

Lettings Policy



Lettings arrangements concern the use of school premises and facilities outside the normal school day.

All potential letting requests are vetted prior to acceptance.

The Governing Body is responsible for the letting of the school premises and for determining lettings charges.

Any sums received in respect of the letting of the school premises will be used to reimburse the school budget for any costs incurred, e.g. Caretaking letting fees, heating and lighting costs.

This policy covers the following issues:

- Conditions of hire – full details of use of room prior to acceptance
- Lettings administration
- School use of premises
- Lettings charges

Conditions of Hire

The Hirer must not use, permit or allow the rooms or premises to be used for any extremist or terrorist activities or for the dissemination of extremist views or materials.

It is the responsibility of the Hirer to ensure that activities are conducted under adult supervision in a manner unlikely to cause inconvenience to neighbouring property or to the public.

For lettings where the general public are admitted, it is the responsibility of the organisers to appoint responsible persons to maintain order throughout the letting.

The Hirer shall meet the costs of making good any damage caused to the premises or other property, and shall indemnify the Governing Body from and against all costs, charges, claims and demands for injury, loss or damage to persons or property. The Hirer shall have Public Liability Insurance to cover this.

The Hirer shall not remove or stand on school furniture and equipment or remove other fixtures and fittings.

Notices may not be displayed on school premises without the prior agreement of the Headteacher.

The Governing Body does not accept liability in respect of vehicles parked at the school, which are, in any way connected to the letting.

It is essential that any electrical equipment being used in the premises is connected to the mains electricity supply via an adaptor fitted with a residual current device. These units are designed to prevent electrocution if equipment is faulty or incorrectly wired.

The use of the school kitchen may be agreed only after full consultation with the Cook.

In the event of cancellation, the school must be informed at least 12 hours before commencement of the letting. In default of this, the Caretaker fee is to be charged to the Hirer.

The Hirer will be charged for the time they wish to use the premises. If they wish to have access to the premises to prepare for, and clear up, before and after the function or event, an additional charge may be made.

Lettings – additional information

Where the governing body agree to hire out the school facilities the school must exercise its duty to ensure that those attending, including children are safe. Where a letting involves activities attended by children, and/or the activity is positively supported by the school for the attendance of children, the school must ensure that the hirer has appropriate safeguarding policies and procedures in place and that they, themselves and those persons likely to have contact with children, have been subject to Enhanced Disclosure and Barring Service checks. The governors reserve the right to require the Hirer to produce evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring. If for any reason the governors are not satisfied with the arrangements, they reserve the right to refuse or cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid.

With concerns raised nationally about historic allegations of child abuse against football coaches for example, it is crucial that the head teacher is satisfied that the arrangements in place to safeguard children's safety and welfare are securely in place where external instructors use their school site outside of school hours as a part of a school letting. With regard to safeguarding responsibilities the head teacher should check:

- a) the ratio of adult instructors supervising children
- b) The qualifications of those instructors are appropriate for the activity undertaken
- c) All adults in regulated activity with children have been subject to an enhanced DBS and Barred list check.
- d) The individual or organisation should also provide proof of their identity and this information should be photocopies / photographed and held on the school lettings file.
- e) Organisations using the school premises have appropriate safer working policies in place.

It is therefore strongly advised that the school makes any lettings contract conditional upon these safeguards being in place.

In addition it is important that all other safety implications are carefully managed including: premises emergency procedures: risk assessments for activities where required: fire safety procedures not compromised by a lack of trained staff (Fire Wardens or EVAC chair operatives; occupancy numbers not exceeded; vehicle parking; controlled access to unauthorised areas of the property.

Lettings Administration

Any income from lettings will accrue to the school as an addition to its budget.

No payment may be made to the Site Manager, except through the payroll system.

Payment will be calculated using the current lettings fees and are dependent on the number of rooms, facilities, day and time of day and length of time.

A record of all lettings will be kept in the caretakers letting book.

All income shall be acknowledged by a receipt and payment will be paid into the budget bank account by means of the official paying in book. All cheques shall be listed and identified by the appropriate accountancy code.

In assessing the level of charges, no cost should fall on the school budget in respect of school lettings.

No lettings should be claimed for the Caretaking element for any letting commencing before 6.00pm on a school day, as the caretaker is already being paid for this period.

School Use of Premises

School use of premises includes any activity initiated by the school. Such activities are those, which relate to statutory educational provision and other school originated activities such as fund raising events, parents' meetings, Governors' meetings and staff meetings. Any requests for use of the room or school by any other group will be vetted carefully by senior managers before acceptance.

No lettings fees should be charged for the use of the premises for school activities. The cost of the caretakers' fees and premises costs will, in these circumstances be met from the school budget.

Lettings Fees

A fair basis for the remuneration of the Caretaker shall be to pay an agreed sum for the opening and closing of the school and a further sum in accordance with the number and type of rooms used during the letting, this will include normal ancillary use of toilets and corridors.

For letting requested during the day in school holidays, the following charges will be made. These will exclude any payment to the Site manager as his salary will already be paid to him for this period.

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| ▪ Hire of classroom | £25.00 per 4-hour session
or part thereof |
| ▪ Hire of Partnership Room | £5 per hour |
| ▪ Hire of hall | £25.00 per 4-hour session
or part thereof |



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- Hire of school field £25.00 per 4-hour session or part thereof
- Hire of hall and school field £45.00 per 4 hour session or part thereof

Lettings will be available on school days from 6.00pm until 9.30pm. Weekend and school holiday lettings will be available from 9.00am until 6.00pm.