



## **Monkfrith School**

### **HIRING POLICY**

#### **1 Preamble**

1.1 The Governors of Monkfrith School welcome the use of our school facilities outside normal school hours by groups associated with the community served by the school, as well as the use of school facilities that will benefit the children before/after school and during lunch break.

1.2 In general, the Governors welcome:

- sports and exercise classes
- public consultation exercises, lectures, discussions and recitals
- cultural, religious and social activities

1.3 Preference for use of school premises outside normal school hours will be given in order to:

- the school
- Friends of Monkfrith School
- local community groups
- previous hirers in good standing

#### **2 Governors**

2.1 All lettings are subject to the approval of the Head Teacher and conditional on the hirer accepting all aspects of the School Hiring Policy.

2.2 All hires will be administered by the Headteacher, or appointed representative, on behalf of the Governors.

2.3 The Governors reserve the right to attend and observe any event held on the school premises.

2.4 The Governors or Head Teacher retain the absolute right to refuse any application or to terminate any agreement they deem to be unsatisfactory.

### 3 Access Times

3.1 The school may normally be hired on Monday to Friday Morning between 8.00am to 8.45am, Lunch times between 12.00 and 1.30pm depending on the Key Stage the club is available to and evenings between 3.30 p.m. and 9.00 p.m. during normal school terms as long as this does not interfere with the running of the After School Club. Please note that before school, lunch time and directly after school the club hiring the school must be available for Monkfrith Students only.

3.2 Weekend hires will be allowed in certain circumstances at the discretion of the Head Teacher

3.3 Hires during holiday times will be examined on their individual merits.

### 4 Areas Available

4.1 The hall, dining area and the studio are generally available for hire. Adult toilet facilities on the top corridor and opposite the studio are available for use during the hire period. Children's toilets are available near the dining room. Classrooms are available for hire depending on the type of hire required and any request for this will be looked at individually.

4.2 Health and Safety legislation limits the number of possible participants as follows

Activity type	Hall	Dining area	Studio
Sitting down	125	90	20
Standing/Moving	100	50	20

### 5 Charging

5.1 The hourly charge for hire is set and reviewed by the Governors on an annual basis. See attached sheet for current rates.

5.2 Cheques should be made payable to 'Monkfrith School' or payment can be made via Bank Transfer, the bank account details will be stated on the invoice.

5.3 Fees for Termly block bookings are payable by the half term of the term being hired.

5.4 For a one off event, fees must be paid in full two weeks in advance. One off events will incur VAT where applicable.

5.5 Fees not being settled in good time will result in further bookings from the hirer being rejected until the account has been settled. Persistent late payment may result in the agreement to hire being terminated by the Governors.

5.6 The Governors will make no charge to FOMS for fundraising events.

5.7 If a member of staff is required to be on site, the hirer will be invoiced a flat £20 for opening and closing.

## 6 Safety

6.1 All hirers must ensure that they have the following, and copies must be provided at the time of application:

- Public Liability Insurance Certificate
- Enhanced Disclosure and Barring Service (DBS)
- Coaching/Teaching Qualifications
- Current First Aid Certificate

6.2 All hirers should make themselves aware of the location of fire exits, extinguishers and alarms.

6.3 Any specific circumstances/requirements for a particular hire- e.g. use of school equipment such as PE apparatus- should be discussed at the time of hire and may incur additional charges. Failure to bring such items to notice may be regarded as grounds for terminating the letting agreement.

6.4 The hirers are responsible for ensuring that their activities are appropriately supervised.

6.5 Hirers must ensure that participants stay within the hired area (hall, dining room, studio/toilets). The rest of the school building is out of bounds.

6.6 Hirers must ensure the building remains secure during use. **The front door must not be left open and unattended.**

## 7 Cancellation

7.1 Hirers should be aware that lettings are subject to cancellation with reasonable notice by the School (e.g. for concerts or parental functions) or the Local Authority (e.g. elections). The appropriate refund or adjustment to future charges would be made under these circumstances.

7.2 If hirers cancel a letting then there will be a cancellation fee of 50%. Any cancellation within 7 days of the hire will incur a 100% cancellation fee.

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## 8 Physical Details

8.1 Toilet facilities are available opposite the Headteacher's room and in the corridor closest to the studio.

8.2 All hirers must leave the facilities as they find them, this includes toilet areas.

- 8.3 Smoking/vaping is not allowed on the premises. The consumption of alcohol is only allowed by specific agreement with the Governors and the appropriate license has been purchased by the hirer.
- 8.4 No dogs, other than guide dogs, or other animals are permitted on site.
- 8.5 Refreshment facilities available on request in some areas. Please ask when making a booking.

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**9 Miscellaneous**

- 9.1 Any matters arising during the hire will be decided, at least temporarily, by the Headteacher, the member of staff on duty or other appointed representative of the Governors.
- 9.2 Hirers may not sub-let their agreement to third parties.
- 9.3 Damage to School property, buildings, equipment or resources should be brought to the School's attention immediately. Any subsequent repairs or replacements will be charged to the hirer at cost price plus 20% admin fee.
- 9.4 A list of emergency contact numbers will be provided at the start of the letting along with the name of the member of staff meeting you on the day.

**Appendix**

**CHARGE RATES AND TERMS OF PAYMENT**

All prices listed are price per hour. Discounts available for long term lettings and bookings which run over several consecutive hours.

Area for hire	Weekdays		Weekends	Whole day bookings (school holidays and weekends)
	8am-6pm	After 6pm		
Activity Studio	£30	£30	£30	Block bookings for whole or half days attract reduced prices.  Prices available on request.
Hall	£30	£40	£40	
Dining Area	£30	£40	£40	
Classroom	£30	£30	£30	
<b>Children's parties (based on a three hour booking) fixed cost of £120</b>				
£100 damage deposit required when confirming booking.				
<i>If required £2m public liability insurance is charged at an additional 7.35%</i>				

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Please note that these costs do not include the cost of insurance and Caretaker, which will be also necessary.

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Booking forms are available on the website and via the School Office.

A booking form must be completed before each hire and copies of documentation listed in 6.1 must be provided before the hire begins.

Reviewed: April 2020

Next Review date: April 2022