



Lettings Policy

Date Agreed	Agreed by	Date for Review
February 2016	Resources Committee	February 2019

INTRODUCTION

The Governing Body recognises the role of the school within the community and welcomes the use of the school's premises for a variety of community and leisure purposes.

Use of the school's premises by the school, or on behalf of the school (e.g. use by the MFSA) are not subject to the charging elements of this policy.

A copy of these booking conditions will be sent with the application form to the Hirer when the initial enquiry is made.

CATEGORIES OF LETTINGS

The use of the school premises is divided into the following three categories:

Community and Leisure Learning (e.g. adult education)

Private (e.g. Children's parties)

Commercial

AVAILABILITY OF PREMISES

Designated areas within the school are available for hire unless required by the school

CHARGES

The Governing Body reserves the right to make a charge for the use of the school premises.

The charge will vary according to the category of the letting as laid out in Appendix A.

VAT

VAT is normally chargeable only on lettings of sports facilities (a concession may be available from HM Customs and Excise if certain conditions are met)

APPLICATION PROCEDURES

Application Forms, available from the school, should be submitted to the Head at least two weeks before the first day of the proposed letting. In the case of block or repeated bookings, four week's notice should be given.

The person signing the application form will be considered the Hirer.

The Hirer will be required to return all three copies of the completed booking form to the school before a booking can be accepted. The booking acceptance will be confirmed by the return of the top copy of the booking form to the Hirer.

All applications will be considered on their merits, taking into consideration the suitability of the activity and availability of premises.

The Governing Body reserves the right to:

- Refuse applications without giving a reason
- Have a representative present at any function
- Terminate any activity not properly conducted

Letting fees are reviewed annually by the Governing Body. When the letting has been confirmed, payment must be made to the school prior to the use of the premises. In the case of a regular booking, payment will be required at the end of each term.

CONDITIONS OF USE

Security of the premises

Entrance to the school will be agreed in advance, at an agreed time.

For security reasons, the school keys will not be available to the Hirer. It will be the responsibility of the Hirer to ensure that the school premises are secure during the time they are in use, and on exit from the premises.

Use of Facilities

- The Hirer will be responsible for the proper use of the school's facilities (specialist equipment such as projectors are not usually available unless special arrangements have been made) and must take reasonable precautions to ensure that there is no damage to the fabric of the building, furniture or fittings or school equipment.
- The Hirer will be responsible for making good any damage to the premises or property incurred during the time of use. Any precautions required to ensure the users' safety when using equipment are the responsibility of the Hirer. This includes, for example, the provision of information and training in the use of equipment.
- In all cases, the Hirer must ensure that risks associated with the activity are properly controlled though the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition.
- All Mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate must be less than one-year-old for earthed equipment, or less than four years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.
- The Hirer must be advised that they cannot rely on the school's risk assessments for any activities carried out during the letting and must complete their own risk assessments, a copy of which must be held by the school.
- Users should acquaint themselves with the Fire and Safety regulations and procedures relating to the area of the premises in use. These will be clearly displayed in each of the designated areas. It is the responsibility of the Hirer to provide first aid equipment and trained personnel. They must also carry out their own fire drills and organise their own fire procedure.

- Fire exits should not be blocked or locked, nor should furniture, equipment or other obstructions be placed in corridors during the hiring.
- The Hirer must only use that area of the building hired and must observe any instructions given by the school concerning the area available. Any furniture all equipment moved by that either should its original position at the end of each session.

A toilet is available in the entrance hall for use when hiring the main hall

- The Hirer is responsible for ensuring that good order is kept on the premises and within the immediate environs of the school and that the premises are left in a clean and tidy condition.

The Hirer will be responsible for ensuring that the group has adequate insurance appropriate to the activities organised.

The school reserves the right to levy an additional charge to cover:

- any additional cleaning that may be required after an event
- the cost of repair or damage to school fabric or equipment
- the cost of replacement of any items of school equipment if uneconomical to repair

For security reasons the Hirer will not have access to the school telephone. Hirers are urged to consider acquiring a mobile telephone for use in an emergency.

Express approval by the governing body is required if alcoholic drinks are to be sold or consumed on the premises. The selling of alcohol requires a license. Unconsumed liquor bottles cases glasses and similar articles must be removed from the premises immediately after the function has ended.

Smoking is not permitted anywhere in the school building.

Animals other than Guide Dogs are not permitted anywhere on the school premises. This is purely on the grounds of hygiene.

No combustible materials are to be used within the school except with the express approval of the governing body. In the event of an incident fire or near miss the school must ensure that the county council incident report forms are made available to the Hirer who in turn must ensure one is completed correctly and that an investigation is undertaken.

A review of the risk assessment for the activity will be required. If the Hirer has produced a risk assessment the Hirer is responsible undertaking the review and informing the school of any findings that may be relevant.

Schools are not responsible for undertaking risk assessments for Hirers activities.

In the event of fire, the Hirer will call the Fire service if school staff are not present and supporting the activity. All users will evacuate the building via the nearest fire exit and muster at the designated point. Users must not re-enter the building until the all clear has been given. The fire service will give this. Fires must be reported using the county council incident report form.

LICENSES

There are a variety of licenses that may be required for different types of function. The onus is on the Hirer to ensure which are necessary and must produce documentary evidence before the

letting takes place.

The Hirer will indemnify the school and LA against any action brought about by failure to obtain the necessary license(s).

The following categories of letting may require a license:

Theatre license

Copyright license

Cinematography license

Alcohol

Music singing and dancing

SAFEGUARDING

All safeguarding procedures with regard to the registration, supervision and collection of children is the responsibility of the Hirer only. Failure to meet these duties will result in immediate termination of the contract.

INSURANCE

Hirers will be entirely responsible for the proper use of facilities and must take all reasonable precautions to ensure that there is no damage to the fabric of the building, furniture, fittings or any school equipment.

The Hirer should indemnify the local education authority when signing the application form against any claims for bodily injury or loss of damage to property in brackets (real or personal) whether belonging to the LA or to any other person if the said loss damage or injury is either caused by the negligence of the user or by the negligence of any other person using the premises hired with the permission of the Hirer.

The effect of this is that the Hirer will be liable to indemnify the LA for any damage which is caused when the premises are being used for a function for which they are let. However it is the only operative if the damage etc. is caused by the negligence of the user or any other person using the premises with the Hirer's permission.

CANCELLATIONS

By the Hirer

Cancellations should be made in writing at least 24 hours before the proposed letting otherwise the Hirer will still be liable for the standard charges. In the event of a cancellation being made at the appropriate time the school will credit the Hirer for a free booking the following term if applicable, or refund the fee if no further bookings are required.

By the school

If the school finds it necessary to cancel a booking as much notice as possible will be given, generally not less than 24 hours, and where possible alternative accommodation will be offered. If this is not possible a refund will be made.

The LA and the school will accept no liability in respect of commitments incurred by the hirer due to such cancellations.

REVIEW

The governing body will review this policy in line with its annual cycle of review.

Appendix A

Hire Charge Rates

Hire Charges must be fully paid in advance of each session of hire

Letting fees for block bookings may be negotiated

Term Time Rates

Facility	Charge per hour
Main Hall	£15:00
Dining Room	£15:00
Caretaking costs outside normal hours	£25.00
Playing Field (including pitches)	£5:00
Mobile Classrooms (per room)	£15:00
Use of mobile toilets	£5:00

Holiday Rates

Facility	Charge per day
Main Hall	£25:00
Dining Room	£25:00
Caretaking costs outside normal hours	£25.00
Playing Field (including pitches)	£15:00
Mobile Classrooms (per room)	£25:00
Use of mobile toilets	£15:00