



Lees Hill C of E Primary School

School Lettings Policy

POLICY ADOPTED BY FULL GOVERNING BODY: May 2018

Name: Mike Brown

Position: Chair of Governors

Next Review Date: May 2019

Aims and Objectives

The School encourages the community use of the school premises, namely the school hall, junior classroom, car park (playground) and school field.

The School Lettings Contract details the priorities, scope, responsibilities and conditions of letting and forms part of this policy.

School Lettings are related to the following policies:

- Charging and Remissions
- Health and Safety
- Risk Assessment
- Spiritual, Social, Moral and Cultural Education

Role of Staff

Staff will ensure that the areas of the school premises available to community groups, as specified above, are kept in a fit state to welcome these visitors.

The school office is responsible for making bookings according to the terms of the School Lettings Contract. Staff must ensure that the main kitchen, staff room and chancel as appropriate are locked when community groups are expected in school.

Staff may have a role as key holder and as such will be subject to the terms of the School Lettings contract.

Role of Parents/Carers

Parents and carers may have a role as hirers of the school and will be bound by the terms of the School Lettings Contract.

Role of Governors

The Governing Body have responsibility for ensuring that the terms of the Lettings Contract are followed and assisting/advising the Headteacher and/or their representative if these terms need to be reviewed according to community group requirements. The final decision as to whether to allow a booking rests with the Governing Body.

Monitoring and Review

This policy will be monitored and reviewed annually, or sooner, as necessary.



Lees Hill C of E Primary School

School Lettings Contract

Introduction

The Governors of Lees Hill CE Primary School encourage the community use of the school premises, namely the school hall, junior classroom, car park (playground) and school field.

The Headteacher and/or their representative is responsible for the day-to-day management of hiring out the premises and they will consult with the Chair of Governors if in any doubt about confirming a letting. The final decision as to whether to allow a letting rests with the Governing Body.

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

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.

Priorities

1. The school hall and/or junior classroom, school yard and school field will only be available for letting outside the hours required for use by the school.
2. All lettings of the school will be subject to the availability of a responsible representative of the school to be on call.
3. The order of priority for hiring out the premises will be:
 - School events
 - Local Authority directed use (i.e. voting)
 - PTA events
 - The Vicar and/or Churchwardens as trustees
 - Parish Council events
 - Other events
4. The hall, junior classroom, car park (playground) and school field will be available for hire to other organisations in the community with the approval of the Governing Body.

Bookings

1. Bookings do not include school resources (unless by arrangement).
2. All bookings must be made through the school office.
3. Bookings must be in writing and on the appropriate form, with full description of the function, the name and contact details of the organiser and person responsible.
4. Booking times must be strictly adhered to. This time includes the setting out of equipment and clearing up.
5. Groups will not be permitted onto the premises outside the designated times without the express permission of the Headteacher.
6. A non-returnable deposit of 10% must accompany the application, which should be made no later than 14 days prior to the event.
7. The balance of the letting fee should be paid not later than 5 working days after the event.
8. Prior to hiring out the premises, a Letting Agreement will be signed by the named representative of the hirer and returned to school with the booking form, proof of the hirers appropriate insurances and risk assessments.

9. At the end of each letting the designated key holder must confirm by telephone with the responsible person on call that the school has been left in a secure and clean condition ready for school use. The number of the responsible person on call will be given when the key is collected up to 24 hours before commencement of the letting.
10. The total cost of the let will be from the time indicated on the booking form until the time when the responsible person receives the hand-over call from the key holder.

Health & Safety

It is a condition of the letting arrangement that the hirer agrees to be bound by the Lees Hill CE Primary School Health & Safety Policy and the schools Risk Assessment relating to the use of the school hall.

1. Smoking is not allowed in the school premises and grounds.
2. The school hall will not be let for functions where a Public Entertainment License is required.
3. The school hall will not be let for functions where a Licence for the Sale of Alcohol is required.
4. The hall capacity is a maximum of 150 people, in line with Health & Safety and Fire Regulations.
5. The Governing Body cannot accept any responsibility for loss, damage or accident which occurs during the occupation of the premises.
6. First Aid supplies are available in the school hall kitchen, but it is preferable for the hirers to have at least one person with a valid First Aid Certificate present at their events. The cost of any First Aid supplies used will be charged to the hirer. All accidents must be reported in writing to the Headteacher for entry into the Accident Book.
7. Fire Exits and extinguishers are clearly marked and are to be kept free from obstruction at all times.
8. At no time may the unlocked building be left unattended. At the end of the letting the group must ensure that the building is secure and confirm this by telephone to the responsible person on call.
9. The Governing Body reserves the right to cancel or cease the event in the case that there are breaches of Health and Safety regulations, or behaviour deemed to be unruly is taking place.

Key Holder Responsibilities

1. The key holder must attend annual training on the use of heating, alarm and relevant safety procedures.
2. They must not delegate their responsibility to any other person.
3. The key should be collected up to 24 hours before the letting and returned to school the next day.
4. The key holder must make a hand-over telephone call at the end of the letting to the responsible person on call to confirm that the building has been secured and left in a clean condition. The letting will be deemed to continue until this call has been received.

Insurance and Risk Assessment

1. The hirer should ensure that appropriate insurance is in place for the purpose of the hiring and is sufficient to cover all its legal liabilities for accidents resulting in injuries to persons and/or loss of or damage to property, including the hired premises.
2. All persons hiring the school premises must carry sufficient Third Party Liability Insurance to satisfy LA requirements.
3. All hirers are subject to the schools risk assessment as well as their own groups risk assessment. Individuals hiring for one-off events must discuss the schools risk assessment policy with the Headteacher and/or their representative before the hiring.

Facilities

1. Any hirer must visit the school prior to the event to be shown the facilities available and to be advised of the Health & Safety aspects, such as fire exits, extinguishers etc.
2. Limited on-site storage facilities are available by prior agreement only.
3. No fixings of any sort are permitted.

4. No unsuitable footwear to be worn in the hall, e.g. stiletto heels or anything which may mark the floor.
5. Electrical appliances may only be used with prior consent of the school, following production of a valid Portable Appliance Testing Certificate.
6. Any damage caused by the group will be the responsibility of the hirer, who may be held personally liable for the costs of repair or replacement of any losses or breakages.
7. If extra cleaning is required over and above that allocated in the charge, the hirer will be responsible for the extra costs incurred. The key holder must report any instances likely to require additional cleaning (including the school yard if used for parking) to the responsible person on call during the hand-over telephone call at the end of the letting.
8. The only toilet designated for the use of visitors is in the school hall.
9. Hirers are reminded to respect the confidential nature of articles relating the childrens education in a normal classroom.

Conditions

In these conditions:

- The 'Owners' means the Governors of the school and the 'Agent' means their representative.
 - The 'Hirer' means the person signing the application form together with any organisation for whom he/she is stated to be acting. The liability under the hiring agreement of such person and such organisation shall be joint and several.
1. Not more than the number of persons stated in the booking form shall be allowed in the school premises at any one time.
 2. Use of the school premises and entry thereto is limited to the purposes and times stated on the booking form. No sub-letting is permitted. Additional time required for setting up will be charged at the normal hourly rate. Charging will continue until such time that the responsible person received the hand-over call from the key holder at the end of the letting.
 3. The Hirer is responsible for and shall indemnify the Owners against all damage to the school premises and to any property on the school premises occurring during or in relation to the hiring or while persons are entering or leaving the school premises pursuant to the hirer, however and by whomsoever caused.
 4. The Owners shall not be responsible for any loss or damage to any property arising out of the hiring not for any loss or injury which may be suffered by, or be done, or happen to any person using the schools premises during or in relation to the hiring, arising from any cause. Neither shall the Owners be responsible for any loss due to acts beyond their control which may cause the premises to be temporarily closed, or the hiring to be interrupted or cancelled.
 5. The right at any time to enter the school premises and remain on the premises during the hiring is reserved to the Owners and their Agent and any Police Officer.
 6. The Hirer shall ensure that good order is kept in the premises.
 7. The Owners or their Agent may put a stop to any entertainment or meeting which in their opinion is not properly conducted or which may infringe any of the provisions hereof.
 8. No bolts, nails, screws, pins, spikes or other objects shall be driven into the fabric of furnishings of the school premises. No articles may be fixed thereto and there shall be no structural alteration to any part of the school hall.
 9. The Hirer shall at the expiration of the hiring leave the school premises in a clean and orderly state ready for use by others.
 10. The Hirer shall ensure that all property brought into the premises for the purpose of the hiring is removed before the expiration of the hiring. The Owners shall not be responsible for any property left behind and reserve the right to charge extra while it is in the premises.
 11. No slogans, advertisements, flags, emblems or decorations shall be displayed inside the school premises, whether fixed to the same or free standing.

12. The Hirer shall remove any slogan, advertisement, flag, emblem or decoration displayed inside the school premises if in the opinion of the Agent it shall be unlawful, unseemly, libellous or expose the premises to an undue risk of fire, or is likely to lead to a disturbance or a breach of the peace.
13. No exits may be blocked or chairs or obstructions placed in corridors of fire appliances removed or tampered with and the Hirer shall ensure that users of the premises are aware of the locations of emergency exits and that the Hirer's staff know the location of the fire-fighting equipment.
14. Any lights or other electrical equipment which shall be connected to the electrical installation in the premises shall be properly insulated and fused and electrical plugs and sockets shall not be overloaded. All electrical apparatus shall have a current PAT notice.
15. Playground can be used for car parking, with prior agreement.
16. All the conditions attached to any music and dancing licence and any theatre licence for the school premises shall be observed. A copy of each such licence held may be seen on application to the Agent and the Hirer shall be deemed to have had notice of all such.
17. All legal requirements regarding the consumption of alcoholic liquor, the performing of plays and the exhibition of cinematograph films shall be observed; there shall be no infringement of any copyright subsisting under the Copyright Act 1956. The Owners or their Agent shall be entitled to require proof that the provisions of this clause have been complied with 48 hours before the hiring. All legal requirements of Gaming and Lottery legislation shall similarly be observed without infringement.
18. If the hiring includes use of the kitchen the Hirer shall comply with such conditions as the Owners or their Agent may prescribe at the time of hiring.
19. The Hirer shall make such provision for such insurance cover as the Owners of their Agent may require, and shall pay all premiums due thereunder, and produce the policy of policies of insurance 48 hours before the time of the hiring.
20. A deposit of 10% of the total hiring charge must be made with the application and the balance must be paid in full not later than 5 days after the event. No money will be refunded if cancellation is notified within 24 hours of the event.

This contract may be amended, changed and updated by any subsequent decision of the Governing Body.

Lees Hill School Lettings – Information and Charging Sheet

Hall internal floor area – 128 m²
 Maximum Capacity (for fire regulation purposes) – 150
 Catering tables available – 10
 Double power outlets available
 External socket available
 Toilets are available in the hall
 Light catering facilities available in the hall
 Crockery and cutlery available in the hall kitchen

Lettings charges with effect from 1st January 2012

Unaccompanied Rate (with designated key holder)	
£7.20 per hour	Plus £45 per call-out charge
Accompanied Rate (without designated key holder)	
£52 per 2 hour let (minimum)	Plus £26 per hour thereafter



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BOOKING FORM FOR SCHOOL LETTINGS

Please complete this form and return to the school office.

Name of Hirer / Group	
Contact Telephone No.	
Date(s) Required	
Times Required: From	
To	
Total Number of Hours	
Nature of Letting	
Type of Letting (Delete as appropriate)	Unaccompanied (£7.20 per hour + £45 charge per callout) Accompanied (£52 per 2 hour let (minimum) + £26 per hour thereafter)
Total Cost	
Name of Keyholder (required for unaccompanied letting)	
Contact details of Key Holder	

Signed: _____ (the Hirer)

Signed: _____ (the School)

Date: _____

