

Lettings Policy

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Related Policies	Financial Procedures Health & Safety
Chair of Governors Signature	

LETTINGS POLICY

RATIONALE

The Governing Body encourages the use of the School's physical resources to enhance the quality of life in the wider community, providing there is no detriment to the School's on-going enjoyment of its own resources.

The Governing Body have agreed to encourage the letting of the school premises where possible with the proviso that such lettings must not be detrimental to the school itself or its pupils. To this end the following Policy Statement has been drawn up. The Head teacher will act as the Governing Body representative in relation to this policy.

PROCEDURES

- All lettings must be approved by the Governing Body and are dependant on staff availability to manage the let.
- All applications must be on the form provided by the School and must be completed in full as required and returned to school together with the deposit, at least 7 days before the required booking date.
- The hirer must personally sign the application form and may not sub-let the premises or grounds hired.
- Applications will only be accepted for a maximum period of one academic year
- The Governing Body may cancel any letting at any time for an adhoc booking, or with one months notice in relation to a block booking. Either the fee paid will be refunded, or an alternative date offered, except in the case of misuse or misconduct by the hirer.

CHARGES

- Unless it is for the direct benefit of the School, all lettings will be charged at an economic rent. All charges must be paid in advance of the date and by the method required by the Governing Body except for hirers with a block booking arrangement. In the case of the latter an invoice for payment will be issued.
- Charges will be made at rates which will be determined annually by the Governing Body and all block bookings all be notified in writing of any changes
- The Governing Body does not undertake to refund any charge on cancellation of a booking by the hirer, unless twenty one days written notice of the cancellation has been given in writing to the Governing Body.

CARE OF PREMISES

- The hirer shall ensure that there is a responsible adult present who is able to supervise at all times during the letting.
- The hirer is required to pay the Governing Body the cost of making good any damage to property which may be the result of a letting. The hirer is required to clear away any rubbish and leave the premises and/or grounds in the condition

in which they were found e.g sweep the hall floor, spot mop and leave surfaces clean. The hirer will be responsible for reimbursing the Governing Body for any additional costs incurred in cleaning the premises, clearing the grounds after a letting or late vacation of the building.

- No desks, fixed furniture or equipment that may be in the accommodation hired shall be used or interfered with, without the prior approval of the Governing Body. Standing on seats, furniture, and window sills etc. is not permitted. Fitting, fixtures or decorations of any kind shall not be permitted, other than purely temporary arrangements which require no permanent fixings which would damage or disfigure any part of the premises.
- Chalk, resin or polishing materials may not be used on floors.
- The electrical and mechanical installations of the premises are not to be supplemented or altered, nor is any specialist equipment such as public address systems to be installed by the hirer, except with the express approval of the Governing Body.
- There is to be no smoking within the School premises or grounds at any time.

EQUIPMENT AND ACCOMMODATION

- Specialist rooms and equipment (including gymnastic equipments, public address systems, stage lighting and pianos) are not included in the letting arrangements, unless specifically requested on the application form and approved by the Governing Body. Such applications must specify the name and qualifications of the person taking responsibility for their proper use. An additional charge may be made for such use.
- Chairs installed in the premises may be used by special arrangement with the Governing Body, but the Governing Body does not undertake to provide suitable chairs or seats for the use by the hirer. The hirer is responsible for the set up and tidy away of any school equipment used.
- Any furniture provided by the hirer must be removed immediately after the end of the letting.
- The Governing Body does not provide First Aid facilities for hirers nor does it guarantee access to the public telephone system for calling assistance during lettings. Hirers should make their own arrangements in this respect.

CONDITION OF THE PREMISES

- Whilst the Governing Body gives no guarantees as to the fitness, suitability or condition of the premises or grounds at the commencement of the letting, every effort will be made to see that they are in a reasonable state.
- Where facilities booked by the hirer prove not to be available during the letting, the Governing Body will consider applications for refunds of a proportionate part of the letting charge; always providing that no such refund shall be given for

facilities not included in the letting charge. The Governing Body's decision shall be final in respect of any refund made.

INSURANCE

- It is the responsibility of the hirer to produce a certificate of adequate Public Liability Insurance Cover of £5million for the activity/club which will be undertaken at the school and have received, read and signed the fire, security and emergency contact details provided.
- Insurance affected by the School does not extend to a hirer's liabilities.

CATERING FACILITIES

The kitchenette is available for preparation of simple food and drink and basic tea and coffee making facilities are available for use in line with the following conditions:

- The kitchenette (LKS2) and all equipment must be left as clean as it is found.
- Tables must be washed after use.
- Any other special condition imposed by the governing body at the time of booking.

LEGAL REQUIREMENTS

- The hirer shall comply with the legal requirements concerning consumption of intoxicating liquor, music, singing and dancing licences, theatre licenses and copyright. The hirer shall be fully responsible for obtaining any licences or any other permission required, always providing that no such application shall be made without the prior approval of the Governing Body.
- The Hirer shall comply with Section 12 of the Children and Young People's Act 1933, that is to say where any play or entertainment is provided at which the majority of persons attending are children, it shall be the duty of the hirer to station and keep stationed whenever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent unauthorised persons from entering the premises and to take all other reasonable precautions for the safety of the children.
- The hirer will endeavour to ensure that the requirements of the Equality and Diversity Act 2010 (in particular the need to promote good relations between persons of different racial groups) be observed at all times throughout the letting.
- The hirer is specifically forbidden to use, or allow the use of the hired premises or grounds for any illegal or immoral purpose and shall not carry on any activity, so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.

COMPLIANCE WITH REGULATIONS

Failure by the hirer to comply with any or all of the foregoing regulations where applicable whether intentionally or not may be deemed by the Governing Body to be just cause for the immediate cancellation of any letting or series of lettings.

OTHER INFORMATION

- Hirers should note that to comply with fire regulations the capacity of the hall is 190m² therefore a **maximum of 380** people in the hall at any one time.
- Procedures to be followed in the event of a fire or similar emergency are provided once the letting has been approved by the Governing Body.
- In the interests of preserving the reputation of the school and to uphold the responsibilities under the 'Prevent Strategy' for extremism, the Governing Body reserve the right to refuse an application to hire the premises.

APPENDIX

Appendix 1 - Bowsland Green Primary School's Lettings Charges

Appendix 2 - Bowsland Green Primary School's Lettings Application Form

Appendix 3 - Fire Drill Procedures and Map

APPENDIX 1

BOWSLAND GREEN PRIMARY SCHOOL

LETTINGS CHARGES

	Mon – Fri	Weekends/ Evenings from 6 pm
Hall	£20.00 per hour	£25.00 per hour
Kitchenette	£5.00 per hour	£5.00 per hour
Ball court (no floodlights)	£20.00 per hour	£25.00 per hour

As this is a primary school and out of hours working is dependent on the good will of staff would hirers please note the following:

- All lettings are dependant on a member of staff being available to manage them.
- The school is not available for hire on Bank Holidays.
- Access to the building will be available 15 minutes before and after the required booking time. If further time or assistance from the school is required by the hirer then an additional charge will be applicable.
- It is possible to negotiate a reduced rate for a block booking
- 10 % non refundable deposit is required when booking is confirmed.
- **Note – The school is happy to support local authority projects which result in lettings. For these lettings we are aware that we will not receive the full letting charge and we may offer a discount for these type of lettings.**

APPENDIX 2
BOWSLAND GREEN PRIMARY SCHOOL
LETTINGS FORM

PART 1 APPLICATION DETAILS (to be completed by the applicant, please type or use ball point pen)						
Facilities Required	Purpose of Hire	Day of the Week	Dates Required		Times Required	
			From	To	From	To

Name of applicant _____

Telephone No _____ Email _____

Full postal address _____

Name of organisation _____

Is the organisation on the register of approved youth organisations held by the Director of Community Services.

YES/NO If YES state registration No _____

I confirm that I have produce a certificate of adequate Public Liability Insurance Cover of £5million for the activity/club which will be undertaken at the school and have received, read and signed the fire, security and emergency contact details provided.

I personally agree to be responsible for the fees charged in respect of this letting. I have read and will observe the regulations overleaf and above.

Signature of applicant _____

Date _____

PART 2 APPROVAL DETAILS (For school use only)

I recommend that this application is: APPROVED/NOT APPROVED

Comments: _____

Seen and taken a copy of the Public Liability Insurance of £5million – YES / NO

Signature _____

Date _____

Date caretaker informed: YES / NO

For EVENING/WEEK-END USE ONLY – complete the following:

Will the caretaker be required to be on active duty throughout the duration of the letting? YES / NO