



OLDCASTLE PRIMARY SCHOOL
www.oldcastleprimary.co.uk

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Facility Hire Procedure

FACILITY HIRE PROCEDURE

Facilities in Oldcastle Primary School are available for private hire. The following procedure should be followed by the member of staff responsible for opening and closing the school on the day of a private booking.

Opening Procedure

- The caretaker will unlock the car park gates. The school will be opened and the alarm disabled.
- External entry doors will be locked - only access via the external coded keypad will be allowed.
- Internal entry doors will be locked to allow entry to the hired facility area only.
- The hirer will be provided with the keypad code one working day prior to their booking.
- The hirer will also be provided with an emergency contact number in case the caretaker or another member of staff is not on site at any point of the booking period.
- The hirer will be instructed on evacuation procedures should an alarm sound.
- For main hall bookings, the hirer will be able to use the toilet facilities upstairs opposite the staff room. The staff room should be locked.
- For main hall bookings the hirer will be allowed access to the kitchen area.
- Any tables required will be set up prior to the booking time. Tables will be put away by the caretaker at the end of the booking time.
- Caretaker to sweep floor at the end of the booking time.

Closing Procedure

- Once the booking has been completed and the facility area is clean and tidy, the caretaker will perform the school locking procedure.



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FACILITY HIRE - INFORMATION FOR HIRERS

Please follow the information below to assist you with your booking.

- The caretaker will unlock the car park gates. The school will be opened and the alarm disabled.
- External entry doors will be locked - only access via the external coded keypad will be allowed.
- Internal entry doors will be locked to allow entry to the hired facility area only.
- The hirer will be provided with the keypad code one working day prior to their booking.
- The hirer will also be provided with an emergency contact number in case the caretaker or another member of staff is not on site at any point of the booking period.
- In the event of a fire alarm please evacuate the hall using the fire exit to the back right of the hall. This will lead you into the nursery play area.
- For main hall bookings, the hirer will be able to use the toilet facilities upstairs opposite the staff room.
- For main hall bookings the hirer will be allowed access to the kitchen area to store food and gain access to water.
- Any tables required will be set up prior to the booking time. Tables will be put away by the caretaker at the end of the booking time. The hirer is not allowed to set up tables.
- The hirer may use the chairs but please ensure they are put away at the end of the booking.
- The hirer is not allowed to use any other equipment within the facility area. It is the responsibility of the hirer to ensure that children do not climb on any equipment in the hall.
- Please ensure that you have vacated the facility by the time of your booking finish time. You may be charged if you do not leave at the specified time.