sessions and is evidenced by a formal Hire arrangements contract issued by the Hire arrangements Service;
5. The use of facilities is exclusive to the customer or is a distinct or separate area/facilities;
6. The customer is a school, club, association, or organisation representing clubs and associations *and meets the criteria of an eligible body as determined by the HMRC;* and
7. The activity taking place is a qualifying activity (list available upon request)

The conditions governing these special arrangements are as follows:

- The minimum interval between periods of one day is a strict 24 hours e.g. if a session is booked from 7pm to 8pm one day, it is not possible for the next session to start prior to 7pm the following day without invalidating the VAT exemption.
- There must be clear evidence of a formal agreement, which must be in place prior to the commencement of the first session in a series of hire arrangements.
- Any extra charges for extended or additional sessions not in the original agreement will incur standard rated VAT at 20%.
- The formal agreement offers customers the option to pay in advance of the activity. Annual bookings for term time only use will be charged in advance/arrears of the term less VAT providing all the criteria are met

and providing that there are 10 occasions booked in each term, otherwise VAT will be chargeable;

- If payment in advance is made, there will be no refund unless the sessions are cancelled due to circumstances outside of the control of the solely liable person- please see cancellation policy.
- If payment in arrears is made and a refund is given due to the customer cancelling or varying the length of any sessions then the whole hire arrangement (or term, if an annual term time only booking is made) becomes liable for standard rated VAT at 20%
- Previous qualification for VAT exemption will not be taken into account for new bookings and each application will be assessed via the above legislative criteria

Terms and Conditions for Use of School Premises

All groups/organisations that use the premises are required to read these terms and conditions and agree to abide by them. This terms and conditions document will be signed by the Chair of Governors at the School and the Hirer/nominated person from the hiring group/organisation.

Interpretation

'The School' means the Governing Body of the School, its employees and agents.

'The Hirer' is the organisation or individual with whom the school is contracting.

Purpose of Use

1. The accommodation shall only be used for the purposes and within the hours stated on the application, as confirmed by the School. The Hirer shall be responsible for ensuring these conditions of occupation are observed and that there is no interference with the normal activities of the school.
2. The Hirer shall not assign or sublet the whole or any part of the benefit of this agreement.
3. No interference is to be made with school property/equipment/premises which do not form part of the hire arrangement.
4. Nothing in this agreement shall create a tenancy.

Access

5. The Governing Body or its representative has access to the areas subject to hire for the purpose of inspection.

Health and Safety

6. The Hirer must comply with all laws relating to the premises and the occupation and use of the premises by the Hirer including but not limited to Health and Safety legislation.
7. The Hirer is responsible for the effective supervision of the arrangements and activities in the premises during the period of hire and for the prevention of disorderly behaviour so as to ensure that no nuisance or annoyance arises to the occupiers of adjoining premises or neighbouring residents and shall behave reasonably at all times.
8. The school fire, emergency and evacuation procedures shall be forwarded to the Hirer (form H2) and it is the Hirer's responsibility to ensure that the whole party are aware of these procedures. The Hirer shall be required to take any precautions necessary to ensure the safety of those attending the period of hire, including ensuring the means of escape from fire are not blocked or impeded.
9. It is the Hirer's responsibility to ensure that there is someone present who is suitably qualified to deliver first aid in the event of an emergency.
10. The Hirer shall immediately inform the school of any emergency, accident or serious incident that occurs on the school premises. This shall be done in person and may require the applicant telephoning the Headteacher. The Hirer shall be responsible for reporting to the Health and Safety Executive any accident that arises from activities that it organises.

11. Hirers providing services to children, whether pupils at the school or others, must have policies and procedures in place to ensure children's safety, and must provide evidence of these to the school as required, i.e. Safeguarding Policy and Use of Mobile Phone Policy, DBS checks.

Payment of Hire Charges and Deposit

12. Hire charges shall be due and payable 30 days before the date of booking.

13. The school reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expense.

14. Failure to appear for a hire arrangement shall result in the cost of the booking being levied.

15. Whether or not the option to hire is actually exercised, payment must be made. For example, if the Hirer makes and pays in advance for a ten consecutive week booking but only uses the premises for eight weeks, the full charge for ten evenings is payable. There shall be no refund unless the reason for cancellation is due to school commitments / out of the control of the user group.

Responsibility of the Hirer for Good Order and Safety

16. The Hirer shall be responsible for any damage to the school property, equipment or buildings caused by them or their guests. The Hirer must report any such damage to the school immediately. The Hirer shall repay to the school, on demand, the cost of re-instating or replacing any part of the premises or any property on the premises which shall be damaged, destroyed, stolen or removed during the period of hire or prior or subsequent thereto if in relation to or by reason of the hiring. Any such costs will be in addition to the specified hire arrangements charges.

17. All preparatory and clearing away time must be accounted for in the period applied for. Should the booking overrun, the Hirer shall be charged at the hourly rate for every hour or part thereof over and above the agreed times.

18. The Hirer shall ensure that all accommodation is left in a clean and tidy condition at the end of the hire arrangement. Using litterbins and recycling facilities as appropriate will help this.

19. The Hirer must obtain express permission from the school to leave any equipment on the premises. Where permission is granted, the Hirer is responsible for any equipment they leave on the premises and shall ensure that such equipment is in good repair and after use, safely stowed away. Items no longer required by the Hirer, or deemed by the school/North Yorkshire County Council to be unsafe or beyond repair or else unsafely stored on the premises shall be promptly removed by the Hirer on demand. If such request is not complied with by the Hirer within 60 days, the items may be disposed of by the school/North Yorkshire County Council and the Hirer shall reimburse the school/North Yorkshire County Council for any expense incurred as a result.

20. The school shall not be responsible for any article brought or left in any part of the premises, or theft or loss of, or damage to vehicles parked in any car park provided.

21. The Hirer must ensure that all privately owned electrical equipment has a certificate of safety (Portable Appliance Test) from a qualified electrical engineer.
22. The Hirer shall comply with any reasonable instructions given by the Headteacher, premises Manager or other member of the school staff.
23. Alcohol is not allowed to be sold on the premises. Illegal drugs are not to be brought onto or consumed on the school premises.
24. There shall not be brought onto the premises anything of an inflammable, dangerous or noxious character.
25. Where the premises do not have a Public Entertainment Licence the Hirer shall be responsible for obtaining such a licence. Any fees for such licences are to be paid for by the Hirer.
26. The premises may not be used for games of chance, other than bingo, unless permission has been granted by the Governors in writing.
27. Smoking is not allowed on the school premises at any time.
28. Animals, other than Guide Dogs, are not permitted on the school premises without the prior written consent of the school.
29. The Hirer shall not make any alteration or addition to the premises and shall not affix any items to the premises.

Conditions of Hire Specific to the School Hall

30. Outdoor footwear must not be worn in the school hall. Non-marking footwear must be worn at all times.
31. No school games equipment may be used without permission. Any permitted use of sports equipment will be reliant upon an adult with recognised qualifications being personally in charge at all times of use.
32. The Hirer may bring their own equipment on to the premises at their own risk provided that it will not cause damage to the sports hall. The Governors reserve the right to inspect such equipment and to refuse to allow its use if, in the view of the Governors or Headteacher, it constitutes a Health and Safety risk or a hazard to the fabric of the building.
33. Any costs incurred by the school in remedying any damage caused by the Hirer or by the use of their own equipment shall be recharged in full.

Conditions of Hire Specific to School Kitchens

34. The use of any kitchen equipment is prohibited without prior consent of the school. In the case of consent being given, a member of the school's kitchen staff shall be present during the hire of the facility to ensure that the equipment is used appropriately.
35. The use by the Hirer of any food stocks held by the school for the provision of a school meal service is not permitted.
36. The Hirer has received all necessary food safety training as required by law.
37. The kitchen premises shall be left in a clean and hygienic condition after the hire.

38. Any costs incurred by the school in remedying any damage caused by the Hirer or by the use of their own equipment shall be recharged in full.

Indemnity and Insurance

39. North Yorkshire County Council and the school disclaim liability for injury or damage to persons or property upon its premises (so far as they are legally able to do so).

40. The Hirer agrees to indemnify North Yorkshire County Council, its employees and agents and the school against all actions, proceedings, claims, damages, awards or costs in respect of loss, damage, death or personal injury during the period of hire or before or after that time unless such death or injury occurs as a result of the negligence or breach of duty of North Yorkshire County Council, the school or their agents or employees.

41. The Hirer must be covered by a public liability insurance policy with a minimum limit of indemnity of £5 million including damage to the premises and its contents. It shall be necessary to produce documentary evidence of the cover when booking.

42. The Governing Body may at its discretion waive this requirement where the Hirer is an individual or small informal group of individuals (not using the school buildings for commercial or business purposes) who **do not** fall within the following definition and are not able to obtain public liability insurance:

- Members of any club, association or society which operates by subscription or entry fee;
- Any charity or individual organisation, carrying on business with a view to profit.

43. North Yorkshire County Council (Diocese or Trustees in the case of Voluntary Aided Schools) and the School shall maintain Public Liability insurance for third party injury and damage caused due to their negligence.

Advertising

44. No advertising shall be permitted except without the prior written consent of the school.

Video Recording

45. No video recordings may be made unless prior permission has been obtained. The School must be satisfied that the proper approvals have been received by the Hirer from all of the appropriate authorities, organisations and companies before that permission can be granted.

Cancellation

46. The school reserves the right to cancel the booking at any time without notice and without assigning any reason, but will endeavour to give as much notice as possible. Neither North Yorkshire County Council nor the school will be liable for the provision of alternative accommodation or be liable for any compensatory payment. In such circumstances, the school shall refund any monies paid in respect of the hire arrangement so cancelled but shall not be responsible for any loss or expenditure whatsoever in relation to the hire arrangement which the Hirer may have incurred or be liable to pay. The school reserves the right to refuse any application for hire as it may deem fit, or withdraw permission for any hire arrangement at any time.

47. If the facilities/equipment hired are not fully available for the duration of the booking or if the booked activity is prevented from taking place due to

circumstances that were not informed to the Hirer prior to commencement of the hire arrangement, the school shall refund the monies paid for that booking.

48. If the Hirer, after the acceptance of a confirmed booking, cancels their booking 10 or more working days before the date of the booking, the full fee and deposit shall be refunded to the Hirer. If less than 10 working days' notice is given, only 50% of deposit shall be returned. If less than 5 working days' notice is given by the Hirer, there shall be no refund of the deposit. The school can, at their own discretion, overrule these in exceptional circumstances.

49. The applicant shall complete all relevant paperwork in a true and accurate way. False information may lead to an application being terminated.

AGREED by the School and the Hirer on the date set out in the Hire Arrangements Contract letter

.....(signature)
Chair of Governors of Pickering Community Infant & Nursery School

.....(signature)

Authorised signatory of.....

PICKERING COMMUNITY INFANT & NURSERY SCHOOL

Letting Charges As of October 2017

WINTER

1st October - 30th April

£22 per hour for a minimum of 1 hour where no additional locking/unlocking is necessary
£22 locking/unlocking charge as appropriate

For registered charities - £12 per hour for a minimum of 1 hours where no additional locking/unlocking is necessary
£17 locking/unlocking charge as appropriate

SUMMER

1st May - 30th September

£17 per hour where no additional locking/unlocking is necessary
£22 locking/unlocking charge as appropriate

For registered charities - £12 per hour where no additional locking/unlocking is necessary
£17 locking/unlocking charge as appropriate

SUNDAY CHURCH

£78.00 each Sunday (Sept 14 - Aug 15)
£80.00 each Sunday (Sept 15 - Aug 16)
£80.00 each Sunday (Sept 16 - Aug 17)
£85.00 each Sunday (Sept 17 - Aug 18)

Note - Above prices for our caretaker unlocking/locking

(may be reviewed mid year should energy costs rise steeply)

A minimum lettings charge would be made for organisations with close links to our school which would cover school running costs. Additional charges would be at the discretion of the headteacher.

(VAT - kitchen hire at 20%, room hire at 0%)

**Pickering Community Infant & Nursery School
Hire Arrangements Checklist for Hirer**

	<i>Things to do</i>	<i>✓ when done</i>
1	Read through (i) the schedule of charges, (ii) the terms and conditions of use and (iii) the application form	
2	Complete the application form and sign two copies of the Terms and Conditions	
3	Send the application form and one copy of the signed Terms and Conditions to school to formally request a booking	
4	School notifies you that the booking is available or not and sends an invoice	
5	Complete risk assessment of activity (including DBS forms if working with children) licences etc	
6	Send in risk assessment, DBS forms, copy of licences required, copy of insurance documents* and payment of invoice (*Where appropriate include proof of Public Liability insurance with a minimum Limit of Indemnity of £5 million)	
7	Attend induction into fire procedures	
8	Inform attendees of fire procedures and terms and conditions of use	

Hire Arrangements Contract for one off booking

[Insert Hirer's name and address]

Dear [insert name]

The Governing Body has approved your application for the use of the premises of the above named school on the [insert date] between the hours [insert start time] to [insert end time]. This use is for [insert nature / name of event].

The facilities which you have permission to use are:

- [list all accommodation including access to toilets, kitchen, first aid, reception, etc as appropriate]
- [list all equipment]

All other facilities and equipment are not to be used without prior permission. These special arrangements apply [insert any special requirements relating to setting out the room, caretaking, cleaning, etc]

Your use of the premises will be subject to the terms and conditions of use already provided.

You will find enclosed with this letter an invoice for the hire of the premises. Payment terms are [insert details].

Yours faithfully

Headteacher on behalf of the Governing Body

Hire Arrangements Contract for block booking

[Insert Hirer's name and address]

Dear [insert name]

The Governing Body has approved your application for the use of the premises of the above named school on [insert day of the week] evening commencing [insert date] for [insert number of weeks] between the hours [insert start time] to [insert end time]. This use is for [insert nature / name of event].

The facilities which you have permission to use are:

- [list all accommodation including access to toilets, kitchen, first aid, reception, etc as appropriate]
- [list all equipment]

All other facilities and equipment are not to be used without prior permission.

These special arrangements apply [insert any special requirements relating to setting out the room, caretaking, cleaning, etc]

Your use of the premises will be subject to the terms and conditions of use already provided.

You will find enclosed with this letter an invoice for the hire of the premises. Payment terms are [insert details].

Yours faithfully

Headteacher on behalf of the Governing Body

Hire Arrangements Checklist for School Staff

Hirer: _____

Procedure	Date	Initials
Governors have Hire Arrangements Policy in place		
Send hire arrangements pack to enquirer (pack to include schedule of charges, terms and conditions of use and application form etc)		
Completed application form and signed Terms and Conditions received by school		
Assess suitability of activity		
Intended use meets with the Hire Arrangements Policy		
Check availability of premises / equipment		
Hirer has necessary Liability insurance or fits the definition to be covered under the Council's contingency Hirer's Liability cover		
School completes draft risk assessment for activity and ensure all risks can be covered		
Check availability of caretaker and agree booking with them		
Calculate cost of hire		
Take up references (where appropriate)		
View copies of the Child Protection Policy, DBS checks and safe recruitment procedures (as appropriate) for all organisations providing services to children		
Book hire arrangement into diary with Hirer's name and contact number		
Send confirmation of booking and invoice		
Deposit / payment received		
See completed risk assessment for activity from Hirer and ensure all risks are covered		
Issue receipt for payment		
Induct lessee into fire procedures etc		
Re-check booking in diary, arrangements with caretaking staff and others where appropriate		
Check that payment appears on the school's bank account and record separately on the schools finance system		

Notes:

FORMS

- | | |
|----|---|
| H1 | Application for Hire of Educational Premises of Grounds (including kitchens) |
| H2 | Information and Instructions to Organisers of Events held on Council Property |

NORTH YORKSHIRE COUNTY COUNCIL, CHILDREN & YOUNG PEOPLE'S SERVICE

**APPLICATION FOR HIRE OF EDUCATIONAL PREMISES OR GROUNDS
(including Kitchens)**

**TO BE COMPLETED IN CAPITAL LETTERS & RETURNED TO THE
HEADTEACHER AT LEAST 3 WEEKS BEFORE THE PROPOSED HIRE
ARRANGEMENT DATE**

School.....

APPLICANT'S DETAILS

1. Name of Applicant or Organisation.....
2. Association to Organisation.....
3. Name and address for correspondence.....
.....
4. Daytime contact telephone number.....

DETAILS OF HIRE ARRANGEMENT (each separate hire arrangement, not block booking, requires a separate form)

4. Purpose for which hire arrangement is requested.....
5. Date(s) and time(s) of proposed hire arrangement (not exceeding one school term; a separate form is required for each term):

6. Dates and times of proposed letting:

Day	Commencement Date	End Date	No of Days	From am/pm	To am/pm

7. Specify which rooms/facilities/equipment are required:

Accommodation requested (specify)					
Internal Facilities					
Hall		Details:			
Kitchen		Details:			
External Facilities					
School field		Playground		Portacabin	

Equipment required

8. I/we* agree

(i) to provide all necessary documentation as requested by the Governing Body including proof of insurance

- (ii) to pay the Governor's charge on demand
- (iii) to indemnify the School and North Yorkshire County Council against any liability whatsoever which may arise out of the hire of the premises
- (iii) that use of accommodation shall be in accordance with the terms and conditions of hire (supplied separately)

Signed Date

** Delete as appropriate*

9. FOR SCHOOL USE:

Date received Date reviewed

Approved Yes / No*

Reason why application was unsuccessful

Account No Date

Costing of Hire

Item	£ per hour	No Hours	No Day	£	p

Total Cost to be invoiced

Deposit Required

Invoice Number..... date.....

NORTH YORKSHIRE COUNTY COUNCIL
Pickering Community Infant & Nursery School

Information and Instructions to Organisers of Events held on Council Property

Organisation

Event

Name of Organiser

Date

Under the Health and Safety at Work etc Act 1974 the County Council is required to provide you with the following information.

1. The area/room allocated to your activity is.....
2. Access is gained to this area from
3. The nearest telephone is located
4. The Caretaker's telephone number is
5. The telephone number of the Headteacher is
6. The First Aid Box is located.....
7. Potential Health and Safety Hazards.....

Instructions to Organisers

1. In the event of fire *immediately* dial 999 for Fire Brigade.
2. *Evacuate* all your party from the area to a safe place. Check your register, await Fire Brigade.
3. *Immediately* thereafter telephone Caretaker and/or Officer in Charge.
4. *In the event of an accident* - follow First Aid procedures, if *serious* telephone 999 for Ambulance.
5. *Immediately* thereafter telephone the Headteacher (inform Caretaker if on the premises). All accidents must be reported.
6. Obtain names and addresses of at least two witnesses where possible.
7. If accident has occurred whilst utilising the Council's equipment do not move or touch the equipment until a Council representative has examined it.

Notes to Organisers

1. The area allocated to you must be reached by the most direct route from the access point indicated, and members of your party must not enter other rooms or areas, other than to utilise cloakroom or toilet facilities.

2. In the event that the Council has agreed to permit the use of facilities for the purpose of preparing beverages or food, only such equipment shall be used as is necessary for the preparation of these, and the activity must be under the supervision of the organiser or some other responsible person.
3. Any equipment made available must be used strictly in accordance with standard practice and under the supervision of the Organiser.
4. Organisers are reminded that the responsibility for the safety of their party rests with the Authority and with the Organiser jointly.