

Barnwell School

Lettings Policy



Achieving Excellence Together

Adopted by the Governing Body – February 2012

Reviewed – January 2021

To be reviewed – September 2021

Purpose

The purpose of this policy is to ensure that the most effective use is made of the school premises. We believe that Barnwell School should be a centre for lifelong learning and facilitate improvements to the quality of life in Stevenage and the wider community. The School will support local community groups and activities, such as those identified in the Community Use Agreement, and promote equal opportunities and fair access for all. We recognise that the facilities could generate resources for Barnwell School as well as making the school a more welcoming place for all. This policy sets out the criteria for making decisions on requests for use by external organisations.

Definition of Lettings

A letting is defined as any use of the school buildings or grounds by either a community group or a commercial organisation. A letting will not interfere with the core purpose of the School which is to provide a high standard of education for all its pupils.

Letting Charges

The schools delegated budget will not be used to subsidise any lettings by community groups or commercial organisations. A charge will be levied to meet any additional costs incurred by the school in respect of any lettings of its premises or grounds.

The Governing Body is responsible for agreeing charges for the letting of the school premises. Charges will cover the costs of services, staffing, administration and the costs of wear and tear to accommodation and equipment. The School will undertake regular benchmarking of charges to ensure they are reasonable in comparison to other local providers.

A schedule of hire charges is shown in Appendix C.

Relationship to other policies

This policy should be read in conjunction with the Disability Equality Duty and Accessibility Plan, Equal Opportunities policies, Health and Safety policy, Charging policy, Curriculum policy and the Community Use Agreement.

Roles and responsibilities of Headteacher, other staff, governors

The Site Manager in conjunction with the Lettings Co-ordinator will:

- Use the central booking system to avoid a conflict with school events and ensure there is not an unreasonable expectation of the site staff.
- Ensure all hirers complete and return the Application to Hire Accommodation form (Appendix A) to the school in advance of the letting. Receive, understand and agree the Terms and Conditions in advance of the letting (Appendix B).
- Apply the criteria agreed by the governing body and consult the Business Manager on requests for bookings which do not meet them or where there is a potential conflict of interest.

The governing body, with advice from the Business Manager, will:

- Balance the desire to generate income against the desire to support community groups.

- Agree the criteria to be used when deciding which groups are to be allowed to use the premises and consider requests for bookings against those criteria.
- Take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school.
- Ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils
- Consider issues of political balance.
- Consider the implications of all requests received for the health, safety and security of students and staff.
- Consider the implications for workload of all staff of any decisions it makes.
- Agree the charges for lettings outside of the Free Letting Scheme, taking into consideration basic running costs, e.g. heating, caretaking and cleaning etc. These rates will be reviewed by the Personnel and Finance Committee on an annual basis and are included in the Charging Policy.

Insurance

Hirers must have appropriate Public Liability Insurance to cover themselves in the event of their being liable to HCC property or injury/loss to individuals due to their negligence. The schools insurance policy does not cover this. The current minimum level of Public Liability Insurance, specified by HCC, is £5 million.

If the hirer does not have Public Liability Insurance to this level then they may be covered under the County's Third Party Hire (TPH) Insurance Scheme, as follows:

- The hire will be charged an insurance premium equal to 10% of the letting fee, (In the event of discounted or free lets, then the premium will be 10% of the normal fee).
- The premium is collected by the school and is held in trust for the HCC Insurance Section.
- Claims under the TPH policy will be submitted to the HCC Insurance Section for processing.
- The policy is subject to a £250 excess that the hire will have to pay in the event of a claim.

The following activities are not covered under the TPH scheme:

- Meetings organized by political parties
- Professional entertainment
- Commercial / Business functions
- Martial arts
- Sporting injuries caused by one participant or another

Administration

Organisations wishing to hire the school premises should approach the Schools Lettings Co-ordinator, lettings@barnwell.herts.sch.uk who will identify their requirements and discuss the facilities available. An Application form (Appendix A) should then be completed by the hirer. The School will confirm the booking, or offer an alternative arrangement within two working days of the receipt of the booking form. Approval to hire will be given in writing setting out the full details of the letting, enclosing the hire agreement and terms and conditions of hire. The Governing Body has the right to refuse

an application.

The hirer should be a named individual and the agreement should be in their name and include their permanent private address. The letting should not take place until the signed agreement has been returned to the School. The person applying to hire the premises will be invoiced for the cost of the letting in accordance with the current agreed charges. (See appendix C).

All letting payments will be paid into the Schools general account, and posted to the School Lettings and Leisure Centre Lettings cost centres. Income and expenditure associated with lettings will be regularly monitored to ensure the School covers the costs of lettings.

Arrangements for monitoring and evaluation

The Personnel and Finance Committee will receive reports from the Business Manager of the schedule of use of the school outside of the school day, the number of groups involved and the net profit from such activities.

Issues that required intervention by the Headteacher will be noted, together with the action taken and the outcome. The committee will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.

Appendix A



APPLICATION TO HIRE ACCOMMODATION AND/OR SERVICES (LT01)

- (1) Submit applications to the Lettings Coordinator at least 14 days in advance of hiring.
- (2) Use a separate form for each date unless the accommodation required is the same.
- (3) Please complete form in BLOCK LETTERS.

FULL NAME OF ORGANISATION: _____

NATURE OF BOOKING (Type of sport or activity): _____

GOVERNING BODY OF SPORT/AFFILIATION: _____

DATE(S) REQUIRED: _____

NUMBER OF USERS / SEATING REQUIRED FOR: _____ (See Condition No.6 of TERMS AND CONDITIONS, Appendix B)

	Tick If Req'd	Preparation Time		Function Time		Clearing Time		For Office Use	
		FROM	TO	FROM	TO	FROM	TO	£ CHARGE	VAT
BARNWELL UPPER / MIDDLE SCHOOL									
School Hall									
Performance Room (M1)									
Classroom(s), please specify _____ _____									
Dining Hall									
Kitchen - beverages/washing up - meals									
Gymnasium									
Changing Room/Showers									
BARNWELL LEISURE CENTRE									
Sports Hall – Full									
Sports Hall – Half									
Dance Studio 1									
Dance Studio 2									
Conference Room									
Changing Room/Showers									
OUTSIDE AREAS									
3G (Middle)									
Football Pitch (Adult)									
Football Pitch (Junior)									
Tennis/Netball Courts (Middle)									
Playing Fields									
Swimming Pool									
SERVICES									
Staffing									
Performance Equipment									
Musical Instruments									
Other Equipment if available									

*** PUBLIC LIABILITY INSURANCE**

The Hirer is required to hold Public Liability Insurance, and to let the school have a copy of the cover notice prior to the hiring. If this is not produced, then the school will arrange cover in advance of the hiring and a 10% charge will be made.

No hiring should take place without this insurance cover arranged either by the Hirer or through the school.

CHARGE PER OCCASION	
*HIRER INSURANCE FEE	
TOTAL VAT	
TOTAL CHARGE	
DEPOSIT REQUIRED	

N.B. if any of the above services are to be used, the School must be satisfied that a competent operator and/or electrician is in charge before such use commences. An extra charge is made for these services.

Vat Exemption

Please confirm that your booking qualifies for exemption from VAT on the basis that:

- Your organisation is a formally constituted school, club or association, and; YES / NO
- You wish to block-book ten or more sessions, each of which is no more than 14 days apart. YES / NO

Adherence to Terms and Conditions

Please indicate below to confirm whether your organisation complies with the following:

- All activities will be supervised by individuals who are appropriately qualified and CRB/DBS checked where appropriate. YES / NO
- We will comply with all Health and Safety regulations displayed at the Centre. YES / NO
- We will leave the facilities in a clean and tidy state and will immediately report any loss or damage. YES / NO
- We will ensure that the Centre is secured for the full duration of our hire period. YES / NO

I confirm that I have read the Terms and Conditions booklet, which I accept on behalf of the organisation named above. I wish to apply for the use of the accommodation and/or service specified above and any special conditions required. I agree to pay the charge according to the scale in force at the date of hire, payable 10 days prior to the event taking place. I am over 18 years of age.

SIGNED (ORGANISER): _____ NAME: _____

ADDRESS: _____

E-MAIL ADDRESS: _____

DATE _____ CONTACT TELEPHONE NO. _____

NAME AND ADDRESS OF PERSON TO WHOME ACCOUNT SHOULD BE SENT IF DIFFERENT TO ABOVE:

**Please return the completed booking form by post (to Barnwell School, Stevenage, Herts, SG2 9SW) or e-mail (lettings@barnwell.herts.sch.uk)
Lettings will not take place if this has not been received by the school.**

FOR OFFICE USE
AUTHORISATION OF HIRE signed _____ DATE _____
DATE RENDERED _____ A/C No. _____

Terms and Conditions under which Accommodation and Services can be Provided

(Referred to in the Application To Hire Form)

Hirer's Checklist

Please contact the school for clarification on any of the points made below.

- Thoroughly read these Terms and Conditions of Hire, including the Supplementary Conditions of Hire in respect to Covid19, appended.
- Sign the Application to Hire form (Appendix A) confirming your full compliance with the terms and conditions of hire and Covid19 supplementary conditions of hire, and return to the school.
- **Check you are covered by the school's Public Liability Insurance for Hirers – if not you will have to provide your own Public Liability Cover as a condition of Hire**
- Ask the school for details of their Public Liability Insurance Scheme for Hirers if you would like this
- If you are providing your own insurance, send a copy of your cover note to the school before the hire period
- Barnwell School is a NON SMOKING establishment. Smoking is not permitted on any part of the Campus. Hirers are responsible for ensuring that members of the public attending functions, events or club sessions abide by this rule.
- Alcohol is prohibited on the premises without the following being complied with:
 - inform the school at the time of booking
 - **obtain a Drinks Licence from a Local Magistrate (giving at least 2 months' notice) or ask a Publican to obtain a licence (giving at least 6 weeks' notice)**
 - notify the local police one week before the event
 - ensure no alcohol is supplied to persons under 18
 - ensure no one is admitted to the function after 10:30 pm

NB: Licensees are responsible for running the bar and its conduct

- if you are arranging a Public Performance such as a play, concert or dance and in the event of tickets being sold at the door or paid at the door:
 - **Obtain an Entertainment's Licence from your local District or Borough Council well in advance of the event allowing a minimum of 28 days. For further clarification, please contact your District or Borough Council.**
 - Ensure copyrights are not infringed and all appropriate returns are made to the Performing Rights Society

- If you are using kitchen facilities check you have received 'Guidelines for the Safe Preparation of Food' (LT03) from the school, and have discussed your catering requirements with Head of Kitchen prior to the hiring
- If you are hiring the swimming pool ensure that you have read and can abide by the guidelines outlined in the Health and Safety Executive's publication 'Safety in Swimming Pools', a copy of which should be available from the school or the English Sports Council – Publications
- Ensure that all your activities including pre-publicity of the event conform to statutory fair trading controls (contact Trading Standards Department or hertsdirect.org for further details)
- Hirers using the Leisure Centre will be provided with a security key fob enabling the hirer access during the period of the hire. The hirer will be responsible for making arrangements for fellow club members or those attending events to access the Leisure Centre. The front doors to the Leisure Centre are not to be propped open under any circumstances. Key fobs will be programmed for each hiring. Access can be gained 15 minutes prior to the letting start time and 30 minutes following the letting finish time. The main Leisure Centre doors will be bolted automatically at 11.30pm during the week and 11pm at weekends. An alarm will sound 5 minutes prior to these times.

The leisure Centre will also be closed during the Christmas and Easter holiday periods. Hirers will be notified in advance of the precise dates of closure.

In addition to the key fob, some hirers may be issued with a combination code for the main gates. Codes and fobs must only be held by the hirer and must not be passed to any unauthorised personnel without the consent of the Lettings Manager. Key fob holders are responsible for keeping their fob safe. If a fob is lost or stolen it must be reported to the Lettings Manager or Site Manager immediately. The cost of replacement fobs will be met by the fob holder.

- The School will supply all Hirers with the contact details of its nominated on-call contact, who will be available during the duration of each hiring period in the event of any problems or emergencies. NB during the Christmas and Easter holiday periods there will be periods where there is no on-call contact, at such times the schools facilities will not be available for hire.

1. Responsibilities of the Hirer

- 1.1 The Hirer is responsible for ensuring that all activities in the Centre during their period of hire are supervised by individuals who are appropriately qualified. Where children are involved this must include CRB/DBS checking.
- 1.2 The period of hire will be confirmed by the School when the booking is taken and the Hirer will confine their activities to within that period only, including equipment set-up and taking down.
- 1.3 The Hirer is responsible for setting up and taking down, safely and securely, any sports or other equipment provided at the Centre. Approval must be sought from the School for any other items of equipment that Hirers wish to bring to the Centre, which for safety purposes must comply with the relevant approved manufacturers specifications and be of appropriate quality.
- 1.4 The Hirer must comply with all relevant Health and Safety regulations displayed at the

Centre.

- 1.5 The Hirer is requested to minimise energy consumption by switching off unwanted lights.
- 1.6 The Hirer is responsible for any damage to the building, its fixtures and fittings and sports equipment that occurs during their period of hire and may be charged for any necessary repairs or replacements. All Hirers must therefore satisfy themselves that the building, its fixtures and fittings and sports equipment is undamaged and fit for use at the start of their session and report any damage found then, or any caused subsequently by them, to the School's on-call contact immediately.
- 1.7 The Hirer is responsible for removing any litter arising from their usage of the Centre.
- 1.8 In the event of a fire or other emergency, which necessitates the evacuation of the buildings please note carefully the following procedures:
 1. Alarm sound (continuous siren)
 2. Groups evacuate building and make for assembly point
 3. No one may re-enter buildings until permission has been given by emergency services.

**THE ASSEMBLY POINT FOR EVACUATION IS:
CAR PARK IN FRONT OF THE LEISURE CENTRE**

Club Officers should familiarise themselves with emergency exits, fire extinguishers and blankets and inform their members.

In the event of emergency, hirers are authorised to contact emergency services direct. After dialling state:

1. Which service or services you require (Fire, Police or Ambulance)
2. The location
3. The nature of the emergency

Finally contact the site manager as soon as possible for assistance.

- 1.9 Hirers are advised to ensure that they have access to a qualified first aider and supplies in the event that one or more of their members is in need of immediate medical attention during their period of hire. There are limited first aid supplies in the Leisure Centre. A defibrillator is located in the Leisure Centre behind the reception desk, and in both reception areas on the Middle and Upper campuses.

2. Care of Premises

- 2.1 During the period of the hire, the Hirer shall be held responsible for all damages, losses, claims and costs arising out of the use of premises and shall indemnify the school and the Governors from and against any expense liability loss, claim or proceedings including claims for personal injury to or the death of any person whatsoever whether arising under any Statute or at Common Law or out of the course of or caused as a result of the hiring except where due to the negligence of the school or the Governors or their respective servants or agents.
- 2.2 The Hirer shall indemnify the school and the County Council from and against all costs, claims, expenses or damage incurred or suffered by the school or County

Council arising either directly or indirectly out of the use by the Hirer of the hired accommodation and equipment at the school.

- 2.3 The Hirer is required, in addition, to take out Public Liability Insurance, and to let the school have a copy of the cover note in advance of the hiring, unless they purchase cover through HCC's Third Party Hire (TPH) Insurance scheme.
- 2.4 Reasonable care shall be taken to protect any surface or equipment, which is likely to suffer damage as a result of hire. Even though the cost is repaid to Governors and County Council, considerable inconvenience is caused for other persons wishing to use the building.
- 2.5 The Governors wish to emphasise that it is the responsibility of the Hirer to ensure that maintenance of order, and in particular the clearing of the premises at the end of the function. Any misconduct by any person attending the function may result in the Hirer and his/her organisation being refused further bookings.
- 2.6 If the premises are not fully vacated by the time given for the function to end, a surcharge will be made for extra time.
- 2.7 After each hiring it is the responsibility of the hirer to ensure that windows are closed, lights switched off, (unless another hiring is following on immediately afterwards), fire doors secured properly and all club members have left site.
- 2.8 All facilities should be left ready for use by subsequent bookings, i.e. all groups are requested to respect the facilities provided, make every effort to conserve energy by switching off unwanted lights, equipment should be cleared away, the area tidied and checked, failure to do this may affect your future booking, and a charge may be incurred. If the previous booking has failed to follow the above procedure, please inform the school via lettings@barnwell.herts.sch.uk as soon as you are able.
- 2.9 Your first lines of communication should be via lettings@barnwell.herts.sch.uk. However, there will be a member of the site team on call for reporting emergencies.
- 2.10 Footwear:
- No black footwear is allowed in the Leisure Centre Sports Hall or dance studios.
 - No outdoor footwear should be worn in the Sports Hall or dance studios after training sessions & matches.
- 2.11 Food and Drink:
- Chewing gum is not permitted in any sports facility
 - Glass bottles are prohibited in any sports facility
 - Food and hot drinks are not permitted in the sports hall or gyms
- 2.12 The Caretaker on duty, or some other person designated by the Headteacher of the school is responsible to, and the representative of, the Governors for the care of the premises.

3. Private Property

- 3.1 No responsibility can be accepted by the Governors or the County Council for loss of, or damage to, any property, which may be brought onto the premises as a result of the hiring.
- 3.2 All hirers are advised to arrange insurance cover for personal accident and loss of or

damage to equipment. Neither the School nor the Governors can accept liability for loss or damage to personal property whilst on site.

3.3 Car parking is only permitted within the designated School Car Parks. Users of the Leisure Centre are required to use the Leisure Centre car park only. The School will not be responsible for any loss or damage arising from vehicles using the carpark. Vehicles on site are at the owner's risk. However, the School assures its users that security measures, such as CCTV, are in force.

4. Payment

4.1 When the booking is made, the Hirer shall pay 10% of the hire charge by way of a deposit. This will not be returned in the event of a cancellation by the Hirer.

4.2 Payment of the balance of the full amount of the charge for the use of the accommodation and services shall be made not later than ten working days before the date on which the accommodation and services are to be used by the Hirer.

4.3 All payments for lettings must be paid on receipt of an invoice which will be raised monthly in advance. The preferred method of payment is by BACS transfer.

4.4 The Governors reserve the right to refuse any application or terminate the agreement at any time for non-payment.

4.5 VAT

Hire charges will normally be subject to VAT, however exemption from VAT may be claimed by hirers who:

- are a properly constituted club, school or association
- book ten or more sessions for the same sport or activity, each of which is no more than 14 days apart.

5. Installations and Use of Premises

5.1 The Hirer shall not permit any interference with the gas system, pipes, electric wiring, lights switches, or other installations of the school without the previous consent of the Governors in writing.

5.2 No nails, screws, adhesive or adhesive tape shall be fixed to the floor, walls, ceilings or any other part of the building nor shall any platform or other erection, or any decoration be put up without the previous consent of the Governors in writing.

5.3 The Hirer shall confine his/her activities to the accommodation and equipment hired, and is not to use any other part of the school except insofar, as is necessary for access purposes.

5.4 Users of premises must remember that the school is primarily intended for education and much trouble and work will be saved if the premises are treated with care and respect. Work and equipment should not be touched, and furniture moved only when necessary and replaced in its original position unless otherwise directed.

5.5 The hire of a particular room will normally include the use of the furniture usually present in the room without further charge, but at the end of the let it is the Hirer's responsibility, under the direction of the Caretaker or other representative of the Governors, to move the furniture back to its original position or to such a place as will facilitate cleaning, (usually this will mean stacking it to the side). Failure to do this may result in an extra

charge for the additional time spent in cleaning.

5.6 Hirers must comply with the Barnwell School no-smoking policy.

5.7 No application will be granted for any purpose, which may jeopardise the insurance of the school.

6. Maximum Capacity

6.1 The maximum capacity depends on factors such as size of the room and the number of fire exits. Capacities will be discussed with hirers on a case by case basis.

6.2 If additional seating is required, (subject to maximum capacity constraints), chairs may be brought in by the Hirer at his/her own expense. The School should be consulted about times of delivery and removal.

6.3 Note the revisions made to maximum capacity in respect to Covid 19 requirements.

7. Usage of School Premises during school and Bank Holidays

7.1 No application for the use of the premises shall be granted for Bank Holidays and Public Holidays, except with the consent of the Chair of the Governing Body. Where consent is given, the use of the school premises ends at 10:00 pm. An extension of this may be approved in special circumstances and prior notice should be given.

7.2 The school reserves the right to close its facilities at certain times of the year, such as the Christmas and Easter holiday periods. During such periods the school will be closed and therefore unavailable for hire. This includes the Easter bank holiday week end, and for a period encompassing Christmas and New Year. Wherever possible, hires will be notified in advance of other periods when the school and Leisure Centre are closed, such as for school events or maintenance work.

7.3 There may also be times when facilities are required to be closed for the carrying out of planned repairs or enhancements to its facilities, or for safety reasons. In such instances, hirers will be informed and if possible an alternative venue arranged within the school.

8. Termination

8.1 If the Governors are required by prior arrangement or by law to provide accommodation for any person or purpose, the right is reserved to cancel at any time any conflicting arrangement for the hiring of any or all of the accommodation or services, even if the hiring has previously been confirmed by the Governors.

8.2 The Governors reserve the right to terminate any letting without notice where complaints are received as to the use of the premises by the Hirer.

8.3 The letting shall automatically be terminated by any breach of the conditions contained herein.

8.4 The Governors also reserve the right to terminate any letting at any time prior to, or during, the hiring where it is considered that the use of the premises is likely to occasion a risk of disorder or damage or injury to persons or property.

8.5 In the event of any cancellation or termination of a hire by the school for the reasons

above or for any other reason (e.g. failure in the heating arrangements), a proportionate part of the payment, (or in the case of cancellation before the hire starts, the whole payment), representing the payment for the unexpired period of the letting shall be refunded to the Hirer. Any such refund shall be accepted in full satisfaction of any loss or damage caused by the cancellation and the Governors and County Council shall have no further liability in that respect.

9. Changes in Charges

9.1 The Governors reserve the right to change the charges for use of the accommodation at any time prior to the hiring, including after the acceptance of the application form and 10% initial payment, after giving one month's notice in writing of their intention to do so. Once the Governors have given notice of a proposed increase, the Hirer shall be entitled to terminate the hiring by notice in writing within one week of receiving the notice of the change, and any deposit paid shall be refunded.

10. Changes in Venue

10.1 The school may at times request that a hirer moves to another location provided by the school. This is particularly relevant for hirers of the school hall or school gym which may become unavailable during exam periods and for school events, such as parents evenings. On such occasions, hirers will be relocated to the Middle School Campus, or if space is available to the Leisure Centre. No additional charges will be levied on the hirer in the event of room changes.

11. Failure to Use Accommodation

11.1 All cancellations by the hirer will be charged for unless 48 hours' notice is received in writing, or an alternative booking can be found. No charge will be made if the cancellation is initiated by the school for any reason.

11.2 In the event of the accommodation and/or services not being used by the Hirer, or not used in full as booked, no money that has been paid shall be refunded apart from the deposit, providing there are no damages.

12. Use and Times

12.1 The school will provide sports facilities that are clean and tidy and comply fully with Sport England and relevant governing body of sport dimensions and specifications at the following times:

- Indoor Usage Term Time: Monday to Friday, 17:30 to 22:00; Saturday and Sunday, 09:00 to 20:00.
- Indoor Usage School Holidays*: Monday to Friday, 09:00 to 22:00; Saturday and Sunday, 09:00 to 20:00.
- Playing Field Usage Term Time: Monday to Friday, 17:00 to 20:00; Saturday, 10:00 to 20:00; Sunday, 10:00 to 16:00
- Playing Field Usage School Holidays*: Monday to Saturday, 10:00 to 20:00; Sunday 10:00 to 16:00.

* school holidays will include periods when the school is closed, such as Christmas and New Year, the Easter Weekend and bank holidays. At these times the school and its facilities may be shut, and therefore unavailable for hire. Hiring bodies will be informed in advance of periods when the schools facilities are not available for hire.

12.2 Subject to the provision by the relevant utilities companies, the school will facilitate the

supply and meet the costs of heat, light and water to its facilities for the duration of the hire period.

- 12.3 The Hirer shall not use the accommodation and/or services for any purpose or at times other than that specified on the application to hire form, and shall neither enter the premises before, nor leave them after, the booked times as stated on the application form. The booked time includes setting up and tidying away of equipment where necessary.

13. Copyright

- 13.1 It is the responsibility of the Hirer to ensure that he/she complies with all the requirements of the law referring to copyright (including returns to the Performing Rights Society)

14. Public Performances etc

- 14.1 If the nature of the function for which the premises are used is the public performance of a play, music, dancing or any other activity for which a licence is required, it is the Hirer's responsibility to ensure that an appropriate licence is secured and that the Hirer complies with its conditions. The school may have taken out an annual licence for public music and dancing, in which case a separate application is not required, but it is the Hirer's responsibility to confirm that this is the case.
- 14.2 Forms of application for an Entertainment Licence may be obtained from the respective Borough Council or District Council offices, allowing 28 days' prior notice.

15. Alcoholic Drinks

If alcoholic drinks are to be served at a function:

- 15.1 The Hirer must inform the school of this at the time of booking the accommodation.
- 15.2 The Hirer must also inform the local Chief Officer of Police at least one week before the event.
- 15.3 No person may be admitted after 10:30 pm.
- 15.4 Adequate supervision must be provided at both the main entrance and all other doors, including fire exits.
- 15.5 If alcoholic drinks are to be sold, it is the Hirer's responsibility to ensure that an appropriate licence is obtained and that there is compliance with its conditions.
- 15.6 In order to obtain a Drinks Licence the Hirer should either contact a Local Magistrate (giving at least 2 months' notice) or ask a Publican to obtain a licence (giving at least 6 weeks' notice)
- 15.7 The Hirer's attention is particularly drawn to the legal prohibitions on supplying alcohol to persons under 18 years of age.

16. Use of Kitchen for Preparation of Meals

- 16.1 It is advisable for the Hirer to discuss their catering requirements directly with the Head of Kitchen before the letting.
- 16.2 The Hirer's attention is drawn to the 'Guidelines for the Safe Preparation of Food LT03' which is available from the school

17. Outside Equipment

The Hirer shall not use any loudspeaker system or other equipment outside the premises without having obtained the prior written consent of the Governors.

18. Race Relations Act 1976

The hirer must:

- 18.1 Read the terms of Section 71 of the Race Relations Act 1976
- 18.2 Undertake to use their best endeavour to ensure nothing occurs during or in consequence of the hiring which would prejudice the Governors' or the County Council's obligations under Section 71 or other sections.
- 18.3 Be aware that the Governors and the County Council reserve the right to refuse future applications if this undertaking above is not met.
- 18.4 "Section 71: Without prejudice to their obligation to comply with any other provision in this Act, it shall be the duty of every Local Authority to make appropriate arrangements with a view to securing that their functions are carried out with due regard to the need (a) to eliminate unlawful racial discrimination, and (b) to promote equality of opportunity, and good relations, between persons of different racial groups."

19. Child Protection

- 19.1 If the booking relates to activities provided for juniors it will be necessary to return with your booking form a copy of your clubs 'Child Protection Policy' and details of DBS checks for all adult supervisors.

Barnwell School reserves the right to cancel any lettings without notice that fail to comply with these Terms and Conditions of Use

COVID- 19 Supplementary conditions of hire

Full name of Organisation:

.....

The Hirer agrees to adhere to the following terms when returning to use the facilities at [insert name] school

1. The hirer will be responsible for ensuring that those attending their activity or event comply with all relevant COVID-19 secure guidelines when entering school premises in particular using hand sanitiser on entry and washing hands frequently.
2. The hirer will comply with all government and where relevant (e.g. sporting, exercise or performing arts activities) relevant governing body guidance and relay this information to all attendees.
3. The school's risk assessment will be provided to hirers. Additionally hirers are required to complete their own risk assessment and to send this to the school prior to the booking being confirmed, and to comply with any further actions identified therein.

The school has set the following maximum capacities in order to comply with government guidance on social distancing:

Barnwell School

Facilities Hire

Capacity

Calculations

		*	*
	sqm	Static	Sports

Barnwell Leisure

Centre

		4sqm/p	9.3sqm/p
--	--	--------	----------

Sports Hall	535	134	58
Dance 1	69	17	7
Dance 2	86	22	9

Barnwell Upper

School

Main Hall	204	51	22
Dining Hall	186	47	20
Gym	181	45	19
B2	63	16	7
D4	75	19	8
M1	65	16	7
Post 16	100	25	11

Barnwell Middle

School

Main Hall	219	55	24
Dining Hall	80	20	9
Conservatory	75	19	8
Gym	185	46	20
D7 Drama	41	10	4

*Includes group leader and staff

4. Hirers will ensure that these maximum numbers are complied with and that 2M social distancing is maintained and that any agreed one-way arrangements are observed within the premises.
5. Hirers must ensure that everyone likely to attend the activity or event understands that they must not do so if they are experiencing COVID-19 symptoms or should be self-isolating. This includes those returning from a country for which government advice is that an isolation period of 14 days should be observed.
6. If attendees develop symptoms within 10 days of visiting the premises they must advise the hirer who must inform the school immediately. All visitors to site are to use the Test, Track and Trace system to alert others with whom they have been in contact.
7. In the event of someone becoming unwell with suspected Covid-19 symptoms during the hire they should leave the site immediately and the hire must cease. Ensure you have contact details for all attendees and then leave the school site observing the usual hand sanitising and social distancing precautions. Informing the school immediately on a.pettit@barnwell.herts.sch.uk
8. Hirers are required to keep a record of the name and contact telephone number or email of all those who attend their event for a period of 21 days after the event and provide the record to NHS Track and trace if required.
9. Room layout and furniture / equipment required is to be agreed with the school in advance and positioned to facilitate social distancing of 2m between individual people or groups of up to two households. Additional furniture is not to be used by hirers.
10. Hiring groups will only be able to access the specific area that they have booked. Hirers are responsible for ensuring their attendees do not attempt to access other areas of the site.
11. No school equipment is to be used hirers without prior agreement. Participants should, wherever possible bring their own equipment which is not shared with anyone else.
12. Hirers will keep the premises as well ventilated as possible throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
13. Hirers to be responsible for the disposal of any rubbish created during your hire. This must be taken off site for responsible disposal.
14. In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.
15. Hirers to inform attendees to arrive in appropriate kit and travel home to change/shower. (school changing rooms will only be made available if required for participants with disabilities and after swimming).

16. In the event of an evacuation of the site the assembly points are the Leisure Centre Car Park for the Upper Campus and the Staff Car Park for the Middle Campus. Ensure that social distancing continues to be observed while at the assembly points. All hirers have been provided with a site induction and instructions on emergency procedures. Hirers are responsible for ensuring their participants are aware of the assembly point and maintain social distancing following an evacuation.

Depending on the nature of the event you may be required to take additional steps to control risks related to COVID, which will be discussed with you prior to the booking being confirmed.

School responsibilities:

1. The school will provide hirers with a site induction to ensure they are clear on all emergency procedures and the COVID-19 controls expected by the school.
2. The school will ensure that the time of hire avoids unnecessary mixing with members of the school community and other hirers and that access is arranged to minimise such contact. Alternative access points have been identified where there is more than one hirer using a site. In the Leisure Centre, this will involve using the external fire doors for the sports hall and dance studios. In the Upper School there will be separate access points for the hall and the gym.
3. The school will consider if any additional signage is required for hired spaces to remind users on social distancing, hand washing etc.
4. The school will ensure that the hired space(s) have had touch surfaces cleaned prior to the booking and that adequate supplies of soap/water, paper towels and hand sanitiser are provided. (Hand sanitiser to be provided at each entrance point used by hirer). Hirers are expected to provide their own hand sanitiser and anti-viral surface cleaning products to wipe down touch points and equipment.
5. After the hire has taken place the school are to ensure that all such surfaces (door handles, light switches, window catches, toilet handles and seats, wash basins and all surfaces likely to be used during the period of hire) are cleaned **before** use by any other hirer or the school. Arrangements have been made with the Schools Cleaning Contractor to ensure areas of use are cleaned before, during and after hire periods. The school will recharge cleaning costs to the hiring groups. It is hoped costs can be kept to a minimum by spreading costs where there are multiple hirers on site.
6. School equipment should ideally not be used by hirers, and will only be agreed by prior agreement. If it is then it must be thoroughly cleaned after use - or left in 'quarantine' for 72 hours before being used by the school / other users.
7. The school will retain a record of the lead booker for track and trace. (Hirers are required to keep a record of the name and contact telephone number or email of all those who attend their event for a period of 21 days after the event and provide the record to NHS Track and trace if required.)

Signed (organiser):

.....

Name:.....

Address:

.....
.....

Contact tel no:

Email:

Date:

Appendix C



Hire Rates

Prices for lettings at Barnwell School are agreed annually in the Barnwell School Charging and Remissions Policy. Rates as at January 2021 are shown below.

Discounts are available for local charitable groups.

Leisure Centre	Per hour
Sports Hall (Whole)	£40
Sports Hall (Half)	£25
Dance Studio 1	£25
Dance Studio 2	£25
Conference Room	£15
Upper School Campus	Per hour
Main Hall	£30
Gym	£25
Dining Hall	£20
Kitchen	£20
Classroom	£15
Post 16	£20
Middle School Campus	Per hour
Main Hall	£30
Gym	£25
Dining Hall	£20
Kitchen	£20
Classroom	£15
Conservatory	£20
Outside Pitches	
Adult Football/Rugby	
- With Changing	£75 Per match
- Without Changing	£55 Per match
Junior Football/Rugby	
- With Changing	£45 Per match
- Without Changing	£25 Per match
Hardcourt Pitches	
- With Changing	£35 Per hour
- Without Changing	£15 Per hour

These rates are reviewed each year, and shall be subject to periodic benchmarking to other providers.