

Polisi Gosod



Lettings POLICY

Llofnod Cadeirydd y Llywodraethwyr: J Thomas

Dyddiad: Tymor yr Hydref 2022



Ysgol Gymunedol Peniel
Peniel
Caerfyrddin
SA32 7AB
Tel: 01267 234296
e-bost/email: admin@peniel.ysgolccc.cymru
Pennaeth/Headteacher: Miss E H Powell

TERMS AND CONDITIONS OF LETTING THE PENIEL COMMUNITY SCHOOL

The Public Liability Insurance Policy document must be presented at the same time as the completed application form.

1. Formal Bookings

- a. Booking forms are available at the School.
- b. Signed booking forms to be submitted to Peniel Community School, Peniel, Carmarthen, SA32 7AB:
- c. All correspondence, posters and publicity advertising events for which the School is hired should identify by whom the event is organised and should not give the impression that the event has been organised by or is connected in any way to the School.

2. Payment, Insurance and Confirmation Bookings

- a. The Hirer will be invoiced for the agreed amount at the time of booking.
- b. The Hirer will be invoiced after the event for any additional costs not identified in the Letting Agreement.
- c. Private organisations that use Carmarthenshire County Council premises, must possess their own Public Liability Insurance Policy.
- d. Every adult who is responsible for children and young people must possess a current Criminal Records Bureau Check.

3. Cancellation

By the hirer

- a. In the event of a cancellation the Hirer will forfeit all booking fees.
- b. A minimum of 48 hours' notice of cancellations must be given in order to avoid any charges.

By the school

- a. Peniel School, on behalf of Carmarthenshire County Council, reserves the right to cancel any bookings in the event of any unforeseen circumstances occurring prior to the booking, or if in the opinion of the school, the holding of the event or its general nature, or the entertainment or facilities to be provided at the event, would or might contravene any statutory, order, regulation or other requirement of the owner of the premises, in which event any booking fees paid will be returned to the hirer.

4. Admission

- a. Peniel School, on behalf of Carmarthenshire County Council, reserves the right to refuse the admission of, or to evict any person from the premises.
- b. Arrangements will be made for the opening and closing and access will be provided for services in an emergency.

5. Users regulations.

- a. The hirer is responsible for ensuring that all persons and parties under his / her control, who are admitted to the premises, conform in all respects to the regulations governing the use of the facility.
- b. The hirer is responsible for ensuring the availability of a mobile phone on the premises to contact services in an emergency.

- c. The hirer is responsible for ensuring that all litter is collected and placed in litter bags provided by the hirer. The hirer is responsible that the bags of litter are removed from the premises for disposal.
- d. The hirer is responsible for ensuring that no persons and parties under his / her control trespass on the school yards and buildings.
- e. The hirer is responsible for reporting all accidents that needed medical attention to a member of Staff e.g. Caretaker, Headteacher.
- f. The hirer is responsible for reporting all damages to the premises incurred during the letting to a member of Staff e.g. Caretaker, Headteacher.

6. Indemnity

- a. The use of the facility is at the hirer's risk and the hirer shall indemnify Peniel School and Carmarthenshire County Council against all liability for any loss incurred to any third party or parties arising out of or incidental to the hire of the facilities or equipment due to the negligence or default of the hirer.
- b. Peniel School, Carmarthenshire County Council and its employees shall not be responsible for any loss, damage or injury whether direct, indirect or consequential by the hirer or the users unless such loss, or injury occurs as a result of the defective state of repair of the premises or the equipment at the facility.
- c. Peniel School, Carmarthenshire County Council and its employees will not accept responsibility for any injuries received, or for loss or damage to property belonging to any person, such injury loss or damage being the result of the use of a vehicle on any education premises.
- d. Any damage to educational property by any vehicle will be the responsibility of the owners of such vehicles.

7. Structural alterations.

- a. The hirer shall not carry out any alterations to the buildings, nor shall he/she fix or cause to be fixed any equipment, notice or decoration to the premises without the previous written consent of the school.

8. Animals

No dogs or any other animals will be admitted to the facility except guide dogs for the blind. The person exercising control of such a guide dog shall comply with any instructions given by or on behalf of Peniel School.

9. Machinery, Bicycles and Large Toys

No machinery, bicycles and large toys will be admitted to the facility.

10. Supervision

Peniel School, on behalf of Carmarthenshire County Council reserves the right to supervise all events.

11. Sub-letting

The hirer shall not sub-let the facility without the previous consent of Peniel School on behalf of Carmarthenshire County Council.

12. Gambling, intoxicants and smoking.

- a. No betting, sweepstake or lotteries may be conducted on the premises without the prior consent in writing from Peniel School on behalf of Carmarthen County Council.
- b. The use or sale of intoxicants on school premises is strictly prohibited.
- c. Smoking on County Carmarthenshire County Council premises is strictly prohibited.

13. Broadcasting

No hirer shall grant sound or television broadcasting or filming rights at the premises without the prior written consent of Peniel School on behalf of Carmarthenshire County Council.

14. Capacity

a. The maximum number of people admitted to any function in the premises will be subject to the approval of Peniel School on behalf of Carmarthen County Council.

15. Public Entertainment Licence

The Local Government (Miscellaneous) Provisions Act 1982, provide that prior to a school being used for public entertainment purposes, a Public Entertainment **Licence** must be obtained for any event that would involve the need for a Licence.

Agreed by the Governing Body of Peniel School_____.

Signed by the Chair of Governors _____



EDUCATION DEPARTMENT

APPLICATION FOR LETTING OF EDUCATIONAL PREMISES OUTSIDE SCHOOL HOURS

This application form is to be completed and sent to the appropriate Education Officer/Headteacher **NOT LESS THAN FOURTEEN DAYS CLEAR NOTICE OF BOOKING MUST BE GIVEN.** No usage of education premises can be made without prior consent of one of the above-named Officers.

Name of Establishment:

I/We wish to apply for the use of

- | | | |
|--|----------------------------|----------------------|
| a) Hall, | b) Domestic Science Room, | c) Handicraft Room, |
| d) Gymnasium, | e) Changing Rooms/Showers, | f) Single Classroom, |
| g) Classrooms, | h) Piano, | i) Swimming Pool, |
| j) Playing Fields (please underline requirements). | | |

Date of Letting:

From: ----- to -----

For the purpose of:
Please indicate exact nature of use of premises.

Name of organization/body etc. -

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Name, address and telephone of responsible person who will be present during the whole of the letting:

N. B. Organisations should possess their own Public Liability Policy.

Do you intend using the Kitchen/Canteen: NO (delete as appropriate)
If yes, please state your exact requirements: -

In consideration of the granting of the use of the premises as herein requested I/We agree to comply with Carmarthenshire County Council's Conditions of Letting.

Date: Email:

Tel No: Signed:

Please Return to :- Peniel Community School



**EDUCATION DEPARTMENT
LETTING CONFIRMATION FORM**

Confirmation of Letting at: **Peniel Community School.**

Applicant:

Date of Letting:

Your application has been duly received by me, and I hereby grant you permission to use the following facilities at the above school. An invoice will follow in due course.

(* **Underline as appropriate**)

- | | |
|---------------------------|----------------------|
| a) Hall (at £15 per hour) | f) Classrooms |
| b) Kitchen | g) Piano |
| c) Handicraft Room | h) Playing Fields |
| d) Toilet | i) Community Kitchen |
| e) Single Classroom, | |

From: ----- to -----, for the purpose of:

The premises will be available for use at:

This form must be shown to the Caretaker/Cleaner in Charge prior to each letting (if more than one), or handed to the Caretaker/Cleaner in Charge if only one letting.

The Caretaker/Cleaner in Charge has been told that it is necessary/is not necessary for him/her to remain on the premises during the whole period of the letting.

As indicated on your application the person responsible during the letting is:

Name:
Tel. No.
Email:

Date:

Signed:

(School Support Officer)

