



# West Kirby Grammar School

## Letting of School Premises & Charging Policy

### 1 INTRODUCTION

The School recognises that its premises are a valuable resource within the community and welcomes the opportunity to enable other users to benefit from it when they are able to do so.

This policy aims to clarify the conditions for letting part of the School building so that all agreements are entered into with both parties knowing what they can expect and how to address any issues that might arise.

#### Our aims

By letting our premises we intend to:

- Maximise the use of the School for the benefit of the community
- Ensure that the educational use of the building is prioritised without prohibiting other users
- Raise money to support the activities of the School

The School will always seek to at least cover its costs unless it is a direct beneficiary of a fund raising activity.

### 2 RISK MANAGEMENT

#### 2.1 Risk Assessment

West Kirby Grammar School (WKGS) will undertake a risk assessment when lettings are arranged which, includes fire procedures, security and information to let people know who are booking the premises about any necessary health, safety or security information relating to the premises and any equipment, which may be used. The School requires that the third party provides a risk assessment for them to examine (7 working days prior to the event-taking place).

#### 2.2 Fire Safety

As with any activity on the School site, fire safety procedures should always be followed in the provision of lettings. The Site Team will advise the hirer, on the first occasion of the nearest emergency exits and direction to the fire assembly point on arrival. Key points to note are as follows:

- If any building work is to be undertaken that may affect the means of escape in the event of fire, the fire safety risk assessment will be amended and communicated to all necessary persons by the Site Manager;
- When parts of the School are open for evening or weekend use, The Site Team will make sure the necessary escape routes are open and clearly signposted;
- At least one of the users in each activity group must be aware of what to do in the event of a fire and means of escape from the building.
- The Site Manager must check that any equipment brought onto the premises will be properly used, certificates must be supplied for all electrical equipment, evidencing that equipment has been tested by a suitably qualified person. Any equipment without the appropriate certificates cannot be used on the premises.
- Where public performances take place, escape routes need emergency lighting and fire doors are operational. Fire Marshals may be required in order to prevent overcrowding and keep gangways clear – All fire marshals must be familiar with the fire drill and all escape routes;

- Where activities are being provided by a third party provider, the School will ensure that they know the emergency procedures and if no member of staff is present at the time of the activity, ensure that the providers are informed to bring a mobile phone.

### **2.3 Other Health & Safety Risks**

Management responsibility for the School premises remain with the Governing Body both during and outside School hours. Where School permits others to use their premises they are made aware of their health and safety duties in School.

The use of premises is restricted to the use and accommodation specified in the hire agreement.

Suitable footwear must be worn at all times by persons using the sports hall, gym and other P.E training facilities for sport related activities. Eating and drinking in these areas is strictly forbidden.

WKGS take no responsibility for First Aid provision. It is the Hirer's responsibility to make their own arrangements for first aid. Should there be an accident on the School premises; an accident form must be completed for School records.

The School will not be responsible for damage to property arising out of the hiring of the premises unless such injury or damage results from the negligence or breach of statutory duty on the part of the School.

It is the responsibility of the hirer to take out appropriate Public Liability insurance cover.

There is no access to a public telephone and hirers should bring a mobile phone with them.

## West Kirby Grammar School

### Price List 2018/19

The Governors Finance Committee will review the scale of charges on an annual basis. The current scale of charges is detailed below:

Area/Activity	Charge
Main Hall	Weekdays £45 per hour Weekends £65 per hour
Small Hall	Weekdays £30 per hour Saturdays £50 per hour Sundays £50 per hour
Centenary Room: Conference Room with Audio visual & tea/coffee making facilities	Weekdays £50 per hour Weekends £60 per hour
Gymnasium	£40 per hour
Badminton Courts	£30 per hour
Tennis Courts/Netball	£16 per hour
Classrooms	Weekdays £30 per hour Saturdays £50 per hour Sundays £50 per hour
Astroturf	£35 per hour £45 per hour with changing facility
Playing Fields	£35 per hour £45 per hour with changing facility
Drama Studio	Weekdays £30 per hour Saturdays £50 per hour Sundays £50 per hour
Dining Room. Buffet option may be available. Price on Application (POA)	Weekdays £40 per hour Saturdays £60 per hour Sundays £60 per hour

Further Charging Information:

Block Booking - POA.

Package Booking - POA.

After School Club – POA.

Cleaning charge may be levied in the event that the premises are not left in a reasonable condition.

Photocopying (Please notify in advance so an account can be activated).	3p per A4 single sheet 6p per A4 double-sided sheet 10p per A3 sheet
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Notes:

1. Payment must be received in full no later than 30 days from date of invoice. Cheques should be made payable to West Kirby Grammar School. Post dated cheques will not be accepted.
1. Prices exclude VAT which must be charged on bookings of less than 10 sessions in accordance with HMRC tax regulations.
2. Vat is not charged against bookings for training or educational purposes.
3. The School does not open for lettings on Public Bank Holidays.

## Application to Hire West Kirby Grammar School

Applications to hire West Kirby Grammar School are required to be made by completing this form and returning it to Mrs N McDonald, Business Manager, at the address below before the period of hire required.

All information will be stored and processed in line with GDPR and will only be used for the purpose for which it was provided. Your details will not be shared with any other agencies. Please refer to the Schools Data Protection and Privacy Policy on our website for further details.

**Please Note: The use of premises is restricted to the use and accommodation specified in the hire agreement. Access to toilets will be provided.**

HIRER INFORMATION			
NAME OF ORGANISATION/GROUP		PERSON RESPONSIBLE	
CONTACT ADDRESS			
CONTACT TELEPHONE NUMBER(S)		CONTACT EMAIL	
BOOKING INFORMATION			
AREA(S)		NO OF PARTICIPANTS	
NATURE OF EVENT		SPECIAL REQUIREMENTS	
PROPOSED DATE(S) & TIMES		<b>ABILITY TO MAKE REFRESHMENTS</b> An urn will be provided to make hot drinks. Tea, coffee, sugar, milk & plastic cups at 50p a cup	Yes          No If yes, please Provide details Of how many are Required
<b>PUBLIC LIABILITY INSURANCE</b> It is the responsibility of the hirer to take out appropriate insurance cover. Please enclose a copy of your documents with this form	Enclosed	Not enclosed (please give reason)	
<b>WILL YOU NEED TO BRING ANY OF YOUR OWN EQUIPMENT</b>	Yes	No	

<b>INTO THE SCHOOL</b>	If yes, please provide details		
<b>EVIDENCE OF PORTABLE APPLIANCE TESTING</b>	<b>Yes</b>	<b>No</b>	(please give reason)
<b>PAYMENT DETAILS</b> Please refer to the individual hiring charges			
			<b>BALANCE</b>
<b>HIRING CHARGE</b>			
<b>VAT EXEMPT</b>	<b>Yes</b>	<b>No</b>	
<b>AGREE TO THE H&amp;S POLICY ISSUED BY SITE TEAM ON INDUCTION</b>	<b>Yes</b>	<b>No</b>	
<b>EXTRAS</b>			
<b>CARETAKING/CLEANING</b>			
			<b>TOTAL</b>
<b>HIRE AGREEMENT</b> We/I have fully read, understand and accept the enclosed terms and conditions for hire of premises of West Kirby Grammar School			
<b>SIGNATURE</b>		<b>PRINT NAME</b>	
<b>POSITION IN ORGANISATION/GROUP</b>		<b>DATE</b>	
<b>ON BEHALF OF WEST KIRBY GRAMMAR SCHOOL (Office Use Only)</b>			
<b>SIGNATURE</b>		<b>PRINT NAME</b>	
<b>POSITION IN SCHOOL</b>		<b>DATE</b>	

Request for Photocopying

NAME			
DATE			
SIZE	NUMBER OF SHEETS	COST	
A4 single sheet @ 3P			
A4 double sided sheet @ 6p			
A3 sheet @ 10p			
TOTAL COST			
Payment received with thanks.			
SIGNATURE		PRINT NAME	
POSITION IN SCHOOL		DATE	

Administration Use:	
Statutory/Non-Statutory:	Non-statutory
Website:	No
GB Committee:	Finance Committee
Document Formulated:	September 2018
Review:	November 2018
Date Reviewed by Committee:	28 November 2018
Reviewed Document Adopted by FGB:	
Next Review Date:	June 2019