

Streatley C of E (VC) School



Streatley Church of England (VC) Primary School

Name of policy: Lettings Policy

Reviewed by: Full Governing Body

Ratified by: Full Governing Body

Date last ratified: 26th May 2021

Review frequency: Annually

Date of next review: May 2022

Aims of the policy

To maximise the use of the school's facilities for the benefit of the community and the school. Groups and individuals may hire designated areas of the school and grounds in accordance with the terms and conditions for hire as determined by the board of governors, and along West Berkshire Council (WBC) guidelines.

In this context the governors delegate lettings decisions to the Head Teacher and/or School Business Manager, with the necessary accounting and administrative procedures handled by the School Business Manager, in accordance with the financial regulations and contract standing orders of WBC.

The governors support the principle of the fullest possible use of the school buildings and grounds on the following conditions:

- it does not detract from the school's primary function of educating its pupils;
- use by the school must take priority but every effort will be made to minimise disruption to hirers;
- it does not have a negative impact on the school's budget unless it supports the school's aims;
- it is appropriate for school premises;
- there is no risk to school security;
- use must satisfy both WBC and Streatley CE Primary School Health and Safety policies; or
- that the intended use fully satisfies the school's obligations and statutory requirements under current Disability Discrimination and Equal Opportunities legislation.

Hirers Liability Form

A form is available from the School Business Manager and should be returned completed to the school office at least seven days prior to the hire.

Confirmation or otherwise of the proposed hire will be given as soon as possible following receipt of the hirer's liability form. Hirers are expected to comply fully with the detailed terms and conditions included in the hirer's liability form.

Responsible Person

- We require a responsible person to complete the Hirers Liability form and must be on the premises at all times during the period of the hire / letting.
- If the area being hired is out of school hours, then the hirer will need to have access to a mobile phone.
- In the event of an emergency, the hirer should ensure the school has access to a contact number for the responsible person.

Areas for hire

1. The school hall
2. The library
3. The playgrounds
4. The school field

Timings of hire

- School facilities will be available during term time, Monday to Friday, generally from end of school day until 9pm.
- School facilities will be available during term time, Monday to Friday, 9:30am – 4pm for curriculum based activities such as music lessons. *ID checks, relevant qualifications and DBS certificates will need to be seen and recorded on the SCR for these hirers.*
- Weekend, late finish and out of term time lettings may be available subject to approval by the head teacher and the availability of a member of the school staff or the Governing Board prepared to take responsibility for the premises.

Risk Management and Insurance

If appropriate, a risk assessment will be carried out by the Head Teacher. The School Business Manager will ensure a hirer's liability form is completed. (Letting contracts can only be entered into with a named officer of the group, association, or club). The hirer (club, association, group etc.) is expected to provide its own public liability insurance, with cover of £5million.

The school does have third party public liability insurance in place and is provided by RPA.

Terms and Conditions

Charges

Charges will be set on an individual basis depending on each let and reviewed on an annual basis by the Finance & Staffing committee as delegated to them by the governing board. The following will be taken into account:

- groups using the school on a regular letting;
- single functions;
- weekend use (subject to the availability of a school representative to open and close the building and check there is no damage or cleaning required after the event); and
- relationship with the school (Streatley Pre School, FOSS etc.)

The school may at its discretion demand payment in full in advance, be it before or during the duration as stated in the Hirers Liability form.

Basic charges:

Term time, Monday – Friday 4pm – 9pm = **£12** per hour

Term time, Monday – Friday 9:30am – 4pm = **£25** per term for curriculum based enrichment.

Any other hire outside of the above timings to be discussed with the school.

Continued long term letting of out building = **£250** per annum

Deposit

Discretion is used when deciding on a deposit. Factors such as who is hiring; how often they require the facilities; what the let / use of facilities is for; Is the hirer known to the school and how far in advance of the let is the booking being made are all taken into account.

In some circumstances, a deposit of 25% of the relevant charge will be required from hirers, in addition to the lettings charge. This is refundable after the event providing all terms of the let have been complied with, i.e. no damages, breakages or extra cleaning etc.

In the event of damage or theft to school property or equipment, or in the event that additional cleaning is required, an appropriate deduction will be made from the deposit. Should costs incurred exceed the deposit; a supplementary invoice will be raised.

Payment Terms

Hire charges must be paid in advance for one off events unless by prior agreement with the School Business Manager and confirmed in writing:

- for regular lettings during the school day, payment will be invoiced termly.
- for continued long term lettings and sole use; such as Pre-School, will be invoiced annually.

Payment

Cheques are to be made payable to WBDC Streatley School
BACS: 60-15-07 16295552 NatWest WBDC Streatley CE Primary School

Cancellations

Cancellations will require three clear days' notice; otherwise the hirer will be liable for the full hire charge.

Attendance

The Hirer shall be responsible for ensuring that the number of persons using the premises does not exceed that for which the application was made and approval given.

Public Safety

The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and - where applicable - the Hirer must adhere to the correct adult/child ratios at all times. The hirer shall be informed of the maximum number of attendees for each venue at the time of hire application

Child Protection

Any organisation submitting a lettings request involving working with children and/or young people must submit to the school evidence that appropriate policies and procedures are in place with regard to safeguarding children and child protection and provide evidence to the school of criminal record checks relating to all staff and others working closely with children. The Governing Body will ensure that there are arrangements in place to liaise with the school on these matters.

Furniture, Fitting and Equipment

- Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted.
- The school will not provide materials, equipment, or musical instruments.
- An agreed quantity of tables and chairs can be provided free of charge and should be requested at time of booking.
- Use of the schools resources, including telephones and photocopiers, is not included in a letting arrangement unless expressly agreed at the time of the letting. It should not be assumed that the school office may be available during the time of the letting.

Hirer's Equipment

The hirer should state on the hire agreement any equipment they intend to bring into school. They are responsible for ensuring the suitability of the equipment and for ensuring that it is in good working order. Any electrical equipment brought by the Hirer onto the school site MUST have a certificate (Portable Appliance Test) of safety from a qualified electrical engineer. The intention to use any electrical equipment must also be notified on the form. Any of the hirer's own equipment should be brought into / removed from school within the time of the letting.

Cleaning

- The school will ensure that the area to be hired is in a clean and tidy condition before the hire commences. The hirer will be expected to leave the area in the same condition.
- Setting up and clearing up times are to be included in the hiring time.
- Hirers are responsible for the removal of any rubbish/waste incurred during the hire.
- If the area used by the hirer requires cleaning and incurs charges for the school, then the hirer will be liable to pay these additional costs.

First Aid

There is no legal requirement for the school to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements, which may include the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. It is recommended that the hirer has access to a mobile phone at all times throughout the letting to cover any emergency event.

Fire or emergency procedures

- If the fire alarm sounds, exit the building via the nearest exit, not necessarily the door you came in through.
- The fire assembly point is on the school field at the front of the school.
- If you need to raise the fire alarm, use any red call point located near exits around the building.
- In the event of an emergency, such as flooding, fire or serious injury caused by the school premises, please inform / call the number given to you on the day of hire.

Toilet facilities

Access to toilets will be included as part of the hire arrangements.

Entertainment licence

Some events and functions may require a Public Entertainment Licence. WBC department of Public Protection is responsible for providing these, and can offer guidance on capacity, health and safety restrictions etc.

Food and drink

We are a nut free school, please do not bring seeds or nuts on to the premises. Food or drink may be prepared or consumed on the property with the direct permission of the school, in line with current food hygiene regulations. Requests should be added to the form in advance.

Kitchen Facilities

Generally, the school kitchen will not be included in the hire. If you require use of the school kitchen, please ask at the time of booking and this will be at the discretion of the headteacher and subject to food safety and hygiene qualifications.

Smoking

No smoking is permitted anywhere on site.

Dogs

No dogs are permitted anywhere on site.

Noise

The school will require to be satisfied that hirers will make every effort to minimise any possible inconvenience to local residents (loud music, car movement etc.). School premises must be vacated by midnight latest, and to facilitate this any music or other noise should cease well before that time. In any event all hirers and their guests will be expected to respect the rights of residents living in the immediate vicinity of the school, by entering and leaving the premises in a quiet and orderly manner.

Priority of Use

The Headteacher will resolve conflicting requests for the use of the premises, with priority at all times being given to school functions.

Loss or damages

Subject to availability, the Hirer and other adults/visitors involved/attending the letting may use the school car parking facilities. Neither the school or the Local Authority will accept any responsibility in terms of damage, theft or loss of any car left on site during the hire period.

Should you discover a hazard in regard to the school premises and or any equipment, please inform the School Business Manager on sfinance@sps.w-berks.sch.uk.

Sub-letting

The Hirer shall not sub-let the premises to another person.

Right of Access

The school reserves the right of access to the premises during any letting. The Headteacher, responsible school employee or members of the Governing Body, may attend to monitor activities from time to time.