



Lettings Policy

(incl application form)

CAVENDISH SCHOOL

Believing in Excellence means that the Trust has key values that all members of our schools' community live by.

These are:

- Respect;
- Resilience;
- Responsibility.

Date of Policy	July 2023
Date agreed by Chief Executive Officer	July 2023
Date of next review	July 2024

The Cavendish Education Trust (Eastbourne) is an exempt charity and a company limited by guarantee, registered in England and Wales with Company Number 8135372. Its registered office is at Eldon Road, Eastbourne, East Sussex BN21 1UE

Charging and Applications

Letting charges are detailed below. The Chief Executive Officer and the Chief Operating Officer (COO) can agree any charges outside of the charges shown below.

If you require facilities please contact the school at;

finance@cavendish.e-sussex.sch.uk

All applications for use of School premises must be made via a lettings application form, as shown in this policy

All lettings are subject to school approval, depending on staff resources available.

Lettings Charges

1. The following charges apply;
Monday to Thursday 8.00am to 7.00pm
Friday 8.00am to 6.30pm.
2. Additional charges, to be agreed by Cavendish School, will be made if catering facilities or school staff are required or where the hirer requests something specific which is not listed.
3. If you require facilities not covered please contact the school at;
finance@cavendish.e-sussex.sch.uk

FACILITIES	PER HOUR
Classrooms	£12.50
Gym	£15.00
Hall	£25.00
Conference Suite (incl use of laptop)	£20.00
Sports Field	£20.00
3G full pitch (no floodlights available)	£40.00

CATERING	PER PERSON
Tea/Coffee	£1.00
Tea/Coffee/Biscuits	£1.50

Buffet lunch is available on request

Cavendish School Facilities Hire Application Form

Please return to: Finance Team finance@cavendish.e-sussex.sch.uk, Cavendish School, Eldon Road, Eastbourne, BN21 1UE.

Name of applicant / and organisation	
Address of applicant/organisation	
Telephone/Contact Number/s	
Reason for hire	
Date/s	
Time	From: To:
Special requirements	
Any other special instructions	
DECLARATION BY HIRER: I acknowledge that I have received and read a copy of the conditions governing this hiring and understand them. I agree to abide by them and to pay the sum due before the hiring takes place. I agree to pay for the reinstatement following any damage to property caused as a result of this hiring.	
Signed by applicant	
Date	
<i>For office use only</i>	<i>Agreed by SLT:</i> <i>In school diary:</i>
<i>Cost of let</i>	£

For single lettings the full hiring amount is due in advance on agreement of the let. For ongoing lettings you will be required to pay on a monthly basis, in advance, as invoiced by the finance team.

Conditions governing the hiring of Cavendish school premises

1. General Conditions

1.1 Applications for the use of Cavendish school premises must be made on a facilities hire application form, and responsibility for their approval rests with the School Leadership Team. The person signing the application will be deemed to be the Hirer, and must accept responsibility for ensuring compliance with these conditions.

1.2 Hirers will be informed, at the time the application is approved, of the charge for the use of the facilities required. Cavendish School reserve the right to alter lettings charges after lettings have been agreed, and hirers will be notified of any increased charges.

Payment will be made in advance, at the time when hiring is confirmed. If there is damage, or the need for caretakers/cleaners to work longer than expected after the hiring, the Hirer will pay any subsequent account sent to them.

1.3 Cavendish school reserves the right to cancel any hiring if the accommodation is required for urgent official/academic business or contravenes our school policies. In these circumstances, the Hirer will be reimbursed their hiring fee.

1.4 Any intention on the part of the Hirer to cancel a hiring must be notified to the Finance Team at least 24 hours before the hiring is due to take place. In the event of the Hirer failing to give at least 24 hours' notice, no reimbursement of hiring fee will be made and if preparatory works have already been undertaken the Hirer will bear the actual costs incurred.

1.5 Cavendish School Site team are normally expected to prepare for hiring, to do any necessary cleaning afterwards, and where the school requires, being in attendance throughout the course of the hiring. **No payment should be made direct to the Site team, since they will be paid by the Trust.**

1.6 No structural alterations to school premises, fixtures or fittings will be permitted and notices must be fixed only to the boards provided.

1.7

(a) The Hirer is responsible for providing supervision during the course of the hiring and must satisfy Cavendish school that the arrangements being made are adequate.

(b) The Hirer or his accredited representative must be in attendance at all times and must accept responsibility for any damage caused to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the hiring. Every precaution must be taken to avoid such damage, and the Hirer will be required to meet the cost of making good any damage, however caused.

(c) The Hirer is responsible for taking the necessary steps to ensure first aid is provided in the case of any accident or injury.

1.8 Hirers are responsible for arranging their own insurance for:

(a) Personal Accident

(b) Third Party Claims

(c) Any loss or damage to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the hiring.

1.9 If it is intended to organize a public performance or entertainment, or performance of music, singing or dancing to which members of the public are admitted, Hirers are advised to consult the school in advance to ensure that the school premises are adequately licensed for the

purpose before submitting a firm application. Failure to do this, and the performance is deemed to have broken any copyright, the Hirer will be liable for any costs associated with the performance.

1.10 Footwear, which is likely to cause damage to school floors, must not be worn. French chalk or its equivalent must not be put down when the hall is used for dancing.

1.11 Members of the public must not be admitted to the school premises after 9.30pm and the Premises must be vacated by no later than 30 minutes after the agreed end of session time.

1.12 Alcoholic liquor must not be sold or consumed on the school premises unless specific approval has been given by the CEO or Trustee Board. If approval is given to the sale or consumption of alcoholic liquor, the responsibility for obtaining the necessary licence rests upon the Hirer.

1.13 School premises must be left clean and tidy after use.

1.14 Smoking is not permitted in any area of the school building or grounds.

2. Additional Conditions Governing Hiring of School Canteen

2.1 When the kitchen is used, the Cook/Supervisor or another member of the Canteen Staff must be in attendance throughout the hiring, except when only tea or coffee is made and no cooking is involved. Hirers who wish to have permission to use the kitchen without a member of Canteen Staff present should approach the School when the hiring application is made.

2.2 If boilers, cooking ranges or hot cupboards are used, the member of the Canteen Staff present during the hiring must be responsible for their use.

2.3 Hirers will normally be expected to provide their own cutlery, crockery and condiments.

2.4 All equipment and sinks must be left clean and tidy after use.

2.5 No animals are allowed in the kitchen.

3 Additional Conditions governing the hiring of School Playing Fields, 3g pitch and Playgrounds

3.1 If there is any doubt as to the fitness of the ground the Hirer must consult the Site Team (or the Sports Centre staff) who will make the final decision as to whether the ground may be used before the hiring takes place. In the event of the ground being deemed unfit for use immediately before a hiring is due to take place, any hiring charge already paid will be refunded, and any account due will be cancelled.

3.2 Hirers must be responsible for ensuring that everyone taking part in the hiring involved in the school playing fields and playgrounds, and all spectators, are properly and adequately supervised.

3.3 Casual spectators not connected with the hiring must not be admitted.

3.4 Stakes or the like must not be driven into the ground, unless permission has been specifically given.

3.5 Vehicles must not be driven over or parked upon the playing field at any time. Vehicles must not be parked upon playgrounds unless permission has been specifically given.

3.6 Bonfires must not be lit, unless permission has been specifically given.

3.7 Animals must not be allowed on the playing field.

3.8 No marking out of pitches may be done except by the authorized ground staff unless permission has been specifically given.

3.9 Playgrounds and playing fields must be left in a clean and tidy condition after use.

3.10 Any loudspeakers must be moderated so as not to cause a nuisance.

3.11 Spiked boots/shoes must not be worn on any synthetic playing surface.

3.12 The COO must be consulted in advance if there is any doubt about the interpretation of the above conditions.

4 Fire Precautions

4.1 The Hirer, or a responsible person nominated by him in writing, shall be in charge of and be upon the hired part of the premises during the whole time the premises are open to the public and there shall be during that time sufficient staff or competent attendants on duty on the premises. The person in charge shall not be engaged in any duties, which will prevent him from exercising general supervision of the premises. **The hirer shall ascertain and comply with any special fire precautions requirements contained in music, singing and dance, theatres, or any other licences appropriate to his intended use of the premises.**

4.2 The seating accommodation, gangways, passages and stairways in the hired section of the premises shall be provided as approved by the Chief Officer of the East Sussex Fire Brigade, acting on behalf of the Hiring Authority.

4.3 All gangways, corridors, staircases and external passageways intended for exit shall be kept entirely free from obstruction and shall not be used as cloakrooms.

4.4 All exit doors shall be available for exit during the whole time that the public are on the premises, and shall be opened at the end of the function for the use of the persons present at function.

4.5 Doors and openings, other than exits, in sight of the audience, which lead to portions of the premises accessible to the public, shall have notices placed over them indicating the uses of such portions. Doors and openings leading to portions of the premises not accessible by the public shall have notices placed over them indicating "No thoroughfare".

4.6 Mats or other floor coverings shall be secured to prevent rucking, and any drapes over exit doors or exits shall be hung to prevent them trailing on the floor.

4.7 Inflammable materials shall not be used for the decoration of the premises unless such materials have been rendered flame retardant and are maintained in that condition.

4.8 All electric fires, gas fires, stoves and open fireplaces in the premises shall be provided with adequate protective guards.

4.9 Temporary electrical installations, which are necessary for any particular function, must comply with the following conditions:

(a) All temporary electrical installations shall comply fully with the applicable recommendations and requirements of the current edition (with amendments) of the following:

- (i) The Institution of Electrical Engineers Regulations for the electrical equipment of buildings;
- (ii) The British Standard Specification and Code of Practice;
- (iii) The Electricity Supply Regulations; and they shall only be installed by a qualified electrician.

(b) Temporary wiring shall be carried out using PVC insulated and sheathed cable to C.M.A. manufacture, and switchgear and apparatus of a voltage rating not less than the maximum r.m.s. voltage difference, which can normally develop under fault conditions. All additional stage lighting equipment that may be required shall be kept entirely separate from the existing installation, portable dimmer units being provided where required; no extensions shall be permitted from the existing dimmer equipment without the approval of the School.

(c) All temporary equipment shall be bonded to the main system of earthing in accordance with Section D of the I.E.E. Regulations, each clamp being provided in accordance with B.S. 951.

(d) All temporary installations which have been installed shall be disconnected from the permanent installation immediately after the occasion for which they have been used.

(e) Any special requirements or installations that are to be approved, or any item that requires clarification, shall be brought to the notice of the School seven days prior to the proposed date of the required installation.

4.10 The Hirer shall ascertain the position of telephones, escape routes, fire alarm systems and firefighting equipment which shall be in the charge of some suitable person specially nominated for the purpose, who shall ensure that the appliances and equipment are always available for use. In the case of stage performances and exhibitions the local Fire Officer shall be consulted as to whether any special firefighting equipment should be provided. If there is any doubt about the application of any of the above conditions, the advice of the school should be sought.

4.11 Thorough checks should be made by the **Hirer** at the end of the letting to ensure that no smoldering fires and that all doors and windows are properly secured.