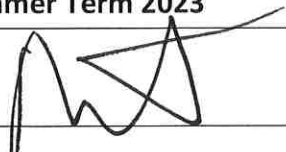





REDHILL SCHOOL

Lettings Policy

2022/23

Approved Date	MAY 2022 .	
Review Date	Summer Term 2023	
Signed Headteacher		James Clayton
Signed Chair of Governors		Dennis Wyatt



Letting Policy 2022/23

Commercial Letting Charges 2022/2023 – Community Partners

Our community partners are those organisations that work with us to implement our Football Development Plan. These users are:

Netball England, Oldswinford Cricket, Phil Evans Pure Sport, SVC, Stourbridge FC, WBA Community Programme, Withymoor Colts, Worcestershire Cricket

On weekdays, if the letting extends beyond 10.00 p.m., an extra 50% of the hire charge must be added. During weekends and public holidays, extension of letting past 10.00 p.m. incurs an extra 100%.

Accommodation	Weekday charge first hour	Saturday charge first hour	Sunday charge first hour	Each Additional hour
Classroom/Connexions	£17.40	£22.80	£27.50	£6.70
B1 (Small Hall)	£18.60	£23.90	£28.70	£8.40
Hall	£24.50	£31.20	£37.10	£15.50
Gym	£25.10	£31.70	£37.10	£15.00
Sports Hall	£28.25	£32.50	£36.80	£19.15
Conference Room	£18.60	£23.90	£28.70	£8.40
Dining Room	£20.90	£25.50	£31.40	£11.60
Football Dev. Classroom	£15.00	£15.00	£15.00	£15.00
Rubber Crumb	Full pitch = £52.75 per hour Half " = £35.26 per hour Quarter = £22.00 per hour			



Commercial Letting Charges 2022/2023

On weekdays, if the letting extends beyond 10.00 p.m., an extra 50% of the hire charge must be added. During weekends and public holidays, extension of letting past 10.00 p.m. incurs an extra 100%.

Accommodation	Weekday charge first hour	Saturday charge first hour	Sunday charge first hour	Each Additional hour
Classroom/Connexions	£17.40	£22.80	£27.50	£6.70
B1 (Small Hall)	£18.60	£23.90	£28.70	£8.40
Hall	£24.50	£31.20	£37.10	£15.50
Gym	£25.10	£31.70	£37.10	£15.00
Sports Hall	£35.30	£40.60	£46.00	£23.90
Conference Room	£18.60	£23.90	£28.70	£8.40
Dining Room	£20.90	£25.50	£31.40	£11.60
Football Dev. Classroom	£15.00	£15.00	£15.00	£15.00
Rubber Crumb	Full pitch = £62.80 per hour Half " = £42.00 per hour Quarter = £27.50 per hour			



Conditions for Hiring School Premises

1. Application for the use of school premises, or part thereof, including playgrounds or playing fields must be made to the Sports and Community Lettings Officer at least 7 days before the desired date. The school reserves the right to refuse any application for hiring school premises and where the circumstances make such action necessary, to cancel the arrangements without notice.

The use of schools for the following purposes is not permitted: -

- Functions conducted for private profit
 - Committee rooms for candidates at elections
 - Livestock shows
2. Hiring may commence after 6.00pm on weekdays and weekends from 9.00am and will terminate not later than 10.00pm unless the Governors or Senior Management of the school have, exceptionally approved an extension. School premises will only be let on Bank Holidays and school holidays if caretaking arrangements can be made.
 3. The school has priority use of all parts of the school facilities in exceptional circumstances e.g. Open Evening; Sports Tournament; Examinations; Parents' Evenings; Music and Drama events etc. The Head teacher will give at least 14 working days' notice of such events so that hirers can be given reasonable warning.
 4. For new regular bookings, letting fees must be paid for **at least one calendar month in advance** prior to the commencement of any booking. Please allow three working days to ensure payments are cleared prior to the booking commencing. Subsequent monthly fees should be paid within one calendar month of the invoice date.
 5. For single one-off bookings, the letting fee is payable in full prior to the commencement of the booking. Please allow three working days to ensure payments are cleared prior to the booking commencing.
 6. A minimum of 72 hours' notice must be given by the hirer when a letting is cancelled or altered, otherwise the letting fee is payable in full. If regular cancellations occur then the school retains the right to cancel your bookings and offer the facilities to an alternative hirer.
 7. Notification of any cancellation must be given by the hirer to the school bookings email, www.bookings@redhill.dudley.sch.uk
 8. Letting charges will be reviewed on an annual basis, hirers will be given a months' notice of any changes.
 9. The maximum booking period is for 1 year school year.

10. No apparatus, tools or equipment belonging to the school shall be used for any purpose other than for a letting connected with educational classes.
11. No furniture or equipment may be brought onto the school premises without the approval of the school. The school will not be responsible for any damage, injury to or loss of goods brought to the school by the hirers or damage or injury to the person of the hirer or any persons being in or about the premises while in the use of the hirers, and the hirers shall indemnify the school against any claims which may be made upon them in respect thereof.
12. School furniture and fittings may not be moved nor may the hirers without the express permission of the Head teacher treat any floors.
13. The Governors grant facilities for the public use of the school on the express condition that those responsible for hiring the room will give an undertaking that the meetings will be conducted with propriety and will hold themselves liable for any damages incurred. Any damages arising will be repaired by the school and charged against the party or persons hiring the school.
14. Emergency exits must be kept clear during the period of letting and any other fire, smoking or safety regulations must be observed.
15. Any licences or copyright consents, music and dancing licences, the conditions of which must be complied with, necessary because of the hiring, must be obtained by the hirers from the appropriate authorities.
16. The consumption or sale of alcoholic beverages on the school premises requires the prior approval of the Governors or Managers of the school before any necessary licence be applied for.
17. Parking of motor vehicles is permitted on the condition that persons bringing such vehicles on to the school premises do so at their own risk and that they accept responsibility for any damage or injury to the school's property or to any persons whether connected with the school or not, caused by such vehicles or their presence on the schools premises. Vehicles should only be parked within designated areas, insuring not to obstruct any walkways, entrances or emergency access points/exits.
18. Those responsible for hiring premises must indemnify Redhill School, from against all actions, claims, demands, losses, costs, damage and expenses which may be brought or made by any person in respect of injury or damage sustained by them in consequence of or arising out of the use of school premises.
19. Hirers are responsible for obtaining their own insurances, including public liability insurance. The school will require copies of hirers' insurance prior to any bookings.
20. The school has right of free access to the school at any time to ensure that the conditions of letting are being observed.

21. The school's Site Manager and Sports and Community Lettings Officer are expressly forbidden to deviate from these regulations and should not receive payment for their services in any form from the hirer. Payment of hiring charges should be made in accordance with the invoices that are issued to the hirer.
22. Smoking and vaping are not allowed within the school buildings or the grounds.
23. Only indoor balls should be used in the Sports Hall.
24. At the end of each session any equipment used e.g. cricket nets must be put back.
25. No dirty/wet outdoor shoes allowed within the Sports Hall/Gym.
26. Appropriate footwear only to be worn on the Rubber Crumb pitch eg, no studded football boots designed for grass pitches.
27. Food or drink (except water) are not allowed in the Sports Hall, Gym or on the Rubber Crumb pitch.
28. For safety reasons spectators are NOT allowed within the perimeter or on the pitch at any time.
29. Chewing gum is forbidden within the school buildings and the external grounds.

Should anyone using the premises or site not comply with the 'Conditions for Hiring School Premises' then we will have no alternative but to terminate your booking with immediate effect.



EMERGENCY PROCEDURE

1. (a) FIRE BELL - CONTINUOUS RING

If the fire alarm is activated e.g. by breaking the glass at any emergency alarm point, evacuation of the whole site is necessary to make checks on all personnel. Hirers should leave **by the nearest available fire exit. You must keep to the left** as wheelchair-users may sometimes go in a different direction to access another exit where the nearest is not suitable for them.

Fire Assembly Point - C Block Car Park

(c) EXITS TO BE USED - See accompanying map.

(d) PROCEDURE:

- If you discover a fire, raise the alarm by breaking the glass at an emergency alarm point. **Inform the Sports and Community Lettings Officer** as soon as possible so that the Fire Brigade can be contacted. REMEMBER - the safety of the users must be your first concern.
- On hearing the alarm users should file out quietly and remain quiet throughout the proceedings. Bags etc. must be left in the building and doors and windows shut. There is to be NO RUNNING.
- **The Hirer's responsible officer (HRO)** must ensure that all users have left their room before leaving, ensuring windows and doors are closed behind them.
- By means of the appropriate exit door and route, you should proceed to the Assembly Point. If access to the usual exit door is blocked because of fire, the **HRO** should direct their group to the nearest safe exit and supervise as they proceed to the evacuation point.
- On arrival at the appropriate evacuation point, the **HRO** must advise the Sports and Community Lettings Officer that all their group have been accounted for.
- Everyone should remain at the Assembly Point until dismissed by the **Sports and Community Lettings Officer**. No one must re-enter the building until given instructions by the member of staff in charge.

2. WHEELCHAIR-USERS / MOBILITY ISSUES IN SCHOOL AND IN EMERGENCIES.

- A and B blocks have a different assembly point for wheelchair-users only which is outside the main door of the dining-room.
- Evacuation equipment is available but must only be used after training and where users feel confident.

- The onus is on the **HRO** to inform the **Sports and Community Lettings Officer** that a wheel chair /mobility issues user is at the alternative Assembly Point.

3. **BOMB EMERGENCY**

BOMB WARNING BELL: 20 SHORT BURSTS.

ALL PROCEDURES WILL BE AS FOR A FIRE EMERGENCY. (See above).