



## Windsor Park CE Middle School

*Learning for Life*

*"Teach me good judgement and knowledge"*  
*Psalms 119:66*

### Lettings Policy

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RESPECT 'clothe yourself with compassion, kindness, humility, gentleness and patience'

RESILIENCE 'I can do anything through Christ who strengthens me'

RESPONSIBILITY 'for God gave us a spirit not a fear, but a power and love and self-control'

## OUR VISION

### Learning for Life

“Teach me good judgement and knowledge”

*Psalm 119:66*

**As an inclusive Church of England school, who aim to provide transformational experiences for all God’s children within our care, the teachings of Jesus are at the heart of all we do. Whilst striving for excellence, we celebrate achievement in all its forms encouraging pupils and staff to live life in all its glory and flourish.**

## OUR MISSION

- 1. Encourage all children irrespective of background or ability to fulfil their God-given potential and flourish. Our broad and balanced curriculum takes a holistic approach to education ensuring that spirituality, emotional intelligence, physical development, academic excellence and social skills are developed creatively across a range of school subjects.*
- 2. Deliver a safe space for children to develop philosophical and theological thinking through Religious Education as a core subject; delivering inspirational lessons which bestow upon pupils the skills to understand Christianity as a living and diverse faith, whilst teaching a knowledge and respect of other faiths and world views.*
- 3. Value education in its widest sense; building on our history and Christian foundations, making the most of today in order that we can make even more of tomorrow and the days, weeks, months and years that lie ahead. This is Learning for Life: ‘teach me good judgement and knowledge’ Psalm 119:66*
- 4. Foster respect for all God’s children; embracing difference and diversity and teaching all to live well together in an inclusive, welcoming community, supporting each other to remove or cross barriers and live with dignity and respect.*
- 5. Reinforce the Christian values and beliefs that will make our children good people: kind, honest, forgiving and courageous.*
- 6. Care deeply about our pupils’ and staff wellbeing and mental health, appreciating that it is the genuine quality of relationships that matter. We strive to support each other to flourish, achieving happiness and fulfilment.*
- 7. Encourage our pupils to approach local and global communities with a deep sense of integrity, justice, responsibility and courageous advocacy; identifying and challenging injustice.*
- 8. Collaborate primarily with St Mary the Virgin church to share the teachings of Jesus through inspirational collective worship. Develop, deliver and evaluate opportunities for pupils and adults to express spirituality through varied worship experiences.*
- 9. Encourage and nurture exploration, creativity and compassion with unlimited and unbounded energy. At Windsor Park learning is not a spectator sport.*

# Windsor Park CE Middle School

# Application for Hire of School

1. Name of Hirer

- ## 2. Address of Hirer

3. Daytime Telephone Number \_\_\_\_\_ Evening Telephone Number \_\_\_\_\_

4. Details of requirements: Room and area to be hired (tick relevant columns)

<b>Hall</b>	<b>Sports Hall/Gym</b>	<b>Library</b>	<b>Classroom/ Technology Room</b>	<b>Music Room</b>	<b>Playing field</b>	<b>Additional facilities</b>
<b>Start date:</b>				<b>Start time:</b>		
<b>End date:</b>				<b>End time:</b>		
<b>Day of Week:</b>				<b>Number of Lettings</b>		
<b>Nature of Activity:</b>						
<b>Equipment / facilities requested:</b>						
<b>Equipment to be brought in by hirer:</b>						
<b>Age range of those attending:</b>				<b>Numbers attending:</b>		

I hereby make application for the hire of the accommodation and facilities stated above and agree to abide by the Conditions of Use specified in the attached documentation.

\*Public liability insurance is not being provided by the RPA Third Party Hirer's Insurance Policy and I can confirm that I have arranged Public Liability Insurance in the name of the individual / organisation hiring the school premises for a limit of indemnity of at least £2,000,000.

I have visited the site and have completed a risk assessment which is attached.

Signature of Applicant:.....

Full Name (in block letters) ..... Date:.....

**NOTE:** The giving of false information on this Application for Hire of School form may lead to the cancellation of the booking without notice.

**Please return this form to Ms H Stonier, Bursar.**

**Do not make arrangements until you have received confirmation of the booking.**

# Lettings Policy and Agreement

The school governing board is committed to generate additional income by the letting of the school premises to suitable individuals and groups. The following conditions apply to any hire agreed:

- The governing board must approve the use or activity, which is intended, and the suitability of the hire will be determined in line with school policy.
- The school always has priority use of the premises, although reasonable notice will be given if a hire needs to be cancelled. Use of the school grounds may be cancelled due to weather conditions without notice.
- Windsor Park Middle School is not responsible for any damage, loss or injury during the length of this letting or subsequent to it.
- The areas used must be left in the condition that they were found, and users must not use any other part of the school premises not approved.
- The user must provide the school with evidence that they have Public Liability Insurance of at least £2,000,000. This must be kept up to date and copies provided to the school.
- All damage must be reported to the Caretaker or Bursar. If any damage is caused by the hirer or as a result of the letting it will be the responsibility of the hirer to pay for any repairs.
- The hirer must give a months' notice of cancellation and the deposit will be retained by school.
- The Governing Board reserve the right for the school's representative to enter the premises at all times for its own use on giving reasonable notice.
- The acceptance of any hire does not constitute a tenancy agreement and that the use of the premises is by way of licence only, and restricted to the lettings particulars.
- Hirer's will ensure that the premises are not left unattended until the Caretaker has arrived to secure the building.
- The governing board will approve the scale of charges for lettings and/or for the use of facilities. Free use and charges below economic cost should be unusual and authorised by the Bursar case by case.
- Lettings charges are to be £20 for the first hour to include setting up and leaving, £10 per hour after that time. The exception is for non-profit or charitable organisations where a donation agreed by the Headteacher will be acceptable.
- The Bursar is responsible for all lettings and is responsible for all financial administration.
- The Bursar is authorised to negotiate variations where appropriate for charitable institutions.
- The governing board must establish terms and conditions for lettings.
- Detailed records of each letting will be kept.
- Applicants are to be sent application and indemnity forms, together with a copy of terms and conditions and a list of charges.
- On receipt of the application and indemnity forms, the letting may progress at the discretion of the Bursar.
- All lettings to be invoiced and recorded on the accounts system, currently Access. Invoices will be generated on a monthly basis.
- The maximum period for the letting is limited to twelve months.
- A damage retention charge may be made for certain events. This refundable charge is to be paid in addition to and at the same time as the letting charge.

## ***In addition:***

No notices or placards shall be affixed to, lean upon or be suspended from any part of the school premises

No bolts nails, tacks, screws, pins or other similar objects shall be driven into any of the walls, floors, ceilings, furniture or fittings. The hirer shall ensure that no persons using the permitted area to use shoes with stiletto heels or other footwear which may in the opinion of the governing board be damaging to the floor surfaces of the hired.

Intoxicating liquor shall not be brought into nor consumed on school premises without the prior consent of the governing board. Where such consent is given hirer must comply with the Licensing Laws and provide evidence of such to the governing board.

There shall be no smoking on the school premises on the grounds of the fire security and the potential for damage to floors and furniture.

### ***Public Entertainment and other Licences***

The promoters of entertainment and functions to which the public are admitted on payment shall be responsible for completing to the satisfaction of the Governors all formalities in connection with the use of the premises for that purpose. Where the Chief Fire Officer or Licensing Authority require additional facilities for the purpose of a letting (such as "Exit" sign and emergency lighting) which are not already installed, it shall be the responsibility of the Hirer to provide such facilities of an approved type and method of installation.

Payment for admission shall be deemed to include admission by tickets or programmes or by any other method by which the making of a payment entitles a person to admission.

No entertainment or function to which the public are admitted shall be allowed unless the premises are licensed for the purpose under the bye-laws of the Local Authority in whose area the premises are situated and all necessary regulations against fire are complied with.

The hirer shall be responsible during the function or entertainment for which the premises are hired for ensuring:

- All safety requirements and recommendations of any licensing authority are complied with;
- Any limitation on the number of persons admitted imposed by any licensing authority or the governors are complied with;
- Suitably qualified persons are employed to be responsible for the supervision of the premises and the conduct of those attending so as to avoid personal danger, and damage to the premises.
- No copyright work shall be performed without the licence of the owner of the copyright and the payment of any appropriate fees.
- The hirer shall comply with all the provisions of the Copyright, Designs and Patents Act 1988. If the hirer shall fail to do so any permission previously granted by the governing board to use the school premises shall be immediately cancelled and the governing board shall have the right to recover fees, charges or any other payments referred to in these Regulations.
- The hirer shall indemnify the governing board from and against all actions, proceedings, costs, claims or demands whatsoever, arising out of the performance of Copyright Works on school premises.
- The hirer shall, immediately after any performance or function at which music has been performed or songs sung, complete, sign and return to the Performing Right Society a Performing Right Society Limited form obtainable from the Performing Right Society Limited, 29-33 Berners Street London W1P 4AA.
- If it is proposed to play a copyright record or tape in public, application for a licence so to do must be made to Phonographic Performance Ltd, 103 James Street, London W1R 3HG
- Evidence that the necessary licences have been obtained must be supplied to the school at one week/month\* (delete as appropriate) before the letting.
- No gaming is allowed except in accordance with the conditions of the Gaming Act 1968, Section 41 when gaming is carried on at an entertainment promoted for raising money to be applied for purposes other than private gain. A copy of these conditions is open for inspection in the Local Magistrates Court during the normal hours of business and the hirer shall be deemed to have knowledge of the contents thereof whether or not he has availed himself of the opportunity of inspection.

I have read and understood the above agreement and will abide with all conditions.

Signed..... Date .....

## Appendix A

### AGREEMENT FOR THE USE OF WINDSOR PARK CE MIDDLE SCHOOL PREMISES

**AN AGREEMENT** made on .....(date)

Between **WINDSOR PARK MIDDLE SCHOOL AND**.....

.....**NAME OF HIRER/ORGANISATION**

**IN CONSIDERATION** of the school permitting the hirer to use the accommodation listed on the dates and times shown in the schedule below, the hirer shall observe the following conditions:-

No smoking permitted anywhere on the school site or in school buildings.

No litter or waste to be left in the facilities hired or on the school site.

Hirer to ensure they have first aid provision as appropriate.

Hirer to adhere to the Schools Fire Policy.

**All clubs and sporting hire to have public liability insurance, first aid provision and designated child protection officer.**

Payment of £20 (minimum) £10 for each additional hour – payment by receipt of invoice .

Any cancellations will need to be confirmed **48 hours prior to the event**, failure to do so will result in a 50% charge of the agreed amount. ( This is unless the weather is inclement and forces closure decision by the school.

#### THE SCHEDULE

Area hired / additional facilities and equipment	Dates and Times of Hire

Signed by

Date:

.....  
On behalf of Windsor Park CE Middle School Governing Body

Signed by the hirer

Date:

**NOTE:** Please ensure the Conditions of Use and the terms specified above are fully understood. Failure to comply will invalidate the Hire Agreement.