



LETTINGS & CHARGES POLICY

Ratified by Governing Board	28 th January 2021
Next Review (annual)	Spring 2022

RATIONALE

It is the Governing Board's policy to allow the community use of the school premises. The school premises consist of the site and all school buildings on site. Any lettings should be outside school normal operating hours, having regard to staff training days.

The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.

The school premises will not be let for functions where a Public Entertainment Licence is required.

PRIORITIES

An order of priority shall be established for lettings along the lines of:

1. Social events and open evenings, services, concerts, school discos, governing board meetings.
2. Events organised by the Church.
3. Parents, Teachers and Friends Association (PTFA) events, eg School Fair, social events, committee meetings.
4. Community use, eg. Keep fit groups, private individuals, provided that the hirer has their own Third Party Public Liability Insurance as appropriate for large groups.

Any letting shall be subject to the availability of the caretaker or a school governor.

FEES FOR HIRING THE SCHOOL PREMISES

All outside meeting expenses at least should be covered. The school budget, should not suffer as a result of any outside letting.

1. School events: to be borne by school budget
2. PTFA Association meetings, committee meetings and annual general meeting fundraising meetings and other events of a social nature - no charge.
3. Community use: Charge for room hire (which includes heat and light), cost of caretaker (plus on costs including national insurance, superannuation, pay award and administration).
4. Church events - no charge.

Income derived from lettings will be retained by the school and costs to the school of lettings will be met from this income.

The CMBC procedure for charging and recovering letting costs shall be followed (eg: 50% of Brownies charges are reclaimed from CMBC).

The day-to-day management of lettings shall be delegated to the Headteacher/office manager. In the event of any application of a political or commercial nature or in the event of any doubt, reference should be made to the Chair of Governors and/or Clerk to the Governors, before

permission for a letting is granted.

PROTECTION OF PREMISES AND SUPERVISION OF EVENTS

The hirer will be given full terms and conditions of the let, including car parking arrangements, numbers of people allowed, location of fire entrances and equipment, availability of emergency telephone and first aid equipment, areas of school available, access to toilets, equipment use, agreeing security arrangements, arrangements for liaison with outside organisations, eg fire brigade, Environmental Health Officer, arrangements for checking and securing premises on opening and completion of events.

HIRING AGREEMENT

Prior to any letting, a Hiring Agreement (see page 4 and 5) shall be signed by the named representative of the hirer – this applies to church, community and private lettings). This agreement contains conditions on the hirer including, where appropriate, responsibility for insurance and obtaining any necessary licences. The Headteacher may require a deposit to be paid in advance to cover any damage, etc.

All hirers to ensure that any electrical equipment they bring has been PAT tested and can provide evidence of such.

LETTER TO CONFIRM A LETTING – TO BE COPIED AND PASTED ON TO SCHOOL LETTERHEAD

Dear [Hirer's Name]

Re: Hire Agreement – [insert date and times of hire period]

Thank you for your enquiry to hire the school premises. I can confirm the details of the letting agreement as follows:

Duration of letting period: [weekly, monthly, one-off – for how long]
Start/finish time (min. 1 hour): [insert here]
Cost @ £x.xx per hour: [insert total cost of hire period]
Payment: A deposit of £xx.xx is required. / Full payment is required at least one week for the event. [delete/amend as appropriate]

Car parking arrangements: You may use the carpark at the front of the school. If you need to park in the surrounding streets, please do so courteously.

Total Number of Attendees: The space you have hired can take a maximum of XXX people.

Location of fire entrances: [insert locations here + where fire extinguishers are located]

Location of First Aid equipment: [insert details]

Location of Telephone for use: [insert details]

School equipment available: [insert details]

Security/access to the premises: The school caretaker will ensure the school is open and will lock up afterwards. [caretaker's name] can be contacted on [insert phone no here]

Liaison with the school: Prior and after the event – please contact the Office Manager.
During the event – please contact the school caretaker.

I have attached a copy of our Conditions for Hiring School Premises. Please read through these conditions, and if you are in agreement, sign them, and in the box at the bottom of this letter and return them to the school, taking a copy for yourself. In the meantime, if you have any queries whatsoever, please do not hesitate to contact me.

Yours sincerely

Mr Ross Benson
Office Manager

FOR COMPLETION BY THE HIRER:

I confirm that I am authorised by the above named hiring organisation to enter into a letting agreement. I accept the details above and to the conditions set out in the Conditions of Hire.

NAME OF ORGANISATION _____

SIGNATURE OF AUTHORISED PERSONNEL _____ DATE _____

CONDITIONS OF HIRING SCHOOL PREMISES

BOOKING CONDITIONS

Letting fees may be required to be paid in advance by the Hirer. Specific bookings may be made for single lettings or repetitive lettings up to one year in duration. In the case of repetitive lettings, the charge for each specific week will be in accordance with the scale of charges that apply in that period and must be paid within 28 days of this invoice date to cover the specific booking. A provisional booking may be cancelled by the hirer at any time, but a specific booking cannot be cancelled unless 7 days prior notice has been given by the hirer, where this period of notice has been given the fee relating to the cancelled booking may be refunded by the school. Where the school is obliged to cancel a specific booking for any reason other than the hirer's instigation the fee relating to the booking will be refunded.

CHARGES

Full details are provided in the school's Lettings and Charges Schedule and will be detailed in the hire agreement.

USE OF PREMISES

School Responsibilities

For the duration of the letting period schools will be responsible for ensuring the following provision:

- Adequate premises supervision will be in attendance.
- Adequate means of escape in an emergency.
- Adequate equipment available for the use should an emergency situation arise. This should include: Fire extinguishers, first-aid kit, access to telephone.
- Adequate heating, lighting and ventilation. This should include external lighting where required.
- Safe equipment and premises.
- Individual arrangements should detail which equipment should be used and which not.
- Assistants available on call to deal with defects to school plant or equipment to ensure premises are secured. Sufficient information given to hirers on operation of plant, equipment and emergency facilities.
- Arrangements are in place to ensure the security of the premises at the end of the letting period if appropriate.

The school is obliged to carry out periodic monitoring of hire activities to ensure compliance with hire conditions.

Hirer responsibilities

For the duration of the letting period the hirer will be responsible for ensuring the following:

- Adequate supervision is available. Normal and emergency procedures are followed
- No school equipment, other than that specified at the time of letting is used. School furniture shall not be moved by the hirer except by arrangement with the Caretaker or person holding custodianship for the time being e.g. a relief Caretaker.
- The hirer will ensure that all relevant recruitment and vetting checks including DBS disclosures have been undertaken on staff who work with children and young people.
- Familiarity with emergency equipment, such as fire extinguishers, alarms, telephone, first-aid facilities.
- An emergency evacuation procedure is established. This will detail who will be responsible for taking control, calling emergency services and where to assemble. Consideration should be given to the needs of any disabled participants.
- Facilities and equipment are used in a responsible manner, which does not compromise the safety of the users or the premises and equipment. This includes ensuring that alcohol is not consumed.
- Emergency exits, fire extinguishers, alarm points are not obstructed. Adequate walkways are available to allow free and easy access and egress. No gas cylinders or canisters are used inside the premises. Combustible materials are not placed adjacent to heat sources.

- Equipment is used for the purpose for which it was designed.
- Any equipment or furniture moved by prior arrangement is to be replaced at the end of the period of hire.
- Flammable and/or hazardous substances are not to be used.
- Arrangements have been made to ensure the premises are secured at the end of the letting period if appropriate.
- Nails, tacks, screws etc., shall not be driven into, or adhesives fixed to walls, floors, ceilings, furniture or fittings and no decoration of any kind shall be put up.
- Footwear likely to damage the floors is not to be worn.
- Litter and property belonging to the hirer or agents, is to be removed by the hirer at the end of the period of hire. Any costs incurred in removing these items will be paid by the hirer.
- Alterations to lighting or heating systems are forbidden.
- To park in designated areas, leaving access for emergency vehicles

COPYRIGHT

The hirer or his servants or agents shall not infringe any copyright, or performing rights and undertakes to indemnify the School against the costs for infringement. Where the let involves the use of sound recordings or music is played, groups might not be covered by the licenses purchased for the school premises. Primarily groups that are linked to the school and consist of teachers, governors, students, PTA members etc., will be covered. For other groups clarification should be sought from the relevant licensing authority prior to the premises being let and the relevant licence purchased, if required. The School will require from the hirer sight of the relevant licence(s) at the time of booking the premises. A licence may also be required for the performance of a dramatic or musical work. (Hirers should be warned that the use of 'home produced' tapes is illegal).

CHARGES FOR SPORTING USE

The hirer is reminded that the charges for sporting use relate to facilities available and at the standards provided for pupils. If a hirer should require facilities of a higher standard then the hirer will be responsible for the additional costs incurred by the school in meeting the special demands.

ALCOHOL

Alcohol shall not be consumed on the school premises except with the permission of the School Governors and will be subject to the conditions made at the time of booking, and to the obtaining of such Justice's Licence as may be necessary

DISABLED PERSONS

On those occasions when disabled persons are present on the premises such special arrangements as may be necessary in the circumstances shall be made so as to enable all persons to leave the premises in the event of fire.

LIABILITY OF HIRER

For large groups/organisations, the School shall not be liable for any injury or damage to or loss of property, which shall or may occur to the hirer, his assistants, servants or agents, or others entering on the property in the exercise or purported exercise of the hiring, with the exception of injury or damage as may occur by reason of the negligence of the School, its servants or agents acting within the scope of their authority. The hirer will therefore need to ensure adequate insurance is purchased to indemnify the negligent actions of the group, its servants, assistants and agents resulting in a claim for injury and property damage to members of the group, the School or others entering the property.

Please note that this is a **NO SMOKING SITE**

I have read and agreed to the conditions above.

Name _____

Signature _____ Date _____