

**BANWELL PRIMARY SCHOOL**

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# **Sports Hall Lettings Policy**

**Last Update:**  
**Jan 2022**

**Next Update:**  
**Jan 2026**

# Banwell Primary School - Lettings Policy Sports Hall Facilities

Banwell Primary School is committed to safeguarding all the children and young people in its care and those who use its facilities. All hirers must ensure they have read Appendix 3 very carefully and if not in agreement with our Child Protection Policy and Safeguarding expectations then those parties should not hire our facilities.

## 1. Guidelines

- 1.1 Any person or organisation wishing to use the school premises must complete a lettings form (Appendix 2). Regular lettings should complete a new form at the beginning of every academic year.
- 1.2 Any person or organisation must agree to abide by the conditions of hire (Appendix 3) which are displayed in the Sports Hall.
- 1.3 Governors of the school are responsible for the lettings of the premises. This responsibility will be delegated to the Headteacher, Caretaker and Office Manager.
- 1.4 There are three bands of users; statutory, designated and private users.

### 1.4.1 Statutory Users

Where it is established by statute that the school premises must be used then other priorities must stand aside. This does not preclude Governors from setting a realistic letting charge to cover their costs. Statutory usage will be:-

- Use of premises by polling stations or political meetings when an election (local or parliamentary) has been declared.
- Official meetings of the Parish or Parochial Councils.
- Any other statutory purpose which may arise.

### 1.4.2 Designated Users

The designated user group is likely to be the largest to use educational premises and grounds. It follows that charges should be set with cost recovery point in mind and not at levels which could deter usage. Within this band the groups below are in order of access to extended use of Council premises:-

- Within school, the school's own activities
- Community Education programmed activities
- Other community activities (playgroups, play schemes, sports groups, etc.)
- Usage by the Education Department for its purposes other than those already specified above

### 1.4.3 Private Users

Those who are not statutory or designated users will be private users. Private users are allowed to hire the Sports Hall facilities at the discretion of the Headteacher or Chair (Vice Chair) of Governors.

- 1.5 The Sports Hall has been designed with racquet sports and other low impact sports in mind. Ball games (such as football played with foam balls) are permitted for children of primary school age during school hours. However, ball games (eg. well supervised childrens' football parties) outside normal school hours will be allowed at the discretion of the Headteacher and Governing Body.

## **2 Letting Charges**

The Lettings charges are attached to this policy (Appendix 1) and can be reviewed at any time. Lettings will be subject to the completion of the booking form (Appendix 2) and conditional on the observance of the rules of hire (Appendix 3).

The Lettings Policy must break even and the school budget should not subsidise non-school activities.

Payment should be received within one month of the invoice date, in line with Banwell School Debt Recovery policy

New regular hirers must pay a month in advance initially. They will then become part of the usual invoicing cycle following this.

One off hirers must make full payment in advance.

All new regular hirers must pay a £40 deposit which will be refunded so long as the facilities are left as they were found.

## **Banwell Primary School – Lettings Charges Sports Hall Facilities**

The following charges apply. All costings are per hour.

<b>Area of Hire (restricted to the area specified on the booking form)</b>	<b>All Users</b>
Sports Hall	£15
Community Room	£15
Kitchen	£15

- **Two rooms above can be booked at the discounted price of £25 an hour.**
- **All three rooms above can be booked for the discounted rate of £35 an hour.**

**Banwell Primary School – Booking Form Sports Hall Facilities**

<b>Lettings Reference:</b> <i>(Note: Please read carefully the 'Conditions of Hire' notes in Appendix 3 and the Emergency Procedures in Appendix 4 before completing this form)</i>		
To be completed by the applicant in <b>black ink</b> or type please		
Area of Hire:		
Purpose of Hire:		
Date(s):	Time(s):	
Name & Address of Applicant:		
Telephone No:		
Email:		
Name of organisation		
Is the organisation on the Register of Approved Youth Organisations held by the Director of Community Leisure YES/NO		
If yes, please state Registration No:		
<b>Tick box to confirm you have read, understood and accept the 'Guidance for Safeguarding/Child Protection policy'. <input type="checkbox"/></b>		
Signature of Applicant:	Date:	
The rate chargeable for the letting: £  <b>Public Liability Insurance of £5 million is a requirement of North Somerset Council for all users of the Council's facilities and a copy, as evidence of such insurance, needs to be provided. For private individuals and societies who do not hold public liability insurance, full indemnity can be arranged at a cost of 10% of the hire charge.</b>  10% charge for Public Liability Insurance: £ Total Letting Charge: £		
<b>Please note that payment should be received within 2 weeks of invoice date. Please refer to Debt Recovery Policy.</b>		
<b>(For school use only)</b> This Application for Letting is approved/not approved		
Signed:	Designation:	Date:
Date Caretaker informed:	Booked:	

## Banwell Primary School – Conditions of Hire Sports Hall Facilities

1. The person signing the application form shall be considered as being the hirer and must be over 18 years of age.
2. The premises will only be used for the event described on the application form.
3. The Headteacher or his/her representative may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises.
4. The hirer will be responsible for ensuring that all activities take place in a safe manner.
5. The behaviour and safety of persons on the premises for this booking are the responsibility of the hirer.
6. The Governing Body shall not be held responsible for any loss or damage to any property arising from the hire.
7. A Responsible Person, who will be available at all times during the period of the hire, will unlock the premises at the beginning of the hire and lock up again at the end of the hire.
8. The hirer shall be responsible for all damage or loss to any fittings, fixtures, sports or other equipment or property occurring during the period of the hire. Any damage arising from the hire must be reported to the Responsible Person.
9. The hirer must familiarise him/herself with the emergency procedures for fire, first aid, accidents and defect reporting and shall be responsible for carrying them out effectively. The hirer shall be responsible for providing a first aid kit. A telephone **for emergency calls** only is available in the corridor outside the Sports Hall.
10. A **qualified person** must be present during all sessions that are considered as being of a hazardous nature, eg. Karate, Judo, etc. or where the club/organisation is a youth group. **It is the responsibility of the hirer to check the qualifications of those supervising such activities.**
11. The hirer is responsible for the adequacy, suitability and safety of all equipment brought in to the premises. The hirer shall be responsible for any damage caused to the school premises and equipment by the hirer's equipment.
12. Should the school need to make any insurance claim arising from damage caused by a hire, it reserves the right to claim any insurance excess from the hirer.
13. Alcoholic beverages may only be served with the permission of the School Governors. It is the responsibility of the hirer to obtain any necessary licence for the sale of alcoholic drinks or the performance of plays and similar productions.
14. The hirer must ensure that unauthorised persons are prevented from entering the premises during the time of the let. They must also ensure that guests are restricted to the area hired for the function.

15. It may be necessary for the school to cancel or postpone a let e.g. during School Christmas and Summer productions as well as Parents Evenings (October and February), but we aim to give as much notice to the hirer as possible. If this occurs, the hirer can make no claim against the School/Governing Body for any loss he/she may sustain.
16. Authority to accept or cancel a booking shall rest with the Headteacher and nominated Governors.
17. The premises must be left in a clean and tidy state and all equipment must be put back after use. If the premises are not cleaned to the satisfaction of the caretaker, the hirer will be responsible for any payment necessary to have them cleaned. A deposit may be required to cover such eventualities.
18. **Smoking is not permitted in any part of the School, Sports Hall or grounds.**
19. Car parking is not allowed in the school grounds, except for loading/ unloading. Vehicles should be parked in the village car park opposite the school.
20. Access to the Sports Hall facilities is **only** via a separate walkway from the main School drive.
21. The School will not accept any responsibility for advertising, photocopying, or communication relating to any let.
22. North Somerset Council requires the hirer to have and maintain, for the duration of the hire, insurance cover arranged with a reputable company, to provide a minimum third party indemnity of £5 million. It is the responsibility of the hirer to affect this cover and whatever other insurance he/she requires to cover his/her liabilities. **A copy of this insurance needs to be provided.** For private individuals and societies who do not hold public liability insurance, full indemnity can be arranged at a cost of 10% of the hiring charge.
23. Full payment should be received within one month of the invoice date. Please refer to Banwell School Debt Recovery policy.
24. A crèche may be set up, but must be organised by the hirer. It is only under these circumstances that children should accompany parents attending functions.
25. The Sports Hall may not be sub-let without prior permission of the school.

### **Safeguarding and Child Protection**

As with all adults at Banwell Primary School, we expect all hirers to have read and adopted 'Guidance for Safer Working Practice for Adults who Work with Children and Young People'. <http://www.northsomersetscb.org.uk/uploads/files/139.pdf> Regular hirers will also be provided with a paper version of this document.

Other sites you need to be aware of to ensure your safeguarding procedures are in line with the school's ethos and pro-active approach are..... <http://www.northsomersetscb.org.uk> and [www.swcpp.org.uk](http://www.swcpp.org.uk).

By hiring our facility you are adopting the above practices and those identified in our school's Safeguarding Policy which can be found on our website at [www.banwellprimary.co.uk](http://www.banwellprimary.co.uk)

## BANWELL PRIMARY SCHOOL - Information for Hirers of School Premises

### Emergency School Contact

<b>Caretaker / Site Manager</b>	Name: Bob Simmons	
	Tel: 01934 824140	Mob: 07753290024

### Location of

<b>Telephone</b>	<b>In corridor outside main Sports Hall</b>
<b>Fire call points</b>	<b>Adjacent to all Exits</b>
<b>Assembly point</b>	<b>School Playground</b>
<b>Toilets</b>	<b>In corridor adjacent to Sports Hall – a Disabled Toilet is also available</b>
<b>First aid</b>	<b>The Hirer is responsible for providing a First Aid Kit.</b> There are no First Aiders officially on site when the school is open in the evenings or at weekends.

**On discovering a fire:**

Break the glass on fire alarm call point  
Call 999 or 9-999 from a school phone

**On hearing the alarm:**

Leave the premises by your nearest exit route  
Do not stop to collect personal belongings  
Do not attempt to tackle the fire unless safe to do so  
Make your way to your assembly point on the Playground  
Do not re-enter the building until authorised to do so by the Fire and Rescue Service

### Contacting the emergency services

If calling the emergency services, the school's address (and postcode) is:

Banwell Primary School, West Street, Banwell BS29 6DB