

Crockenhill Primary School
School Lettings Policy

Learning Together. Working Together. Achieving Together.

Introduction

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible without compromising the education of the pupils. The aim of this is to:

- Raise income for the school
- Better integrate the school into the local community
- Familiarise individuals with the school, who may become pupils or their parents
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the school

Definition of a Letting

A letting may be defined as “any use of the school premises (buildings and grounds) by either a community group or a commercial organisation.

Implementation:

Bookings are made through the representative of the school, as authorised by the Headteacher, and confirmed in writing.

- School and Parents’ Association activities have priority
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
- Outline charges are set by the Headteacher/Governors and reviewed annually
- Specific charges are set at the time of the agreement
- The VAT liability of the letting is determined at the time of the agreement
- Payment is in advance for single lettings
- Payment is in instalments for a series of sports facilities lettings that comply with VAT exemption regulations
- The agreement should be updated and reviewed at least annually
- A diary is kept covering all school, Parents’ Association and outside use of the premises and grounds after school, in evenings, at weekends and in holidays

Users sign an agreement that covers:

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance
- Charging
- Restrictions on use
- Licensing for the sale of alcohol, or public performances
- Parking

Charges for a Letting

The Governing Body is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:-

- Cost of services (heating and lighting)
- Cost of Staffing (additional security, caretaking and cleaning (if required))
- Cost of administration
- Cost of “wear and tear”
- Cost of use of school equipment (if applicable)
- Profit element (if appropriate)

Conditions of Hire

- The school authorised representative, as agreed by the Headteacher, is responsible for the construction and regular update of the lettings diary.
- The Governors of the school reserve the right to refuse any application for hiring school premises and, where the circumstances make such necessary, to cancel the arrangements without notice.
- The Parents’ Association secretary and individual teachers are responsible for informing the authorised school representative a term in advance, of events outside teaching hours, which will use the school premises
- Opening and closing the school is undertaken by the caretaker or by prior agreement with an authorised member of the staff
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used
- When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with
- Post-letting checks are made by the caretaker and reported to the school authorised representative
- The authorised representative will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues
- If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, he/she will consult with other members of the school staff or Finance & Premises Committee.

The Administrative Process

Any lettings should follow the following procedure:-

- Contact the school
- Complete an **Initial Request Form** (see App.). The Governing Body has the right to refuse an application, and no letting should be regarded as “booked” until approval has been given in writing.
- If approved confirmation will be sent to the Hirer with a copy of the **Terms and Conditions** (see App.) and the **Hire Agreement** (see App.).

- The letting should not take place until the signed agreement has been returned to the school.
- The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges. Where organisations/hirers are unknown to the school, the school may seek payment in advance in order to reduce any possible bad debts.

Public Liability and Accidental Damage Insurance

The hirer warrants to the Governing Body that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is £2 million. The Hirer must produce the appropriate certificate of insurance cover before the letting can be confirmed.

Fire Regulations

The person responsible for the security of the premises before, during and after the hire will explain the fire procedures to the hirer. The advice will specifically relate to emergency evacuation procedures, fire alarm points and fire-fighting equipment, assembly points and roll call of personnel, location of telephone and how to summon the fire brigade and other emergency services. A written copy of the school's fire evacuation procedures will be issued to hirers.

Monitoring & Evaluation:

Lettings should be evaluated to assess the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating and caretaker's payments.

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