



# LETTINGS POLICY

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## **THE PURPOSE OF THE LETTINGS GUIDE AND POLICY**

The Lettings Guide and Policy outlines the facilities the School has available for letting and sets out the principles and procedures governing the hiring of Furze Platt Senior School facilities.

This policy ensures that all lettings are managed fairly, safely, and consistently, protecting the interests of both hirers and the School. Groups and individuals may hire certain parts of the School's facilities, subject to availability and compliance with the terms and conditions of hire as determined by Furze Platt Senior School.

The Headteacher, or a designated representative, will oversee the necessary administrative and financial procedures associated with lettings.

## **POLICY AIMS**

The aims of the policy are:

- To provide a fair and transparent lettings process for all potential hirers.
- To ensure that lettings do not disrupt the core educational activities of the school. School events will always take precedence over Lettings activity.
- To allow the hiring of the premises without using the School's delegated budget to subsidise this.
- To charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the School.
- To maintain the security, cleanliness, and condition of the premises during and after lettings.
- To ensure that all activities align with the school's safeguarding, health and safety, and equality policies.
- To prioritise lettings that benefit the local community and support the school's ethos.
  
- The school reserves the right to refuse lettings for activities that are political in nature, involve hazardous or high-risk elements, promote gambling or are deemed to be inconsistent with the ethos and values of the school.

## **FACILITIES FOR HIRE**

Furze Platt Senior School offers a range of high-quality facilities available for community and commercial hire. Our venue provides flexible, modern spaces suitable for a variety of events including performances, rehearsals, conferences, meetings, and celebrations.

Please note, the RBWM sports and leisure facilities are managed by Leisure Focus and are excluded from this policy. Please contact Leisure Focus to discuss opportunities for hire.

### **Theatre**

Our Theatre is available for professional performers and community groups as a fully functioning theatre with theatre quality lighting and sound system.

The theatre features a flexible performance and auditorium space, offering between 324 and 384 seats on retractable tiered seating, with additional loose seating available on request. When retracted, a large open space is created suitable for band gigs, cultural celebrations, and larger participatory events.

Please see our 'Theatre Hire' document for full details of the technical specification and how to book.

### **Drama Studios**

Our two drama studios offer a flexible black-box style performance space, ideal for rehearsals, workshops, smaller performances, and drama or dance classes. These studios feature:

- Fully Sprung Floors: Ensuring safety and comfort for performers.
- Blackout Curtains: Allowing complete control over lighting conditions.
- Adjustable Lighting Rigs: Facilitating a range of lighting effects for different types of performances.
- Basic Sound Equipment Access: Supporting audio needs for various activities.

The open-plan design allows for flexible layouts, making the studios suitable for creative development work, intimate performances and practical drama sessions. Limited loose seating and staging is available upon request, subject to availability.

### **Main Hall**

The Main Hall at Furze Platt Senior School is a large, flexible space suitable for rehearsals, performances, assemblies, presentations, and community events. It features fixed booth-style seating on a raised platform to the side of the hall, offering a comfortable viewing area while maintaining an open and versatile floor space.

The hall can be used as a fully open space for activities such as rehearsals, exhibitions and workshops, or set up in theatre-style seating for up to 240 people using loose chairs.

Technical facilities include a ceiling-mounted projector, a lectern with a microphone, and easy laptop connectivity, making the hall equally suited for conferences and presentations as well as performing arts events.

The Main Hall can be booked separately for individual events, subject to availability. However, when the theatre is hired for a performance booking, access to the Main Hall is included as part of the hire package, providing additional space for front-of-house activities, interval refreshments, audience circulation, or event support.

### **Music Studio & Rehearsal Rooms**

The Music Suite at Furze Platt Senior School consists of a Music Studio and three individual Music Lesson Rooms, offering flexible options for group rehearsals, one-on-one lessons, or small ensemble work.

The Music Studio is ideal for band rehearsals, small ensembles, and collaborative music-making. It is acoustically treated and furnished with a keyboard, drums and amplifiers. The studio provides a professional, focused environment for rehearsal or practice sessions.

The Individual Music Lesson Rooms are designed for one-on-one teaching, offering a quiet and dedicated space for vocal or instrumental lessons.

The Music Suite can be hired as a complete space or the individual rooms can be hired separately, subject to availability, to meet the specific needs of hirers.

### **Atrium**

The Atrium in the English/Science building at Furze Platt Senior School offers a versatile space ideal for small conferences and rehearsals. This modern, flexible, open-plan area is designed to cater to a variety of events, providing an inviting atmosphere with ample natural light. It can be easily adapted to suit different event requirements, whether it's a conference, workshop, or rehearsal.

### **The Library**

The Library offers a versatile space ideal for meetings, study groups, and small gatherings. This serene space is designed to inspire learning and collaboration, with flexible seating options to suit various event types.

Seating arrangements include:

- Round Tables: Perfect for small group discussions and collaborative activities.
- Large Conference Table Layout: Ideal for board meetings or larger group sessions.

- Theatre-Style Seating: Suitable for presentations or small lectures, maximizing seating capacity.

### **Additional Spaces**

Furze Platt Senior School is pleased to offer a variety of additional spaces available for hire, catering to a wide range of activities and events. These spaces include:

Fields: Available for both one-off events and regular bookings, they are ideal for sports matches and training sessions

- The Canopy: This outside covered space provides an ideal setting for outdoor classes, gatherings, or events needing protection from the elements.
- Meeting Rooms: We have a range of classrooms and meeting rooms ideal for hosting small to medium sized meetings and workshops.

### **Parking**

The School offers a substantial amount of on-site parking, which is included as part of any Booking Agreement.

- All vehicles must park in the designated bays located on the East Drive.
- For weekend events, additional parking is available outside the front of the school gates.
- In certain circumstances, and with prior arrangement, the School may be able to coordinate with the adjacent Leisure Centre to open the netball courts for overflow parking. This may incur an additional charge and must be discussed with the Theatre and Lettings Manager at the time of booking.
- All users are expected to park responsibly and safely, ensuring that access routes and emergency exits remain unobstructed at all times. Parking is not permitted in the West Drive at any time.

### **HIRE CHARGES**

The School is responsible for setting the charges for the hiring of the School premises and will ensure that the school budget does not subsidise non-school activities and that all costs are recoverable.

Charges will be reviewed annually, with revised fees coming into effect at the beginning of each academic year.

For Regular and Long-Term users, the fee will be fixed from 1st September for the period of one year. Users will be informed of any annual fee changes by the end of June each year. The revised fee will then be payable from the following September.

The level of charges will be outlined in the Booking Agreement and is determined by the type of user and proposed function:

- for groups using the School for a regular letting (at least 8 times per term, booked in advance)
- for single functions

The following factors will be considered when assessing each individual letting application:

- Services (Heating and Lighting): Charges may be calculated based on annual energy costs and may be adjusted seasonally, with higher rates applied during winter months
- Staffing: Additional costs may apply for security, caretaking, and for opening and locking the premises outside normal hours.
- Cleaning: Extra cleaning may be required depending on the nature and timing of the event.
- Kitchen or Catering Use: Applications involving the use of kitchen facilities for food storage, preparation, or service will be subject to consultation with the school's catering contractor. Additional cleaning charges may apply
- Administration: Costs incurred by the school in processing and managing the letting
- Equipment Hire: Charges may apply for the use of specific equipment.
- Use of School Equipment: Where applicable, a charge may be made to cover wear and tear.

### **VAT**

The School reserves the right to charge VAT should it become VAT registered.

### **Core Hour Categories for Hire Charges**

Hire charges are determined based on the time and date of the booking, as outlined below:

- Term Time (Monday to Thursday)
- Core Hours: 3.30pm – 8:00pm
- Standard hire rates apply during these hours.

### **School Holidays (Monday to Friday)**

- Daytime Core Hours: 8:00am– 4:00pm
- Evening Hours (from 4:00pm onward): May incur additional charges.

### **Weekends**

- Weekend Period: Begins Friday at 4:00pm and continues through to Sunday evening.
- Weekend rates apply throughout this period.

All bookings outside of the defined core hours may be subject to additional caretaking or staffing fees, which will be confirmed at the time of booking and included in the Booking Agreement.

### **Minimum Charges**

The School reserves the right to apply minimum hire charges to bookings as follows:

- Theatre, Main Hall, Drama Studios, Atrium, Library and Music Studios: A minimum of 2 hours during the term-time week and 4 hours during holidays and on weekends
- Meeting Rooms: A minimum of 1 hour during the term-time week before 8pm and 2 hours after 8pm on weekdays, during holidays and on weekends.
- Fields and Canopy: A minimum of 1 hour

### **Caretaking and Additional Staffing Fees**

- Additional caretaking fees may apply in the following circumstances:
- Evening and weekend bookings that fall outside of the School's core operating hours.
- When additional toilet facilities are required to accommodate larger events or specific user needs.

### **Theatre Technician Requirement**

The specific technical requirements for each event, including the duration and scope of technician support, will be discussed with the hirer during the booking process. These details will be clearly outlined in the Booking Agreement.

If a hirer requests to use their own technician for an event in the school theatre, the School will require a designated FPSS Theatre Technician to be on-site for a minimum of 2 hours to oversee the event set-up. This is to ensure the safe and appropriate use of school equipment and facilities.

If the use of a third-party technician is agreed as part of the hire, the Hirer must provide the School with suitable documentation demonstrating the technician's qualifications and competence to operate the School's equipment. This may include certifications, references, or evidence of relevant experience. The School reserves the right to refuse the use of any third-party technician if it deems them unsuitable or insufficiently qualified.

This policy ensures that all events are supported to a high standard while maintaining the integrity and safety of the school's technical infrastructure. The School reserves the right to refuse Third Party technicians if it deems them unsuitable for the

### **Booking Deposits**

The School will issue an initial booking invoice, payable within 2 weeks of issue, in order to secure the booking:

- Booking Deposit: This is usually 20% of the quoted fee and acts as the first instalment of the Letting Fee. The fee balance will then be invoiced according to our Billing Policy.
- Damage & Cleaning Deposit: Within the terms of the Booking Agreement, the School requests that all venues are left in a clean and tidy condition at the end of the hire period and restored to the setup found at the beginning of occupancy. To safeguard against any potential resulting costs, the School reserves the right to charge a £100 deposit to cover any cleaning expenses or damage to school property or equipment. This deposit is refundable after the event has taken place, provided that no additional charges are incurred. If the cost of cleaning or repairs exceeds the deposit amount, an additional invoice will be issued to cover the outstanding balance.
- Refunds will be processed during the School's following monthly payment round, subject to a satisfactory inspection of the premises.

### **TERMS OF HIRE**

On behalf of the School and its Governing Body, the Theatre and Lettings Manager is the designated officer responsible for managing the lettings process. Where necessary, the Headteacher or a Governor may appoint an alternative authorised representative to oversee specific lettings.

Each letting will be formalised through a Booking Agreement, issued and managed by the Theatre and Lettings Manager. As part of this agreement:

- The hirer must provide a registered address for the hiring organisation.
- The hirer must appoint at least one nominated user who will be responsible for the premises throughout the hire period.
- Multiple nominated users may be appointed; however, any changes to the nominated user(s) or the registered address during the hire period must be approved in writing by the School.
- Upon approval of such changes, a revised Booking Agreement will be issued.
- Subletting is strictly prohibited. The hirer may not assign, transfer, or sublet the premises or any part thereof to another party.

### **Transfer of Control**

As part of the Booking Agreement, the Governors and the School agree to transfer control of the specified premises to the User for the dates and time periods outlined in the Agreement. During these times, the Hirer will assume responsibility for the premises in accordance with the terms and conditions set out in the Lettings Policy and Booking Agreement.

### **Term Dates and School Closures**

For regular long-term hirers, the School will provide advance notice of term dates, school closures, and INSET (In-service Training) days that may affect scheduled bookings. This is to allow sufficient time for the Hirer to make alternative arrangements or identify alternative premises if necessary.

Where possible, the School will make every effort to offer a suitable alternative arrangement within the school premises to minimise disruption to the Hirer's activities.

### **Permitted Access**

Access to the School premises is strictly limited to the dates and times specified in the Booking Agreement.

Hirers must not enter the school grounds outside of their agreed booking times.

All users must vacate the premises promptly at the end of their allocated time to ensure the safety and security of the site and to avoid disruption to other users or school operations

### **Regular and Long-Term Hirers**

All booking dates must be confirmed in writing by the Theatre and Lettings Manager. It is the responsibility of the Hirer to ensure that every session is booked and approved in advance. Any unauthorised access, even by key holders, outside of the confirmed dates and times will be considered a serious breach of the Booking Agreement and may result in immediate termination of the contract.

The School reserves the right to take appropriate action in response to any breach of access conditions, including the withdrawal of future booking privileges.

#### Termination of the Booking Agreement

The Headteacher, Governors, or their designated representative reserves the right to terminate any hire agreement with immediate effect, in accordance with the terms and conditions outlined in the Booking Agreement. Termination may occur under the following circumstances:

**Breach of Agreement:** If the hirer breaches any terms of use, including but not limited to Safeguarding or Health and Safety requirements, or engages in activities that pose a risk to the safety or welfare of the school community, or that are deemed inappropriate or contrary to the ethos of the School.

**Non-Payment:** If any payment due under the Booking Agreement remains unpaid for more than 28 days after the due date.

**Failure to Remedy a Breach:** If the User fails to remedy a breach (where such breach is capable of being remedied) within 28 days of receiving written notice requiring them to do so.

**Irremediable Breach:** If the User commits a breach which, in the opinion of the School or Governors, is incapable of being remedied, and this is stated in a formal notice issued by the School or Governors.

#### Cancellation Policy

The School operates two standard cancellation and refund policies, which are applied based on the nature and scale of the hire. However, these policies are subject to change at the school's discretion, depending on the specific circumstances of the event. Full terms will be provided at the time of booking and included in the Booking Agreement.

For regular hirers:

- In the circumstances that a session needs to be cancelled or rescheduled, written confirmation to the school must be received 7 days before the event date.
- Cancellation or date changes outside of this period could result the full fees being invoiced.
- The School reserves the right to give shorter notice or ask the hirer to move venues in exceptional circumstance. It is the hirer's responsibility to notify people appropriately of any changes in dates or venues
- Long-term hirers must provide written notice of termination at the end of each term, with the termination taking effect at the end of the following term. For example:
  - Notice given in July will apply to termination at the end of December.
  - Notice given in December will apply to termination at the end of April.
  - Notice given in April will apply to termination at the end of July

For one-off and special event hires:

- If the signed Booking Agreement and Fees are not provided to the School by the stated dates, the booking will be cancelled.
- Written cancellation within 2 months before event date: Full Booking Deposit refunded.
- Written cancellation between 2 months to 6 weeks before event: 50% of the Booking Deposit retained by the School.
- Written cancellation between 6 weeks to 2 weeks before event: Full Booking Deposit retained by the School.
- Written confirmation less than 2 weeks of the start date: Full venue hire will be charged.

- The hirer must inform participants of cancellation in time for them to make other arrangements.
- In all instances of cancellation above, the Cleaning and Damage Deposit will be refunded.

### **Billing Policy**

Billing arrangements for all hiring contracts will be clearly outlined in the Booking Agreement and will follow the criteria below:

#### **Regular Hirers**

- Regular hirers will be billed either monthly or termly, depending on the terms agreed in their individual hire contract.
- Invoices will be issued at the end of each billing period and are payable within the timeframe specified on the invoice.
- Late payments may result in additional charges or suspension of access to the premises until the account is settled.
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#### **One-Off and Special Event Hirers**

A 20% Booking Deposit is required to secure the booking along with the refundable Cleaning and Damages Deposit. This must be paid within two weeks of the invoice date. If payment is not received within this period, the booking will be automatically cancelled.

The remaining balance will be invoiced two weeks prior to the event date and must be paid in full by the due date.

Subject to a satisfactory inspection of the premises, the Cleaning & Damages deposit will be refunded during the School's following monthly payment round.

Any adjustments or additional charges (e.g. extended use, damages, or extra cleaning) will be invoiced after the event and must be settled within the timeframe specified on the invoice.

All payments must be made in accordance with the payment instructions provided on the invoice. The School reserves the right to review and amend billing arrangements as necessary.

#### **End of Hire Responsibilities**

The Hirer agrees to leave the premises in a clean, tidy, and secure condition at the end of each hire period, and to restore the space to the original setup found at the beginning of occupancy. The following actions must be completed before vacating the premises:

- Turn off all lights, heating, and air conditioning units.
- Shut and lock all doors securely.
- Return any moved furniture to its original layout and configuration

#### **Waste Disposal**

All rubbish and waste must be removed from the premises at the end of the letting and disposed of responsibly, with recycling carried out where possible.

Waste should be emptied into the large external bins provided on site, located behind the kitchen area. If these bins are full, the Hirer is responsible for removing the waste from the site and disposing of it appropriately off-site.

Failure to comply with these requirements may result in additional cleaning charges being deducted from the Damage & Cleaning Deposit.

#### **Kitchen Use**

Where access to kitchen facilities has been granted, the following additional conditions apply:

- Only equipment and appliances specifically agreed in the Booking Agreement may be used.

- All surfaces, sinks, and appliances must be cleaned thoroughly after use.
- Only suitable, non-corrosive cleaning products may be used bleach and harsh chemicals are strictly prohibited.
- All waste must be disposed of appropriately. If internal bins are full, waste should be emptied into the large external bins provided on site behind the kitchen area.
- Any breakages or faults must be reported immediately to the Theatre and Lettings Manager.

Failure to comply with these requirements may result in additional charges for cleaning, security, or staff time, and may affect future booking privileges.

### **Damage to Property**

The Hirer is responsible for ensuring that all School property, facilities, and equipment are treated with care and respect throughout the duration of the hire.

Any damage to the premises, fixtures, fittings, or equipment, whether accidental or deliberate, must be reported to the School immediately.

The Hirer will be held financially liable for the full cost of repair, replacement, or professional cleaning required as a result of any damage or misuse.

The School reserves the right to carry out repairs or replacements using its own contractors and to invoice the Hirer accordingly.

In cases of significant or repeated damage, the School may terminate the Booking Agreement and/or refuse future bookings.

The School, Headteacher, or Governors accept no responsibility for damage to or loss of the Hirer's own property or equipment brought onto the premises.

### **Key Holder Responsibilities for Regular Hirers**

In certain cases, regular long-term hirers may be granted key holder status to facilitate access to the premises venues outside of standard school hours. This arrangement is at the sole discretion of the School and subject to the following conditions:

- The hirer must sign a Key Holder Agreement, acknowledging receipt of the keys and accepting full responsibility for their use and safekeeping.
- Keys must only be used by the nominated user(s) identified in the Booking Agreement. Under no circumstances may keys be duplicated or transferred to unauthorised individuals.
- The Hirer and key holders must only access the premises on the specific dates and times agreed in writing as part of the Booking Agreement. Access outside of these agreed times is strictly prohibited and may result in the immediate termination of key holder privileges and the Booking Agreement.
- The hirer is responsible for ensuring that the premises are secured properly at the end of each session, including locking all doors and windows, switching off lights and equipment, and activating any security systems as instructed.
- The venue should be left in a clean and tidy state at the end of the hire period, in the set up found at the beginning of occupancy.
- Any loss or damage resulting from misuse or negligence may result in the withdrawal of key holder privileges and/or additional charges.
- The School reserves the right to request the return of keys at any time and to review or revoke key holder status as necessary.

### **Health and Safety**

For the duration of the Booking Agreement, the Hirer is responsible for ensuring the health, safety, and welfare of all participants and for complying with the following requirements:

### **General Responsibilities**

The Hirer must maintain proper supervision and control of all children and participants in their care while on School premises.

The use of any School equipment must be pre-approved and used only for its intended purpose. The number of people in any designated area must not exceed the maximum occupancy stated in the Booking Agreement.

It is the hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

### **Emergency Procedures**

The School will provide the Hirer with its Fire Evacuation Plan to follow (see Appendix 1 of this document.) At the outset of the event, the Hirer must:

- Appoint responsible persons to oversee the evacuation procedures and contact emergency services.
- Familiarise themselves with the designated assembly points.
- Consider the needs of all participants, including those with disabilities or additional support requirements.
- Prioritise evacuation in the event of a fire. Only individuals who are confident and trained in the use of fire extinguishers should attempt to use them.
- Ensure familiarity with the location and proper use of emergency equipment, including:
  - Fire extinguishers (where trained and confident)
  - Fire alarms
  - First aid kits
  - Mobile phones for emergency communication

### **First Aid and Communication**

It is the responsibility of the Hirer to make their own First Aid arrangements. This includes the provision of a suitable First Aid kit and ensuring that supervising personnel—particularly for sports lettings—have appropriate First Aid training.

There is no legal requirement for the School to provide First Aid facilities, and use of the School's First Aid resources is not permitted.

The Hirer must have a working mobile phone, which is to be carried and switched on at all times for emergency use.

The School will provide a mobile contact number for its representative, to be used in case of emergencies during the hire period.

Should an accident happen on the School site during the hire period of the Booking Agreement, the Hirer must inform the school via the following link: [FPSS External Letting Accident Record Form](#) This form should be completed by a member of the Hire Company staff and is required by the School as risk mitigation for future events. This form is purely for School external hire records purposes only and the Hirer should therefore complete its own accident report under the terms of their own event records.

### **Safe Use of Facilities and Equipment**

The Hirer must ensure that all facilities and equipment are used safely and responsibly as outlined below.

**Intoxicating Liquor:**

Intoxicating liquor may only be permitted to be bought, sold or consumed on the premises if the appropriate Temporary Event Notice (Licensing Act 2003) has been obtained from the local authority.

**Clear Walkways and Emergency Points**

Emergency exits, fire extinguishers, and alarm points must remain unobstructed at all times.

Clear walkways must be maintained for safe access and egress.

**Fireworks and Flammable Items:**

- No fireworks may be brought onto the school premises and no fireworks must be let off on the school premises or in the neighbouring vicinity of the school
- No gas cylinders or canisters are permitted on the premises or school grounds.
- Combustible material must not be placed near heat sources.

**Smoking:**

- The whole of the school premises, which includes the grounds, is a non-smoking area, and smoking or vaping is not permitted.
- Any event attendees wishing to smoke or vape must leave the school site

**Betting, Gaming and Lotteries**

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries

- The Hirer must ensure that the requirements of the relevant legislation are strictly observed.

**Floors**

- No substance is to be applied to hall floors to prepare them for dancing or any other activity.
- No footwear liable to damage floors may be worn in school buildings.
- If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the building.

**Dogs and other Animals**

- Except in the case of trained guide-dogs for the blind and hearing dogs for the deaf, the Hirer or any event attendee is not permitted to bring animals onto the school premises.

**Food and Drink**

- No food and drink may be prepared or consumed on the property without the direct permission of The School in line with current food hygiene regulations.
- Any food preparation requirements must be discussed with the Theatre and Lettings Manager during the booking process and included within the Booking Agreement
- If food preparation is required, the Hirer must provide the School with a valid food hygiene certificate.

## **Electrical Items**

- Any electrical equipment that the Hirer wishes to bring onto the School premises must be agreed with the School during the booking process and clearly listed in the Booking Agreement.
- All electrical equipment brought onto the site must be PAT tested (Portable Appliance Tested) and comply with current British Standards.
- The school reserves the right to inspect or refuse the use of any electrical equipment that does not meet safety requirements.

## **Furniture and Fittings**

- Furniture or fittings shall not be removed or interfered with in anyway. Nor shall they be rearranged except by prior agreement and will be subject to reinstatement at the end of each session of use.,
- No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the School fabric, are permitted.
- Any premises used should be kept clean and tidy and hirers should ensure no property is damaged. In the event of any damage to premises or property arising from the letting, the hirer shall pay the cost of any reparation required either from, or in addition to, the Cleaning and Damages deposit paid during the booking process.

## **Storage Facilities**

Furniture, instruments or equipment belonging to the Hirer may only be stored on School premises with prior written agreement, as outlined in the Booking Agreement. Where shared storage is permitted:

- The Hirer uses the space at their own risk.
- The School, Headteacher, or Governors accept no responsibility for loss, damage, or theft of stored items.

## **Liability of Parties and Indemnity**

The Hirer shall be held liable for any loss, damage, injury, or claim arising from their use of the School premises, including the actions or omissions of their staff, participants, or visitors.

- The Hirer agrees to indemnify and hold harmless the School, its staff, Governors, and representatives against all claims, demands, actions, proceedings, damages, costs, and expenses arising from the Hirer's use of the premises, except where such loss or damage is due to the negligence of the School.
- The Hirer must take out its own Public Liability Insurance with a reputable insurer. Proof of insurance must be provided when the Booking Agreement is signed.

The School shall not be liable for:

- Loss or damage to the Hirer's property.
- Any consequential loss or loss of profit.
- Any injury or damage arising from the Hirer's failure to comply with the terms of the Booking Agreement.

## **Safeguarding**

In addition to the Hirer's responsibilities regarding Health and Safety, the Hirer must ensure that robust and appropriate arrangements are in place for safeguarding children and child protection. These arrangements must meet the standards required by the School's Designated Safeguarding Lead (DSL), Headteacher, and Governors.

The hirer agrees to provide a copy of the Furze Platt 'Safeguarding and safety information for all visitors' leaflet to any employees or volunteers working with children whilst on our premises. In compliance with Keeping Children Safe in Education 2023, any organisation working with children on our site should report any allegation relating to an incident that has happened on the premises to the school's DSL, Laura Lewis, at [laura.lewis@furzeplatt.net](mailto:laura.lewis@furzeplatt.net)

The School reserves the right to terminate any Booking Agreement with immediate effect if the Hirer fails to have suitable safeguarding measures in place and does not take immediate corrective action when requested. In such cases, the School, Headteacher, or Governors will not be liable for any resulting loss, financial or otherwise, incurred by the Hirer.

Throughout the duration of the Booking Agreement:

- All individuals over 16 years of age employed or working on the premises on behalf of the Hirer must hold a valid Enhanced Disclosure and Barring Service (DBS) Certificate.
- A full list of staff names and corresponding DBS certificate numbers must be submitted to the School prior to the commencement of the hire.
- At the discretion of the DSL, a Letter of Assurance, confirming that appropriate DBS checks and safer recruitment procedures have been carried out, may be provided in lieu of individual staff information.
- All staff must wear identification badges displaying their name, role, and photograph at all times while on school premises.
- Temporary staff must wear visitor badges issued by the School.
- If any additional members of staff part way through a Hire term are required, the hirer must agree to update the school with the additional information as required above.

If chaperones are used, the Hirer must provide a list of all chaperones along with their Chaperone Licence details in advance of the event.

Body of Persons Approval Licence (BOPA)

Where a letting involves the participation of children in a performance, the hirer may be required to obtain a Body of Persons Approval Licence (BOPA) in accordance with child performance regulations.

This licence is typically required when:

- Children of compulsory school age are taking part in a performance (e.g. theatre, dance, or music).
- The performance is open to the public or involves ticket sales.
- The children are performing on more than four days in a six-month period.

The hirer is responsible for:

- Determining whether a BOPL is required for their activity.
- Applying to the relevant local authority for the licence in advance of the event.
- Ensuring full compliance with all safeguarding, supervision, and welfare requirements as outlined in the licence conditions.
- The School reserves the right to request evidence of the licence and may refuse or cancel a booking if appropriate licensing is not in place.

## HIRE PROCESS

Applications for Hire

Applications to use the school premises should be made by contacting the Theatre and Events Manager in the first instance. Applications must be submitted at least 21 days prior to the proposed event date.

Shorter notice applications may be considered at the school's discretion, provided that a high standard of service can still be maintained within the available timeframe.

The Headteacher retains overall responsibility for the management of lettings and reserves the right to make final decisions on all matters relating to the use of school premises. This includes the right to approve or decline applications, determine appropriate charges, and amend terms where necessary to protect the interests and values of the school.

To ensure a smooth and efficient booking experience, all hire applications follow the process outlined below:

**Initial Enquiry:** The hirer contacts the school's Theatre and Events Manager to discuss the proposed event. This includes a general overview and suitability check.

**Date and Venue Discussion:** Availability of the preferred date(s) is checked, and suitable venues or spaces within the school are identified.

**Requirements Gathering:** Details of any additional requirements are discussed, such as:

- Technician support
- Theatre technical specifications
- Equipment or furniture needs
- Catering or kitchen use
- Capacities for the spaces to be used

**Quotation Issued:** A quote for hire is prepared based on the agreed requirements, including any staffing, cleaning, or equipment charges.

**Booking Agreement Completion:** The hirer completes and returns the official Booking Agreement, confirming the details of the hire.

**Deposit Payment:** A 20% Booking Deposit is invoiced and must be paid within two weeks to secure the booking.

**Booking Confirmation:** Once the deposit is received and all documentation is in place, a written confirmation is issued. No letting shall be considered confirmed or binding until written approval has been issued by the school. Organisations must not make any public announcements or promotional communications regarding their event or activity until both written confirmation of the booking has been received and the deposit payment has been acknowledged by the school.

### **Supporting Documentation**

Once a Booking Agreement is in place, the school requires the following documentation to be submitted in advance of the event. These documents ensure the event is safe, compliant, and aligned with school policies:

**Event Risk and Fire Assessment:** The hirer must provide a comprehensive risk and fire assessment. The hirer is expected to follow their own risk management procedures and must comply with any additional requirements set by the school should circumstances change.

**Public Liability Insurance:** A valid certificate of the hirer's public liability insurance must be provided.

**Safeguarding Policy:** A copy of the hirer's safeguarding policy must be submitted, particularly for events involving children or young people.

**List of Coaches/Staff:** A full list of all coaches or staff working at the event, including their DBS certification numbers, must be provided.

**BOPA Licence (where applicable):** If the event involves child performers, a valid Body of Persons Approval (BOPA) licence must be submitted.

**Chaperone Details (where applicable):** A list of all chaperones, including their licence details and DBS certification numbers, must be provided.

## EVENT MARKETING

### School Branding and Marketing

Hirers are not permitted to use the Furze Platt Senior School logo, name, or any associated marketing materials in promotional content or advertising without prior written permission from the school. This includes use on posters, social media, websites, or printed materials.

The following guidelines must be adhered to

:

**Use of School Identity:** The school's name, logo, crest, uniform, or any imagery associated with Furze Platt Senior School must not be used in a way that implies endorsement or partnership without explicit written permission.

**Tone and Content of Advertising:** All promotional materials must be appropriate for a school community and must not include content that could be considered offensive, political, discriminatory, or contrary to the school's values.

**Approval of Materials:** The school reserves the right to request review and approval of any promotional materials that reference the school or its facilities before they are published or distributed.

**Social Media Tagging:** Hirers must not tag or mention the school's official social media accounts in posts without prior consent.

**Photography and Filming:** Any photography or filming on school premises for promotional purposes must be pre-approved by the school and comply with safeguarding and data protection policies.

### Publicity to the School Community

Requests to advertise events or activities to the Furze Platt Senior School community will be considered on a case-by-case basis. Subject to approval, hirers may be offered limited opportunities to promote their event through the school newsletter, ParentMail, or official school social media platforms such as Facebook. Inclusion is not guaranteed and will depend on the nature of the event, its relevance to the school community, and available space in communications.

### Post-Event Review

Following each event or hire period, the School may carry out a post-event inspection to ensure that the premises have been left in a satisfactory condition and that all terms of the Booking Agreement have been met.

In addition, the Theatre and Lettings Manager may conduct a brief evaluation with the Hirer to review the overall experience, address any issues, and discuss potential improvements for future bookings. This process helps maintain high standards and supports positive ongoing relationships with hirers.

## LETTING GUIDE AND POLICY REVIEW

The Furze Platt Senior School Lettings Guide and Policy will be reviewed annually in May. This review will consider feedback from hirers, changes in legislation, and the operational needs of the school.

Any revisions to the policy will come into effect from 1st September, aligning with the start of the new academic year.

All regular and long-term hirers will be notified of any changes to the policy before the end of the Summer Term, ensuring they have adequate time to review and adapt to the updated terms and conditions.

The updated policy will be published on the school's website and made available upon request.

## COMPLAINTS PROCEDURE

Furze Platt Senior School aims to ensure that any concern or complaint is managed sympathetically, efficiently, quickly and at the appropriate level and resolved as soon as possible. We will try to resolve every concern or complaint in a positive way with the aim of putting right a matter which may have gone wrong and, where necessary, we will review our systems and procedures in light of the circumstances of the complaint.

Please note that separate procedures apply in the event of a safeguarding issue.

## Management of Complaints for Lettings

### **Informal Resolution.**

In the first instance, the complainant is encouraged to raise the concern or difficulty informally with the Theatre and Lettings Manager either orally or in writing

The Theatre and Lettings Manager will respond in writing within 5 working days

### **Formal Complaint**

If unresolved, a formal complaint should be submitted in writing to the Headteacher

### Confidentiality

All complaints are dealt with confidentially and records are kept in compliance with GDPR regulations. Further details of confidentiality guidelines can be found in the full Confidentiality document on the FPSS website linked above.

## **APPENDIX 1**

### **FIRE EVACUATION PLAN FOR HIRERS OF THE SCHOOL PREMISES**

It is the responsibility of hirers to ensure that:

- All hirers are familiar with this Fire Evacuation Plan
- All hirers are familiar with Fire Notices (displayed in all rooms)

- Hirers should be familiar with the fire-fighting equipment available. The following routines must be observed:

### **Any person discovering a fire**

1. Sound the alarm by operating the nearest fire alarm call point.
2. Call 999 for assistance.
3. If it is safe to do so, trained staff may attack the fire using the appliances provided.
4. Leave the building immediately.

### **On hearing the fire alarm**

1. Leave the building AT ONCE using the nearest available exit following the route on the map overleaf
2. Leave your belongings in the room.
3. Close doors behind you.

At the assembly point, which is to be agreed upon confirmation of the Hire:

- All visitors to line up in their designated place
- Registers to be quickly, but accurately checked

Please note: It is a requirement of the School that all hirers carry a mobile phone which is in full working order and switched on at all times while on the premises, in case there is a need to contact the emergency services. Setting off the fire alarm will trigger an automatic phone call to the school's Facilities Manager. Fire-fighting apparatus should be kept in its proper place and only used for its intended purpose.

The fire brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Headteacher

**Your Fire Assembly Point is  
THE ASTROTURF BEHIND THE LEISURE CENTRE**

# FPSS WHOLE SCHOOL MAP

V29-08-23



**MAP KEY**

- Classroom Door
- Entrance/Exit
- Corridor
- Stairs
- Road/Car Park
- Pavement
- School Site
- Boundary
- Evacuation Route
- Fire Marshall

**ROOM KEY**

DEPARTMENT	ABBREVIATION
Art & Design	AR
Business Studies	BS
Physical Education	DS
Drama	E
English	FT
Food Technology	H
Humanities	IT
History & Geography	M
ICT & Computing	M
Mathematics	M
Modern Foreign Languages	ML
Music	MU
Learning Support	LS
Pastoral	-
Philosophy & Religion (PR)	P
Psychology	5
Science	6.
Sixth Form	6.
Technology	TE



