



Lettings Policy & Procedure

March 2025

Charging Rates Review Date: May 2025

Lettings Policy

Introduction

The Trust view the use of the school's buildings and grounds to be primarily for the education of the children at the school, however they are aware that they can also be a valuable source of revenue to enhance facilities on offer to children within its schools.

The Trust welcomes the opportunity to work with partner organisations by extending the range of provisions and services on offer to children, young people and families in the local community through the use of their facilities and available resources, while being mindful of the need to protect future use by planning for re-investment.

The Beyond Schools Trust aims to:

- Make sure our schools' premises and facilities can be used, where appropriate, to support community or commercial organisations, in accordance with the articles of association of the Trust
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the trust's, and the school's, primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, following government guidelines and relevant risk assessments

The Beyond Schools Trust will not allow any activity that may put the Trust's reputation/core purpose at risk. Use of the venue may be refused or immediately terminated should you or your group be in breach of:

- The Prevent duty of the Beyond Schools Trust – outlined in appendix 6 'conditions of letting'
- Matters that may pose a safeguarding risk to our students, staff and other facility hire customers
- Any form of verbal or physical abuse
- The strict no smoking/alcohol/drugs policy applying to all internal and external areas of our premises
- Bringing dogs or other animals onto our premises other than registered assistance dogs or Specific dog training.
- The misuse of Beyond Schools Trust equipment/buildings or use of/access into areas/equipment not covered in the booking
- Sub-letting of our venue (which is not permitted under any circumstances)

Definition of a 'Letting'

A letting may be defined as 'any use of the school premises (buildings & grounds) by either a community group, commercial organisation, private business or an individual'

The letting must not interfere with the primary activities of the school, which is to provide a high standard teaching & learning environment for all its pupils, and school activities will always take precedence over a letting.

Charges & Fees (Appendix 1)

The Trust will determine centrally the charges & fees for the letting of all the school premises and these charges will be reviewed regularly as part of this policy or earlier if required. The calculation of charges & fees will be determined considering the following criteria

- Cost of utilities and equipment
- Cost of staffing and administration
- Cost of 'wear & tear'
- Cost of Insurance (if applicable)
- Profit element (if applicable)

Whilst the standard fees/charges are set by the Trustees, the Headteacher at each school will have the discretion to discount or waive any fees charged for a letting should they wish to do so; after taking into account the potential benefits the hire could provide for the local community and their school; however, any reduction provided in hire fees should not have a detrimental effect on the schools delegated budget.

Procedures for Booking/Lettings Application Process for Hirers (Appendix 2)

The Trust Facilities Team will deal with all lettings enquiries and should be the first point of contact. All initial enquiries should be made via the School Hire platform. www.schoolhire.co.uk. Site viewings may be requested by hirers, and where possible these will be arranged to be undertaken by school staff where appropriate.

Management & Administration (Appendix 3)

The management of the letting will be the responsibility of the school where the hire is taking place. This includes ensuring that all Health and Safety, Security, Child Protection and Staffing arrangements are managed in accordance with the current Trust policies and the local procedures for the site.

Administration of the letting will be centrally managed by the Trust Facilities team to ensure all necessary documentation required for the hire of the premises is in place and that all charges are levied in accordance with the charging schedule set by the Trustees.

Documentation required for a letting must include all of the following: -

- Evidence of Public Liability Insurance
- Risk Assessment for organisation/club
- Safeguarding Policy (if have U18s)
- Staff DBS number, issue dates and awarding body (if have U18s) and a declaration that all checks have been carried out (if have U18s)
- Safeguarding Training Certificate for all staff (if have U18s)
- First Aiders Certificate for at least 1 member of staff that will be on site at all times.
- Coaching / training certificate for staff (if applicable)
- Prevent Training certificate from venue hirer.

Monitoring & Review

This policy will be reviewed every 3 years or earlier following a significant incident or a change in guidance or legislation.

Appendix 1

CHARGING RATES (To be reviewed by Finance Committee May 2025)

AREA	CHARGE PER HOUR
MAIN HALL/STAGE	£35 - £40 (Primary-Secondary)
CANTEEN AREA	£22.00
SPORTS HALL/CENTRE	£40.00
WHOLE SCHOOL FIELD (unmarked field)	£25-£35 (Primary-Secondary)
SINGLE PITCH (11 a side)	£40.00
SINGLE PITCH (9 a side)	£22.00
SINGLE PITCH (7 a side)	£22.00
ASTROTURF (whole area – 4 pitches)	£60.00
(Per 5 a side pitch)	£30.00
MULTIPLAY (MUGA)	£25-£30 (Primary-Secondary)
CLASSROOMS	£22.00
6 TH FORM CENTRE	£25.00
SMALL GYM/HALL	£25.00
NETBALL COURTS (FPG)	£22.00
LIBRARY (inc Kitchen/Toilet Facilities)	£22.00
COURTYARD CANOPY & SEATING	£35.00
WHOLE COMBINED DANCE/DRAMA STUDIO	£60.00
(Single studio use)	£35.00
SWIMMING POOL (Commerical)	£82.00
SWIMMING POOL (School Rate)	£55.00
CONFERENCE ROOM	£22.00
Kids Club Mobile (HTP)	£22.00
CLASSROOM WITH KITCHENETTE (CCP)	£30.00

Appendix 2

LETTINGS APPLICATION PROCESS FOR HIRERS

Any organisation/individual wishing to hire the facilities must follow the following process

- Send an initial enquiry via www.schoolhire.co.uk messaging system stating the following information: -
 - The date(s) and times required (Please include any set up and pack away time)
 - Purpose of hiring the facilities.
 - Approximate number of people attending the event
 - Confirmation you have your own Public Liability Insurance
 - Whether you would like to view the premises and area(s) for hire in advance of the letting.
- The Facilities Team will respond within 48 hours to confirm whether we can accommodate the request.
- If you wish to proceed, then you would be required to request a booking via school hire, where you will need to provide all relevant documentation including Public Liability Insurance (minimum £1,000,000), your Event Risk Assessment, Staff First aiders Certificate, Staff Prevent Training Certificate and if U18s Safeguarding Policy, Safeguarding Training certificates, Staff Enhanced Child Barred DBS number, issue date, awarding body and a declaration that all checks have been carried out. As well as answer all relevant questions provided in the booking request. Funds will be held not debited once submitting a request.
- (Please do not discuss prices/costs or make any agreements about use of the facility directly with the school representatives – this should only be done through the central Trust Facilities Team).

NB – Please note your booking is not finalised or confirmed until we are in receipt of all the completed forms.

- You will have 7 days after submitting a request to make sure all documentation is sent over via School hire. Otherwise the booking will automatically be rejected. Once we have all your paperwork and checked it is in order, we will then accept your booking and your first payment will be taken.

Hire of the Facilities at any of the Trust sites is generally available from Monday through to Sunday between 8:00-21:00

(Hire of facilities may be considered outside of these times on an individual basis according to nature and requirements of the hire at each site)

LETTINGS MANAGEMENT AND ADMINISTRATION **PROCEDURE**

Responsibilities of the Trust Facilities Team

- To deal with and respond to the initial enquiry from all prospective hirers and organise site viewings, where requested, with the school representative within 48 hours of initial enquiry.
- To liaise with a designated representative from each school (Site Manager/Caretaker) to ascertain the availability of areas/equipment required and whether staff are available to cover the hire period being requested (for both caretaking and cleaning if needed).
(All communications to be recorded via email for clarification purposes).
- To calculate the cost of hire based on fixed agreed Trust charging schedule and send to the Headteacher of the school to confirm if they wish to proceed with the booking, to approve the costings and to apply any discretionary discounts if applicable (within 48 hours of confirmation from school representative of date/area availability)
- To confirm with the hirer within 24hours of the Headteacher's response whether the venue/area is going to be available and the costs involved.
- To ensure all documents are returned with a copy of the hirers Public Liability Insurance, Risk Assessment, First Aid Training Certificate, Prevent Training Certificate, safeguarding policy (if have U18s), Safeguard Training Certificates for all staff (if have U18s), DBS number, issue date and awarding body for all staff (if have u18s).
- To do a monthly analysis of actual profit made by each school after considering all staffing costs, utilities costs etc. to be provided to Executive Business Director, Director of Finance Operations and CFO.
- To retain all lettings paperwork and cost calculations for the Year End Audit.
- To liaise with hirers in the event of any issues with the hire e.g. noise complaints, damage to equipment etc.

Responsibilities of the Schools

- To respond to enquiries from the Trust Facilities Team regarding lettings as soon as possible but no later than 48 hours from the initial request.
- To be available for prospective hirers to view the premises when requested and answer any queries in relation to the use of the actual site/equipment such as pitch sizes / markings / seating / IT equipment etc. (But not to discuss any prices or make direct hire arrangements).
- To check and ensure that areas to be hired, and staff to cover the hire, will be available for the duration of the hire period (and to organise cover where required if regular staff are sick/on leave etc.)
- To organise any cleaning that may be required after events in accordance with school protocols.
- To organise security arrangements for the duration of the hire period in accordance with school protocols for site security.
- To ensure that staff covering hire periods and any cleaners required, as a result of hire, complete the relevant Lettings or Overtime claim forms for their site (clearly stating the claim relates to a letting and for which site the letting has taken place)

SCHOOL STAFF SHOULD NOT AGREE/CONFIRM ANY BOOKINGS CAN TAKE PLACE OR DISCUSS ANY COSTS DIRECTLY WITH THE HIRERS – THEY SHOULD ONLY GO THROUGH TRUST FACILITIES TEAM.

(Where additional documentation is required by the school from the hirers such as Risk Assessments etc. this will be requested as part of the administrative process and the paperwork)

Hiring our facilities –Link to each school’s page which shows the facilities available, as well as a platform to contact the school through the messaging system and request a booking.

Walderslade School - <https://schoolhire.co.uk/chatham/walderslade-girls-school>

Greenacre School - <https://schoolhire.co.uk/chatham/greenacre-academy>

Thomas Aveling - <https://schoolhire.co.uk/rochester/thomasaveling>

Robert Napier School - <https://schoolhire.co.uk/gillingham/robertnapier>

Fort Pitt Grammar School <https://schoolhire.co.uk/chatham/fortpitt>

Hilltop Primary School - <https://schoolhire.co.uk/rochester/hilltop-primary-academy>

Warren Wood Primary School - <https://schoolhire.co.uk/rochester/warren-wood-primary-academy>

Balfour Juniors School - <https://schoolhire.co.uk/chatham/balfour>

Phoenix Primary School - <https://schoolhire.co.uk/chatham/phoenix>

Chantry Community Primary School - <https://schoolhire.co.uk/gravesend/chantry-community-academy>

Home » Locations » South East » Kent » Chatham » Greenacre School

Greenacre School, Chatham

Address: 157 Walderslade Road, Chatham, ME5 0LP



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Normal opening hours	
Monday	16:30 - 21:00
Tuesday	16:30 - 21:00
Wednesday	16:30 - 21:00
Thursday	16:30 - 21:00
Friday	– Closed –
Saturday	08:30 - 15:00
Sunday	08:30 - 15:00

 Facilities






To get help with making a booking, please use the link to watch School Hire’s screencast - https://screencast-o-matic.com/u/1f80/creating_a_booking

Questions asked when making a booking request

- Please confirm your club's name.
- Please describe the nature and purpose of the letting.
- All hirers are required to have public liability insurance. Please upload a copy of your insurance certificate or your booking will not be able to be approved. If you have previously provided this, please note in the comments, however if the renewal date has occurred since your last booking, please provide an updated copy.
- All hirers are required to have an up to date risk assessment for the activities they will be carrying out. Please upload a copy of your risk assessment specific to our venue (which should be completed, signed and dated by someone in your organisation) or your booking will not be able to be approved. If you have previously provided this, please confirm in the comments, however if the risk assessment has been amended please provide an updated copy.
- Is your organisation a member of a National Governing Body (e.g. Swim England, the Football Association, England Netball, Badminton England, English Amateur Dancesport Association etc)?
If so please provide details of your registration number and any accreditations that you hold (e.g. Clubmark or equivalent)
- How many participants will you have (even if this is a repeat booking)?
- How many spectators / non-participants will there be (even if this is a repeat booking)?
- Please provide proof of Prevent training for all staff/coaches.
Link to this training below, all clubs must complete this.
<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>
Please upload a copy of your Prevent training certificate or your booking will not be able to be approved.
- Please confirm if you have any set up / Set down requirements. Including needing chairs / tables etc. If you do, please confirm in detail what you will need.

Bookings involving U18s or vulnerable adults also are asked the following:

- Does your booking involve any under 18s or vulnerable adults?
- Please upload your organisation's safeguarding and child protection policy.
- Please state the age range of your participants.
- Please confirm that all volunteers/staff have undergone appropriate DBS checks and provide us with volunteers/Staff Name, DBS Number, DBS Issue Date, Registered Body
Please note DBS certificates should be an enhanced check covering the child or adult barred list as appropriate for your participants. Updated certificates should be provided when the certificate is older than 3 years.
- Please confirm that all staff listed have a fully enhanced and clear DBS.
- Please further confirm that all the staff listed above all have a clear List 99 check (Children' Barred List Check)
- Please confirm that your company have fulfilled all safer recruitment protocols i.e. right to work checks, and that all staff have had Child Protection & Safeguarding Training.
- Please confirm the Name of your safeguarding Lead.

HIRING AGREEMENT

HIRERS DETAILS

Name of Organisation	
Contact for Booking	
Telephone Number	
Email Address	

Type of Booking	
Area being Hired	
Hours booked	
Period Agreed	
Number of Persons attending	

DOCUMENTATION RECIEVED

Liability Insurance	
Risk Assessment	
DBS for all staff/coaches (if U18s are in attendance)	
Safeguard training certificate for all staff/ Coaches (if U18s are in attendance)	
First Aid certificate (for at least 1 staff/ coach that will be on site at all times.	
Prevent training certificate from hirer.	
Coaching / teaching certificates (if applicable)	

OTHER AGREED

Parking	
Toilet Access	
Set up / Set down requirements	
Additional Agreed	

PRICE

Cost per hour	
Discount Agreed	
Cost per hour after discount	
Caretaker / utility Costs	
Total Cost per session	

SIGNATURES

Hirer Agreed	
Head Teacher Agreed	

CONDITIONS OF LETTING

Regular/Repeat Bookings

At the start of each academic year, existing hirers will be given first refusal of their regular hire slots as a reward for loyalty to the Trust. However, if they wish to change previous hire arrangements, then it will be treated as a new application and priority over other lettings will not necessarily be applied.

Insurance

Hirers should provide their own public liability insurance (a minimum of £1,000,000 is required) for all lettings.

Fees & Payments

The charges for the hire of the facilities can be obtained by contacting us through the School hire messaging system. Any hire cancelled in accordance with the cancellation terms will be refunded, unless it's the first session of booking. Then the cost of booking cancelled will be reflected on future payment schedule. Which you can find on the payment tab.

Initial payment – this is taken at the time the booking is accepted by the venue (or by the customer if the venue has put on the booking). The customer is on the standard 30-day payment schedule unless venue agreed different with customer, this payment will cover a period of 30 days from the date of their first session. As an example, if a booking is made on 14 February with the initial slot on 1 May, whilst the initial payment is taken in February when the booking is approved, this payment will cover slots between 1 May and 30 May.

Subsequent payments – follow on a rolling basis from when the previous period ends. The total amount due is simply the charges relating to the sessions taking place in the relevant period. In order to ensure payment is always taken in advance, payment is made 7 days before the start of period. 3 days before payment is taken, the customer receives a system generated message reminding them of the payment that is due and what it relates to (as well as telling them how to update their card details, if required).

Following on from the example above, the 2nd payment interval will be between 31 May and 29 June. As payment is taken 7 days before the start of the period, payment will be taken on 24 May and the customer will receive his email reminder on 21 May in relation to the payment.

Value Added Tax

Value Added Tax – Beyond Schools Trust is presently exempt from VAT for letting purposes. But will be regularly reviewed in accordance with VAT Guidance.

Cancellations & Fees

If you need to cancel hire at any time please provide at least **72 hours' notice via school hire messaging system** to receive a refund (a credit if first session of booking) All cancellations will be acknowledged by the Facilities Team.

If less than 72 hours' notice is received, then the school reserves the right to withhold any refund.

In the event of any unforeseen circumstances rendering the facilities unavailable for hire, the Trust reserves the right to cancel the hire of the facilities at any time and without liability to the Trust. In this event a refund will be given and notice of the cancellation will be sent to hirer via the School Hire system from the Facilities Team at the earliest available opportunity.

In addition, the Trust shall have the right to cancel any booking without prior notice, if they suspect that any of the conditions of this document have been broken by the Hirer, or any person organising any function or event, or any conditions printed on the booking form are likely to be broken by any person attending any function or event, or connected with the function or event in any way.

Use of the venue may be refused or immediately terminated should you or your group be in breach of:

- Matters that may pose a safeguarding risk to our students, staff and other facility hire customers
- Any form of verbal or physical abuse
- The strict no smoking/alcohol/drugs policy applying to all internal and external areas of our premises
- Bringing dogs or other animals onto our premises other than registered assistance dogs or for attendance of other specific training sessions.
- The misuse of equipment/buildings or use of/access into areas/equipment not covered in the booking
- Sub-letting of our venue (which is not permitted under any circumstances)

Damages to the School

It is the responsibility of the Hirer to ensure the premises are left in the same condition in which they were found. The Hirer will pay the full cost of repair or replacement of any fixtures or fittings, that become unserviceable or unsuitable for use, through damage caused by any person attending the function, whether deliberate or otherwise.

Behavior / Code of Conduct

The Hirer is responsible for the behaviour of all persons organising or attending the function/event for the full duration of the letting and until the premises are vacated and will be liable for any costs incurred by the school or any third party that results from the actions of any person organising or attending the function/event.

The Hirer must ensure that all members of their group are aware of the code of conduct requirements of the location being used. All members of your group must respect other facility users, our staff and our neighbours (Note - you are responsible for the conduct of all participants including opposing teams and spectators; noise levels, bad language/behaviour, excessive vehicle speed and inconsiderate parking are particular areas that can cause unnecessary annoyance)

'PREVENT' Duty

Beyond Schools Trust will not permit the use or hire of any of its facilities or resources for use by extremist individuals, terrorist groups or organisations banned under UK law and are not to be used for purposes to provide a platform to promote extremism or to disseminate extremist views.

. "Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on certain bodies, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This is known as the Prevent Duty. In complying with the Prevent Duty, there is an expectation that Beyond Schools Trust venues and resources do not provide a platform for extremists and are not used to disseminate extremist views.

Therefore, the hirer is not to use Beyond Schools Trust resources to espouse violent and/or non-violent extremist views.

The Government have defined extremism as "vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces"."

Any such use or hire of Beyond School Trust venues or resources subsequently determined to be used in such manner will be terminated with immediate effect and any associated information will be passed to the appropriate authorities.

Attendance

Only authorised guests or members of the organisation/group hiring the school facilities may be admitted to a function or event. The school reserves the right for any member of school staff to be admitted to any function/event to ensure the conditions of the booking are being complied with.

Health and Safety

The Hirer should have their own Health & Safety Policy/procedures in place and are responsible for maintaining a list of all persons actually in attendance at the function/event for Health and Safety and Fire regulation purposes. The Hirer is responsible for the prevention of overcrowding (such as would endanger public safety) and for keeping clear all gangways, passages and exits, and must also ensure the permitted number of persons for the area being utilised by them is not exceeded.

The Hirer must regularly “risk-assess” their activity (and provide a copy of any updates to their risk assessment) and have adequate First Aid provision in place. Hirers should ensure they make their attendees aware of evacuation procedures in the event of a fire and arranging fire evacuation practices accordingly, as well as know where the fire extinguishers and fire alarms are located in the areas they will be using.

Fire Evacuation Information:

Fire evacuation instructions will be provided before your first booking via a site induction, Fire exits, corridors and egress routes must be kept clear at all times.

When the fire alarm sounds, evacuation MUST take place. You will be shown the location of the fire assembly point as part of your induction.

Action on finding a Fire:

- Activate the nearest fire alarm by breaking the glass and call 999
- Follow the points below.

Action on hearing the Fire Alarm:

- Evacuate the building using the nearest fire exit door (routes of escape are indicated with arrow signs showing direction to travel). Do not stop to collect your belongings.
- If using an upper floor, use the stairs to evacuate (the lift must not be used) and follow the fire exit signs
- Report to the Fire Assembly Point and give your club’s name to the Lettings /Site Assistant on Duty. You must be able to account for all members of your group.
- Remain at the Fire Assembly Point until you are told by the Lettings /Site Assistant on duty that it is safe to return to the location of your event.
- In the absence of site staff call your contact number for assistance, until authorization has been given to re-enter the building you must wait at the fire assembly point

There is no legal requirement for the Trust to provide First Aid facilities to the Hirer and it is their responsibility to make their own arrangements, which may include ensuring there is a suitability trained First Aider available to them and the provision of a First Aid kit. Any Incidents, accidents, damage or breakages must be reported immediately to the Lettings/Site Assistant on duty. An confirm via School Hire messaging system.

Own Risk

It is the Hirers responsibility to ensure that all persons in attendance at their function/event are made aware of the fact that they do so at their own risk.

Food and Drink

No food or drink shall be taken into any of the indoor facilities or be taken onto the all-weather outdoor areas at any time unless it is by prior arrangement with the school.

Alcohol is not to be consumed or brought onto school site at any time.

Chewing Gum is not to be consumed or brought into indoor school facilities, classrooms or on the all-weather outdoor areas at any time.

Appropriate Footwear

Non marking soles only should be worn in the Dance and Drama Studios, Sports Hall and Gym areas.

No studded/bladed footwear should be worn on the outdoor all-weather facilities at any time.

Smoking

Smoking is not permitted anywhere on the school premises at any time.

Child Protection Statement

Beyond Schools Trust is committed to safeguarding and promoting the welfare of the children and young people. The Hirer must declare to Beyond Schools Trust, either at the time of booking or (in the case of a recent disclosure) immediately on being notified, any matter relating to a participant of your group or the nature of your activity that may pose a risk to the venue's safeguarding responsibilities to students, staff or other facility hire customers

If your group includes any young people under the age of 18, it is the Hirer's responsibility to confirm that they have a safeguarding policy in place as well as up-to-date DBS certificates for all coaches or leading adults involved (copies may be requested by the Trust to hold securely on file).

As such, any organization using any school facility must ensure that if children are involved in any part of the event, that appropriate child protection measures are put in place and that these are in line with the school's safeguarding and child protection policy.

Copyright / Performing Rights

Before any performance of copyright musical works can be given in public, those responsible for the event are required to obtain the permission of the owner of the copyright of the works concerned. The Hirer indemnifies the Trust against any charges or fees incurred as a result of the infringement of copyright or performing rights that occur during their period of hire.

Furniture & Fittings

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind that would necessitate drilling or the fixing of nails/screws into fixtures which are part of the school fabric are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the full cost of any reparation required.

Car Parking Facilities – (official car parking facilities only)

Subject to availability, the Hirer and other persons attending their function/event may use the official school car parking facilities, however the Trust will not accept any responsibility in terms of damage, theft or loss of any vehicle left on site or in the car park during the period of hire.

Right of Access

The Trust reserves the right of access by a member of School staff to the premises during any letting to monitor activities from time to time.

Vacation of Premises

The Hirer shall ensure at the end of the hire period, that the area/facility that has been used is in a clean and tidy condition with all litter removed and all furniture/equipment used returned to its original place and all persons in attendance at the function/event have left the premises promptly. Bookings must include time for setting up and setting down. The Trust reserve the right to charge an overrun fee of £60.00 per hour or pro rata part there of in addition to the session booking fee.

Complaints Procedure

- In the event of a hirer being dissatisfied with the facilities or service, the hirer should contact the Trust School via the school hire messaging service
- For an immediate problem which can only be dealt with on the day please inform the on-site Lettings facilitator using the telephone numbers below.
- All other complaints or incidents should be directed through the school hire messaging service.

Additional Information for Users

Before the start of your function, please familiarize yourself, and all parties attending the site, with the location of the following:

- Emergency Exits – please locate your nearest emergency exit.
- Fire Alarms – This is a non-residential school and so during evening functions you may be alone in your occupancy of the site. It is therefore vital that in the case of a fire, the alarms are activated, you should evacuate the premises in accordance with the fire procedures, and contact the Site Manager/Lettings Assistant immediately.
- Telephone – In case of any emergency please ensure you have access to a mobile phone as there may not be a phone accessible to you in the area you have hired.

Contact details

In the event of an emergency whilst on site, please contact the respective Site Manager/Caretaker as follows: -

Balfour Junior School	07828 792720
Chantry Community School	07707 286164
Hilltop Primary School	07707 286142
Phoenix Primary School	07930 367050
Warren Wood Primary	07707 286164
Fort Pitt Grammar School	07828 805783 / 07759 535822
Robert Napier School	07793 268509
Thomas Aveling School	07429 710142
WGSP (Walderslade and Greenacre)	07971 575802
WGSP Lettings Assistant	07380 627395

Date of Trustee approval: **March 2025**

Charging Rates Review Date: **May 2025**