



Learning, Growing, Achieving...Our journey together

147 Bow Road
Wateringbury
Maidstone
Kent ME18 5EA
(01622) 812199
Email: office@wateringbury.kent.sch.uk
www.wateringbury.kent.sch.uk
Headteacher: Mrs C Crawford Usher

Dear Sirs,

Thank you for enquiring to hire our premises here at Wateringbury Primary School

Please find enclosed our Premises Hire Application Pack which outlines our contact details, additional information on the hire including terms and conditions, safeguarding and evacuation procedures; and finally our application form. Please could you read through all of the information supplied and keep for your reference

Please could you fill out the Hire Request Form and return back to the school office, either by hand or by email using the contact details given. Approval of the request will be passed to the head teacher for consideration. Once the request is approved, we will contact you with the confirmation, the cost of hire and with details of how to submit payment.

In the cases of letting to commercial organisations, you will also need to provide proof of your public liability insurance.

In the cases of letting to organisations which involve young people, please provide all evidences outlined in the Safeguarding section of this document

We look forward to receiving your application. In the meantime, if you have any queries regarding your hire, please do not hesitate to contact us in the school office.

Yours sincerely,

The Office

Premises Hire Application Pack

Wateringbury CE Primary School



Contents

1. Contact Details.....	3
2. Safeguarding.....	3
3. Terms and Conditions	4
4. Evacuation Procedure.....	6
5. Hire Request Form.....	8



1. Contact Details

Wateringbury CEP School
147 Bow Road
Wateringbury
Maidstone
Kent
ME18 5EA

Tel: 01622 812 199

Email: office@wateringbury.kent.sch.uk

www.wateringbury.kent.sch.uk

Head teacher: Mrs C Crawford Usher
Site Manager: Goff Pain 07580 003279

2. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check

If use of the premises involves young people under the age of 18 years, we would like copies of the following information:

1. A copy of your Child Protection Policy (all organisations)
2. A copy of DBS checks for all adults working with children. If you present the original document to the school office, we will add the details to our records as appropriate
3. Any other information that you may feel may be helpful for us to keep on file



3. Terms and Conditions

The following terms and conditions must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

1. "Hirer" means the person or entity identified in the relevant hire request form.
2. Use of the school premises for a letting must be agreed in advanced and confirmed in writing by both the hirer and the authorised representative at school. It must be recognised that the school use of premises take priority and that there may be occasions when arrangements have to be changed.
3. The hirer shall not use the premises for any purpose other than that agreed upon in the license, as set out in the hire request form.
4. The School reserves the right to cancel any hiring without giving a reason
5. Damage or loss of any kind sustained on these premises, fixtures and or fittings, furniture and or other chattels therein arising out of or in connection with the use of the school shall be made good at the expense of the user within one month to the satisfaction of the school
6. The Governing Body does not allow smoking on this site.
7. Proof is required of Public Liability (PL) insurance, recommended at a minimum indemnity limit of £5m any one event, to cover their legal liability should their negligence when on site result in injury, loss or damage to a third party or their property, including the school and its staff.
8. On days when the school is in session, no articles can be delivered to the school before 16:30 on the day of use, unless prior arrangement with the head teacher.
9. It is the user's sole responsibility to control entry of all visitors at the external entrance and to ensure that only those people known to them are allowed to access the school premises. Entrance to any other external doors that are unlocked must be controlled by responsible adults at all times. On completion of the letting a check must be carried out to ensure that all windows and doors have been shut and secured and all visitors have left the building.
10. All maximum capacities in each space are adhered to as per table 1.2
11. No guarantee is given in respect of the number of chairs available at school. No transfer whatsoever of furniture or equipment may be made from one room to another without permission of the school.
12. The user shall not cause or permit any nuisance or disturbance to other occupiers or users at the school, nor to occupiers of neighboring properties.
13. If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.
14. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
15. The use of any materials for preparing floors for dance and the wearing of shoes likely to damage the floor is prohibited.
16. The premises shall not be used for any other purpose other than that for which permission has been granted.
17. No public performance of a play nor any cinematography exhibition nor any public, dancing, singing, music or other public entertainment of the like shall be performed in the premises unless any necessary license for the same shall first have been obtained from the Maidstone Borough Council and all the necessary measures taken to fulfil the conditions of that license. It may be that the School Public Performance License will cover the situation but this aspect must be cleared in advance.



Terms and Conditions continued

18. When School Meals facilities are to be used by hirers the County Council's regulations on the use of School Kitchens, Sculleries and Canteens must be observed; a copy of these regulations is obtainable from North/Mid Kent Area Education Offices (01634 880404)
19. The hirer must have permission from the school before arranging for alcoholic drinks to be consumed on educational premises. The hirer is responsible for obtaining any license necessary if intoxicating liquor is to be sold during the hiring, e.g. 'Occasional Permission License' from the clerk to the local magistrates court.
20. To meet the requirements of the Copyright Designers and Patents Act 1998, any musical performance on the premises are to be notified to the Performing Rights Society Ltd. Where ballet, opera or choral works are to be performed advance permission must first be obtained from the Performing Rights Society Ltd
21. Vehicles should not be allowed on the playing fields and parking which restricts roadway. Control of parking is the responsibility of the user. No responsibility can be taken by the school for any damages to vehicles sustained whilst in the school grounds.
22. All rubbish, empty containers, crates etc. must be removed from the premises by the user immediately after the letting has taken place and before the caretaker locks up. Furniture and equipment is to be left as found unless other arrangements have been agreed with the school
23. The responsible person is to ensure that the facilities within the school are used correctly and that the school is left in a clean and tidy state.
24. No landlord and tenant relationship shall be created
25. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the school in relation to the premises.
26. The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind.
27. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without the prior written agreement from the school.
28. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities they are running.



4. Evacuation Procedure

A regular check is made by the school of fire evacuation procedures and that escape routes are clearly visible in all areas of the school. The fire alarms are also checked regularly.

There are multiple fire exits from the main school hall. Please ensure all exits and pathways to these exits are kept clear during the premises rental to enable easy and fast access. Paper or other combustible materials should not be stored by any heat source.

Fire Alarms and Extinguishers

There are three main fire alarms on the walls of the school accessible when hiring the hall and/or the library, two in the corridor parallel to the main hall, and one by the hall entrance. There are various extinguishers in the school; the most accessible during your rental are as displayed in the map below.

In the event of a fire please sound the alarm, call the fire brigade, and attack the fire if possible using appliances provided. On hearing the fire alarm, leave the building by the nearest route, close all doors behind you.

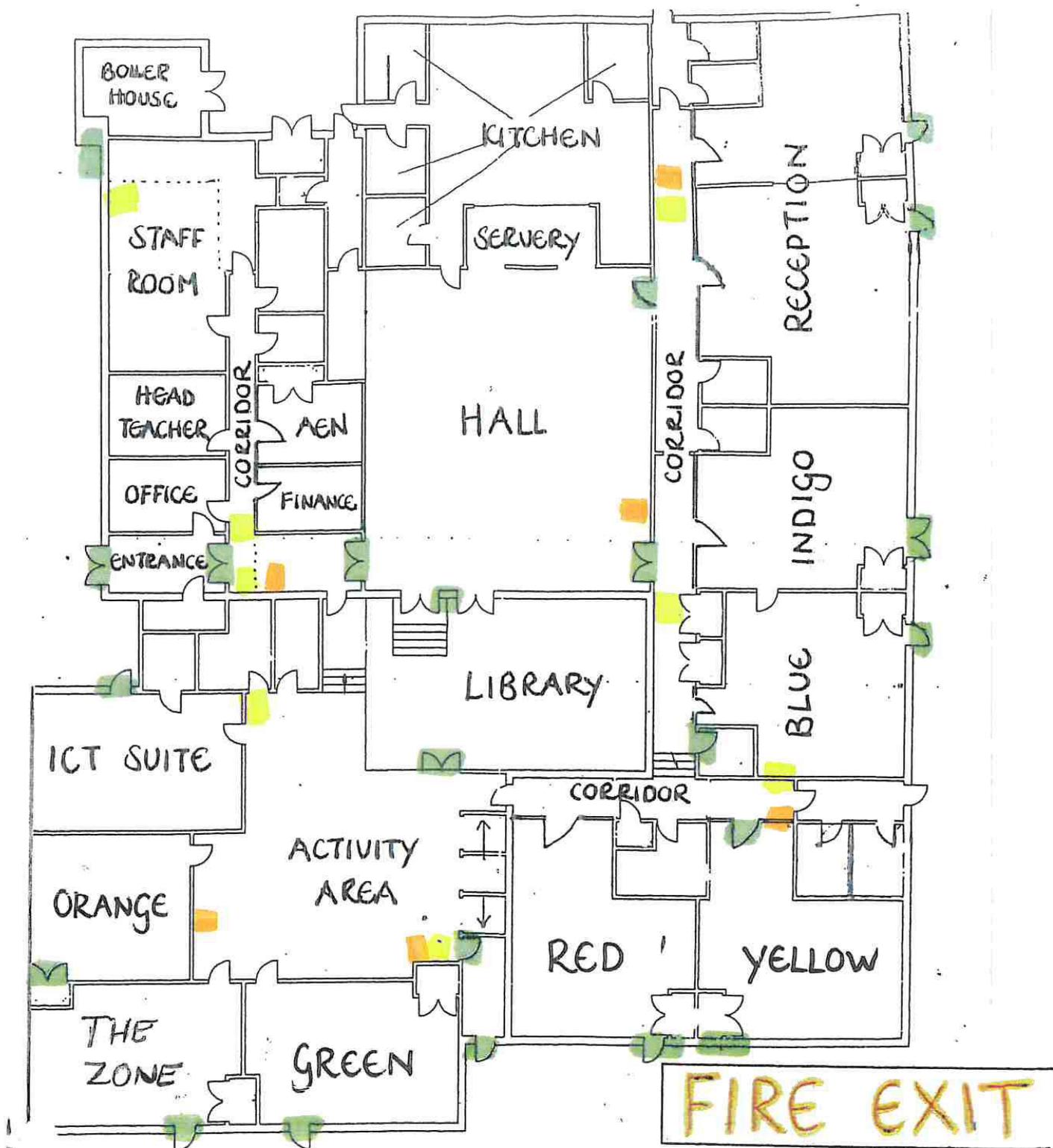
Any member of public choosing to use a fire extinguisher in the event of a small contained fire must do so with care, checking for the correct type of extinguisher; each are clearly labelled. The nozzle of the CO2 extinguisher must not be touched as it will burn. It should be directed and then turned on. **You are not** expected to use an extinguisher but must know where they are situated.

Reporting a fire

Please report all fires to site manager Goff Pain. In the event of an emergency, please first dial 999 and then proceed to call Site Manager once in a safe place to do so.

Escape routes, extinguishers and fire alarms

- Fire Exit
- Fire Extinguisher
- Fire alarm





4. Hire request form

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find in sections 2 and 4 of this policy. If you have any questions, please contact the school office.

Name of applicant and/or organisation and company number (where applicable)	
Are you:	Commercial company Not for profit organisation Local community member or group
Applicant contact details	Address: Phone no: Email address:
Preferred method of contact	
Purpose/activity of organisation	
Part of the premises requesting to be hired	
Date and time hire	
School Open From / To	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Number of expected participants in the activity	
Additional equipment you will require from the school (please note we may not always be able to provide	

this but will inform you where this is/is not possible)	
Additional equipment you will be providing yourself	

Risk Assessment	The hirer is responsible for their own risk assessment. If you would like help with this, please contact us here in the office.
Insurance	KCC Insurance will be provided for non – commercial organisations unless details of your own insurance are supplied; ie copy of current insurance certificate. A minimum of £5 million Public Liability Insurance cover per accident is required from commercial organisations. Proof of cover is required.
Background DBS checks	I confirm that all adults involved with children’s activities on site have been subject to all necessary background checks.

By signing below, I agree to all of the above and the terms and conditions set out in the school’s premises hire policy.

Name _____ Date _____

Signature _____

Please return this form via email to office@wateringbury.kent.sch.uk or by hand directly to the school office. We will be in touch to inform you if your application is successful, and if so details of the full cost and documents that will need to be shared.