**Lettings Pack**

**Academic Year 2020 – 2021**

Dear client

Please read the information in this document as it contains essential information regarding your hire of our academy premises.

This pack contains

1. Registration Form
2. Booking Form
3. Declaration slip
4. Safeguarding Form
5. Terms and Conditions of Hire
6. Appendix A Emergency Evacuation Procedures
7. Covid – 19 Addendum

To confirm your booking, you will need to complete the registration form, booking form, declaration slip, safeguarding form (if applicable) and provide proof of address.

In addition due to Covid – 19 we will require visibility of your completed Risk Assessment.

If you have any questions or queries, please contact the school on

[lettings@earls.dudley.sch.uk](mailto:lettings@earls.dudley.sch.uk)

or

01384 816105

**Registration Form**

|  |  |
| --- | --- |
| **Name** |  |
| **Position within your organisation** |  |
| **Address** |  |
|  |
| **Postcode** |  |
| **Invoice address**  **(if different from above)** |  |
|  |
|  |
| **Postcode** |  |
| **Email address** |  |
| **Telephone number** |  |
| **Mobile number** |  |
| **(if different)** |  |
| **League/Association affiliated to** |  |
| **Registered address** |  |
|  |
| **Postcode** |  |
| **Telephone number** |  |
| **Signature** |  |
| **Name** |  |
| **Date** |  |
| **PROOF OF ADDRESS MUST BE PROVIDED, REGARDLESS OF WHETHER YOU ARE A NEW OR AN EXISTING HIRER (This may be in the form of a driving licence, or utility bill dated within the last three months - photocopies accepted)** | |
|  |  |
| **Earls Office use only** |  |
| **Proof of address seen/attached** |  |

**Booking Form**

|  |  |
| --- | --- |
| **Contact Name** |  |
| **Position within organisation** |  |
| **Organisation name** |  |
| **Address** |  |
|  |
| **Postcode** |  |
| **Contact email address** |  |
| **Contact phone number** |  |

**Details of facilities required** (please indicate facilities required by placing X in the relevant box)

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| **Astro Pitch** | |  | **Grass Pitch** | | |  | **Gym** | | |  | **Other** | |
| Half Adult |  |  | Pitch B |  | |  | Gym A |  | |  | Hall A |  |
| Full Adult |  |  | 9V9 Pitch |  | |  | Gym B |  | |  | Library |  |
| Half Youth\* |  |  | Newfield pitch |  | |  | Gym C |  | |  | Classroom |  |
| Full Youth\* |  |  |  | |  |  | Fitness suite |  | |  | Dining Room |  |
| \*Under 18 |  |  |  | |  |  |  |  |  | | Cricket pitch |  |
| Capacity: Hall A 270; Hall C 170; Gym A 90 | | | | |  |  |  |  | |  | Dance/Drama Studio |  |

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| --- | --- | --- | --- |
| **Hire for the purpose of:**  (if anyone attending is under 18 or a vulnerable adult under 25, please complete the additional Safeguarding Form | | | |
| **Expected number of adults/youths using facilities** | |  | |
| **Start Date** |  | **End Date** |  |
| **Start Time** |  | **End Time** |  |
| **Day of week** |  |  |  |

Invoicing will be as per our Terms and Conditions. Payment to be made as per instructions on the invoice. Cheques payable to **The Earls High School** and sent directly to the school.

Late or non-payment of invoice will result in a termination of the lettings agreement and the facilities will no longer be made available.

**Confirmation of Booking**

Please sign this booking form and return it with (Registration Form, Public Liability Insurance, Safeguarding form if applicable) and Proof of Address. Send to: The Finance Office, The Earls High School or scan in and send via email to [lettings@earls.dudley.sch.uk](mailto:lettings@earls.dudley.sch.uk). In signing this form, you are accepting The Earls High School terms and conditions of hire.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Name |  |
| Position |  | Date |  |

|  |  |
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| **Earls Office use only** |  |
| **Authorisation of booking on behalf of Headteacher** |  |

**Declaration slip**

|  |  |
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| **Name of organisation** |  |

I can confirm, that the above organisation holds public liability insurance cover to a limit of indemnity of at least £2,000,000.00

|  |  |
| --- | --- |
| **Name of insurer** |  |
| **Indemnity limit** | £ |
| **Your name** |  |
| **Signature** |  |
| **Date** |  |

**Safeguarding Form**

The Earls High School is committed to the safeguarding of its students. This is extended to activities any young person may attend outside of school on the school premises. We therefore request that hirers operating any activity which involves a young person under the age of 18 or a vulnerable adult under the age of 25 provide the following information before the hire is agreed.

|  |  |
| --- | --- |
| **Named safeguarding person for the organisation** |  |
| **DBS live** | Yes / No |
| **DBS number** |  |
| **Does your organisation have a safeguarding policy?** | Yes / No |
| **If Yes, what date was it last reviewed** |  |

Please list all members of your organisation who will be on school premises

|  |  |  |
| --- | --- | --- |
| **Members Name** | **DBS Number** | **Qualifications relevant to activity.** |
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I confirm that my organisation members have read The Earls High School Safeguarding policy online. <http://www.earlshighschool.org/safeguarding-young-people/>

I confirm that I have seen evidence of DBS and Qualifications held by the above members

I confirm the information provided is correct to the best of my knowledge.

|  |  |  |
| --- | --- | --- |
| Signed |  | Date |

**Terms & Conditions of Hire**

Hire of these premises is subject to the following conditions.

1. **General Conditions**
   1. The Hirer must be over the age of 18 years; have completed the Registration Form and Hire Form, and Declaration Form.
   2. The Hirer is required to include preparation time and clearing-up time on the Application Form. Academy premises are generally unavailable for hire during normal term time Academy hours or later than 9pm (8pm Fridays). All other times are by negotiation. The Academy is not available for hire on Bank Holidays or between 24th December and 2nd January.
   3. The Hirer, on arrival, should report any damage, litter or disorder immediately to the Facilities Team.
   4. The Hirer is responsible for leaving the premises hired in a clean, neat and tidy condition and must place rubbish in black bags. In the interests of hygiene, Hirers are requested to ensure that disposable nappies are not left on the Academy’s premises. If the Hirer fails to leave the premises clean, neat and tidy, the Academy’s cleaners will clean the premises and will charge the cost to the Hirer.
   5. The Hirer is responsible for the area of the premises hired and access and exit routes for the period of hire. The Hirer shall not assign or sublet the premises or any part of the premises.
   6. The Hirer is responsible for ensuring that the hire finishes promptly. The Academy will charge for the extra costs incurred for any delay.
   7. The Hirer agrees to pay the Academy on demand, the cost of repairs or making good any loss or damage arising out of or incidental to the hiring.
   8. Parking is permitted in the carpark(s) (5 mph speed limit). Vehicles must not be parked where they would cause an obstruction. The Academy cannot accept liability for valuables or possessions that are lost or damaged in any way on or off the Academy premises.
   9. When classrooms are hired, the Hirer is responsible for ensuring the Earls High School pupils’ property, work or equipment is not interfered with in any way.
   10. Regular Hirers of classrooms or sports facilities are assumed to attend each week and must notify the Academy of any absence without delay. A charge is levied if notice is not provided.
   11. All furniture should be returned to its original position at the end of the hire.
   12. Please do not use or move teacher’s equipment in classrooms, e.g. calculators, books, markers, pens etc.
   13. The Academy prohibits the use of fireworks.
   14. No candles are permitted on site.
   15. You must not bring the following items onto School premises – alcohol, cigarettes, matches, lighters, drugs, aerosols, any offensive weapon, replica guns, fireworks, pornographic materials or any other item deemed by the School to be detrimental to the health and safety of other users.
   16. No smoking or vaping is allowed on the Academy site.
   17. Authorised Officers of the Academy may enter the premises at any time for any reason during the hire.
   18. The Academy may terminate the letting if the Hirer fails to comply with the Conditions of Hire or with Fire and Health and Safety regulations.
   19. Any event deemed to bring the Academy’s good name into disrepute can be cancelled at any time by the Academy
   20. Publicity materials used must be approved by the Academy in advance.
   21. The Hirer is responsible for carrying out a risk assessment. The Academy may require the Hirer to provide a copy of this assessment to the Facilities Team.
   22. Should the Hirer need to call the emergency services during hire, the Facilities Team must be informed.
2. **Booking Charges with effect from 1st September 2020**
   1. For academic year 2020/2021, the following charges apply.

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| --- | --- | --- | --- |
| **Facility** | **Hire type** | **Chargeable**  **Basis** | **2020/21**  **Charges** |
| Full Synthetic Pitch | Adult | P/hr | £56.90 |
| Full Synthetic Pitch | Youth | P/hr | £43.60 |
| Half Synthetic Pitch | Adult | P/hr | £36.70 |
| Half Synthetic Pitch | Youth | P/hr | £29.30 |
| Gyms (A/B/C) |  | P/hr | £22.40 |
| Dance Studio |  | P/hr | £22.40 |
| Dining Hall |  | P/hr | £22.40 |
| Drama Studio |  | P/hr | £22.40 |
| Grass Pitches |  | P/hr | £22.40 |
| Seasonal Hire |  | Sept - May | £397.00 |
| Standard Classroom |  | P/hr | £19.40 |
| Fitness Suite |  | P/hr | £19.40 |
| Hall A | Room Only (Meetings, etc) | P/hr | £25.60 |
| Hall A | Room + Tiered Seating | P/hr | £44.10 |
| Hall A | Full facilities inc PA system/technician  (subject to approval by Headteacher) |  |  |

* 1. Charges for lettings will be made in accordance with the agreed rate at the time of booking. VAT may be added to these as applicable to comply with HMRC VAT regulations.
  2. For new Hirers, until a satisfactory credit record has been verified, invoicing and payment will be in advance for a minimum period of 3 months. Thereafter, and for established Hirers, invoicing will be at the start of the month and the usual 30 day payment terms will apply.
  3. All payments must be made by a bank direct debit transfer, this being our preferred payment route. If direct payment is not possible, we will also accept cheques made payable to ‘The Earls High School’ and addressed to the Finance Department. If payment is made in cash, it must be the correct amount as change is not always available. Cash payments must be made in person during school opening hours and where applicable, in advance of the hire. Invoice and payment queries should be sent to [finance@earls.dudley.sch.uk](mailto:finance@earls.dudley.sch.uk).
  4. Late or non-payment of letting charges will result in the immediate suspension of the facilities until all debts are cleared.
  5. The Facilities Team are expressly forbidden by the Headteacher to deviate from these regulations and should not receive payment for their services in any form from the Hirer.
  6. Application for the use of the school premises must be made directly to the school 14 days before the desired date. The Governors of the school reserve the right to refuse any application for hiring the school premises and where the circumstances make such action necessary, to cancel the arrangements without notice.
  7. Cancellations
     1. If cancelled by ourselves, no charge will be made and a credit note raised.
     2. If cancelled by the Hirer providing, we receive at least 24 hours' notice, the Hirer will not incur any charge and a credit note will be raised.
     3. For weekend lettings, notice must be received by 12 noon on the Friday before. ALL cancellations must be sent to [lettings@earls.dudley.sch.uk](mailto:lettings@earls.dudley.sch.uk).
  8. Bookings can only be confirmed by informing us of the exact dates and times you wish to hire. Once you have a confirmed booking, we require Hirers to adhere to the agreed times of their hire and to vacate the facility and premises promptly at the end of their session. This is particularly important where it is the final session of the day 9pm Monday – Thursday and 8pm Friday. This is to enable our Facilities Team to secure our premises.
  9. Hirers are responsible for ensuring compliance with any necessary licencing requirements, eg copyright, music and dancing licences and these must be obtained by the Hirers from the appropriate authorities.
  10. The consumption or sale of alcohol beverages on school premises requires prior approval of the Headteacher or the Governors of the school before any licence is applied for.

1. **Health and Safety**
   1. Hirers who use the premises to hold classes for young persons under 18 or a vulnerable adult under 25, must complete the Safeguarding Form.
   2. Sports pitches must not be used if weather conditions render them unplayable.
   3. Indoor soccer balls only may be used in Hall C.
   4. Soccer/Rugby boots must not be worn inside the buildings and should be cleaned before re-entering the school.
   5. It is illegal to smoke (including e-cigarettes) on any part of the Academy site.
   6. Permission to use the premises will not be granted if, in the opinion of the Academy, it is likely that the hire would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or would interfere with any existing occupations or Academy activity. Hirers are requested to respect the Academy’s neighbours’ rights.
   7. The Hirer must secure the preservation of the law and order and take all reasonable steps to prevent injury, loss or damage to any person or property on all occasions during the hire.
   8. The Hirer must arrange for an adequate number of responsible stewards to be present throughout the period of hire to assist in the preservation of order. At no time during hire may the number of persons present exceed the maximum stated in the Booking Form. Failure to comply with this condition may result in the hire being terminated.
   9. The Hirer is responsible for arranging first aid provision for the period of hire.
   10. The Hirer will be held fully responsible for the activity/function for which the premises have been hired including liability and responsibility for Sports activities and clubs—ensuring that instructors are properly trained, vetted and qualified
   11. Where permission has been granted to enable the premises to be used for the purposes of a youth organisation, no member of that organisation may enter the Academy unless the Hirer (or representative) is present on the premises and members of the organisation may remain on the premises only as long as the Hirer (or his representative) is present.
   12. The security alarm system will be set for all areas not hired. This will not in any way impede the use of the premises hired or emergency escape routes.
   13. Any electrical equipment brought on to the premises must have up to date PAT tested certificates.
   14. Furniture should not be moved into the corridors and should not block any Fire Exits. Any furniture which is rearranged must be returned to its original position at the end of the hire.
   15. All requests to amend and/or cancel\* any bookings or notification of any complaints must be made in writing via email to the lettings email – [lettings@earls.dudley.sch.uk](mailto:lettings@earls.dudley.sch.uk). The Facilities Team will only open/close facilities in accordance with instructions from the school.
2. **Additional facilities**
   1. No additional staging, curtains, decorations or scenery may be erected without the Academy’s consent, which will only be given if all of these items are rendered non-flammable and removed at the end of the hire. Storage facilities cannot normally be provided. The use of sticky tape on any surface is prohibited.
   2. Except for fixed apparatus and equipment, e.g. goal posts, prior permission is required before any other apparatus and equipment belonging to the school can be used. Should the Hirer use any of the School equipment, they are responsible for checking the safety of the equipment. Any faults/defects identified should be reported immediately to the Facilities Team, who will arrange for the repair of the equipment and/or take the equipment out of use.
   3. Chairs and furniture may not be removed from classrooms without the Academy’s consent.
   4. No adaptations, modifications or additions may be made to any part of the electrical installations in the Academy.
   5. The Academy must be advised if food is being brought onto the premises. Cooking is not permitted. No portable cooking equipment is allowed on the premises
   6. The use of a film projector with non-flammable films may be permitted on request.

**Appendix A**

**Emergency Evacuation Procedure**

1. **If you discover a fire**
   1. Find the nearest fire alarm, break the glass and press the button
   2. The target for evacuation is 3 minutes
   3. The Facilities Team will be automatically notified
2. **When hearing the Emergency Bell (continuous ringing)**
   1. **ALL** Hirers will assist in the evacuation of **all** attendees from the building via the nearest exit/fire exit and **ensure that all rooms in the vicinity are evacuated**. Coats and bags should be taken where possible.
   2. Hirers and attendees should assemble on
      1. Gym & Dance Carpark if using B Block and/or Dance Centre  
         OR
      2. Mini Carpark next to the Astro Pitch if using A Block
   3. Hirers will conduct a roll-call of their attendees and report any missing to the Facilities Team/Fire Officer.
   4. Hirers will not re-enter the premises until the Facilities Team/Fire Officer have given the all clear to do so.

**Lettings Pack**

**Academic Year 2020 – 2021**

**Covid-19 Addendum**

The health, safety and welfare of our school community is our highest priority. The Earls High School is fully committed to a Safe Return to School for all. In doing so we have established safe measures to ensure that our school community can carry out their duties and that each member of the school community is working in an appropriately safe and healthy manner.

Below you will find the appropriate extracts of details of the measures The Earls High School has in place to ensure our school community is as safe as practically possible.

**Health, safety and infection control**

A full risk assessment will be in place with guidance from the Local Authority. There are a hierarchy of actions that make for a safer school:

1. **Minimising contact with individuals who show symptoms or live with someone who is showing symptoms of Coronavirus. We will achieve this by:** 
   1. If a student shows signs of being unwell they will be asked to wait outside the class room. A member of staff will then collect the student wearing a mask and provide the student with a mask. The student will be taken to a quarantine room until parents arrive in school to collect the student. This will be followed by cleaning in accordance with guidelines.
   2. If a member of staff needs to interact with the student they will be provided with appropriate PPE (see below).
   3. They will not be able to return until a negative test result or the proper period of self-isolation has passed. Cleaning in line with the guidance for non-health care institutions will happen after the student has left the site.
   4. If a member of staff displays symptoms during the day they should leave they should inform a member of SLT before making their way off site. The procedures for self-isolation and/or testing should then be followed.
   5. If someone whom has attended school tests positive, the rest of the class and any staff who have taught them will be advised to self-isolate for 14 days.
2. **Cleaning hands and more often than usual. We will achieve this by:**
   1. Soap in toilets will be checked and replenished throughout the day
   2. Hand sanitiser stations will be in place at each entrance to the school and will be manned by staff to ensure that students use them as they enter and leave the school (during school teaching and learning period only)
   3. Hand sanitiser will be in every classroom that is used
   4. A behaviour code of conduct will be in place which outlines all of the hygiene measures that students need to take. Students not adhering to the code of conduct will be warned and if they are unable to be safe at school, contact will be made with home and alternative arrangements will be made for their school day. The first session of the first day in school will train students in all hygiene related issues and the code of conduct will be issued to parents by email prior to opening. The Code of conduct will be displayed in each classroom and around school.
   5. Toilets will have handwashing instructions clearly displayed.
3. **Ensuring good respiratory hygiene by promoting ‘catch it, kill it, bin it’. We will achieve this by**
   1. Code of conduct will promote ‘catch it, kill it bin it’
   2. Tissues and a sealed bin for tissues will be in place for each of the classrooms that we use.

1. **Cleaning frequently touched surfaces using standard products such as detergents and bleach. We will achieve this by:** 
   1. On the days students are in school a member of cleaning staff will be on duty to be on tour of class rooms to clean frequently touched surfaces and toilets. This may require that we limit the number of toilets that are open.
   2. On the ‘Options’ days when students may need to move from room to room, each room will be cleaned before new students or staff use it.
   3. Cleaning of the teacher area will take place when a new teacher comes into a classroom on the ‘Core’ days.
   4. Daily cleaning routine will be in place in line with guidelines for non-healthcare settings.
2. **Minimising contact and mixing of people in school. We will achieve this by:**
   1. A new one way system will be in place for B Block with clear signposting on the floor and walls. The one way system needs to be followed at all times. In the long term a one way system will be in place in A Block, this is not necessary as there is no student movement when students are using A Block on the core days.
   2. For this summer term the Dining Hall will not be opened and the school day will end at lunchtime. Students eligible for FSM will continue to receive vouchers regardless of whether they are in school or not.
   3. Toilet breaks can be taken by individual students as required.
   4. Screens will be sourced for reception areas.
   5. Staffing levels need to be kept to a minimum during opening so that cleaning staff can focus on the areas used by students. Staff will attend school on a rota for these days.
   6. Students will be given guidance on travelling to school by cycle, foot or car rather than by public transport prior to their first day in school. Students will be dropped off in A block car park or on the road by B Block.
   7. Students should bring their own equipment and not share it. If the school is needed to supply a pen to a student, these will either be kept by the student of disposed of.
   8. Staff should take their own board markers, rubbers, laptops to use in the classrooms.

In addition, we expect our lettings community to adhere to our Covid-19 measures, and to also ensure the below actions are carried out by you, our hirers.

|  |  |
| --- | --- |
|  | **Compliance**  Your staff and your members will respect and adhere to the Earls High School Covid-19 protocol as outlined above.  Your staff and your members will follow instructions issued by the Earls High School site team so ensure compliance with our Covid-19 protocols. |

|  |  |
| --- | --- |
|  | **Risk Assessment**  You will have completed a full suitable and sufficient COVID-19 Risk Assessment which is consulted with the staff members on our premises and shared with your members to ensure that COVID-19 safe process are in place. This must be provided to the school ahead of any letting taking place. |

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|  | **Before arriving on school site**  Guidance has be communicated to all your staff and shared with your member on how they identify any of the COVID-19 symptoms, and before proceeding to the event, if any staff or member has any identified symptoms and/or family members are to contact NHS 111 to seek & follow further advice. |

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| http://g4s.newsweaver.co.uk/v2files/shard1/6481/ad/5d12c9b11aa23c24fc2e00.jpg | **Hygiene**  For your staff and members you have adequate supplies of sanitiser and protocols, guidance, posters and briefing material initiative covering;   * Keeping hands clean & regular hand washing techniques * Keeping equipment clean & regular antibac cleaning of equipment * Covering coughs & sneezes * Avoid touching face * Staff & members social distancing * Stay home if sick. |

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|  | **Access and Compliance**  Your staff and members will only use the parts of the Earls High School site that you have booked and will follow guidance and requests from the school site team as they are made if you are found to be in other areas of the school site. |

