



## **TERMS AND CONDITIONS FOR USE OF THE GREVILLE PRIMARY SCHOOL PREMISES**

### **1. Letting Conditions**

- All lettings should be made through the School Business Manager or Premises Administrator and must be on the prescribed forms ED110 and a copy of these terms and conditions must be signed.
- Lettings will be throughout the year subject to the availability of a Premises Manager, or responsible employee to unlock and lock up.
- Use of the premises for school functions will take priority over lettings and hirers will be given 4 weeks notice of a school event. Hirers may be offered alternative accommodation, if appropriate.
- The latest time for vacating the Hall will be 10.30p.m - Sunday to Thursday and 11.30 p.m. on Fridays and Saturdays.
- The Hall will not be let for functions where a Public Entertainment Licence is required.
- The school reserves the right to temporarily and at short notice, withdraw the use of the all-weather pitch and field if it is considered that the impact of the activity will restrict the school's use, or does not meet health and safety compliance.
- The attention of hirers is drawn to the conditions of letting set out on the reverse of the Surrey application form and The Greville's own terms and conditions. The governors endorse the terms and conditions of hire as laid down by the Local Authority.
- A letting will only be confirmed on receipt of the completed booking form. A copy of the lettings policy will be issued with the confirmation.
- The hall will be left clean and in good order. Cleaning equipment is located in the toilet area. No preparations or water are to be applied to the floor. In the event of the premises not being left in an acceptable state the hirer will reimburse any costs incurred by the Governors in cleaning the premises after the hiring.
- The hall does not have any kitchen facilities. Drinking water may be obtained from the toilet area.
- No food and drink to be brought into the gymnasium (main hall). Food and drink may be consumed in the dining hall.
- Cars must not be parked on the main playground unless pre agreed with the school.
- The floodlights for the all weather pitch shall not be illuminated on weekends, school holidays, or during term time between the hours of 21.00 and 07.50 on Mon to Thu and on Fri in winter months from 2nd October-31st March. On Fridays in the summer months between 1st April and 1st October the floodlights shall operate reduced hours and not be illuminated between 18.00 and 07.50

### **2. Charging**

- The governors will set charges for lettings following Surrey County Council guidelines. This will be done annually in September for Kidsclub and April for other lettings. In addition there will be a charge for the Premises Manager's/staff members time.

- Further information regarding fees and lettings procedures can be obtained from the School Business Manager or Premises Administrator.
- For 'one off' lettings by individuals a refundable deposit will also be required. This is refundable after deduction for any damage. The amount required will be at the discretion of the School Business Manager but should be not less than £100.
- All payments should be received by the school at least seven days before the date of the letting unless separate arrangements have been agreed.
- The minimum letting period will be two hours.
- Payment for all lettings shall be made in accordance with the schedule and terms and conditions on Form FIN566. No refunds will be given if the hirer is unable to fulfil his part of the lettings agreement.

### **3. Smoking Policy**

Smoking (including e-cigarettes) is not permitted anywhere within the school grounds, in accordance with Surrey County Council's No-Smoking Policy.

### **4. Intoxicating Liquor**

No intoxicating liquor may be brought on to, or consumed on the school premises during or in connection with any letting except with the Governors' approval. Where a licence for the sale of intoxicating liquor is necessary for a function the hirer is solely responsible for obtaining such a licence.

### **5. Insurance**

All hirers must provide evidence that they have adequate Public Liability Cover, with an Indemnity not less than £5,000,000. Evidence of this must be produced before a letting is agreed. Occasional hirers will be covered by insurance arranged by Surrey County Council, a charge for which will be included in the hire fee.

### **6. Health and Safety**

- Hirers should be made aware of Fire Exits and these must be kept clear at all times.
- All hirers must report any accidents to the member of staff locking up at the end of the session and complete an accident report form (within three working days), which should be dealt with, as normal, by the school office.
- Any damage to school premises or equipment must be reported to the member of staff locking up at the end of the session.
- Hirers accept full responsibility for the health and safety of all attendees.

### **7. Safeguarding Children**

The Greville School is committed to safeguarding and promoting the welfare of children and young people and expects all hirers of school premises to share this commitment. Any failure from the hirer in this respect will result in the hire being terminated.

All hirers working with children will be asked for confirmation that the appropriate level of DBS check is in place for all staff.

The hirer will be required to have the appropriate safeguarding policies in place, including safeguarding and child protection and will be required to provide copies of these policies to the school. This is in line with the Department for Education non-statutory guidance for out of school settings.

A copy of the After-School Clubs, Community Activities and Tuition information leaflet is provided to all new lettings by the school and compliance will be required from the hirer via the completion of the Safeguarding and Child Protection Checklist documentation.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises they shall contact the Headteacher as soon as reasonably practicable.

The hirer understands that if our school receives an allegation relating to an incident where an individual, or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our Local Authority Designated Officer (LADO).



# **The Greville Primary School**

## **Lettings and Community Use Policy & T&Cs**

*January 2025*

I have read and accept the above terms and conditions

Organisation: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_