



School Lettings Policy

Introduction

The school recognises that its premises are a valuable resource within the community and as such welcomes the opportunity to enable other users to benefit from them when they are able to do so. Equally, enabling a multi-purpose use of the school building can reduce the number of incidents of vandalism and increase the income to the school through lettings. Parents and other adults benefit from the additional facilities available and it can break down some of the barriers that can make school appear to be a prohibitive environment to enter.

This policy aims to clarify the procedure for letting part of the school building so that all agreements are entered into with both parties knowing what they can expect and how to address any issues that might arise.

Our aims

By letting our premises we intend to:

- maximise the use of the school for the benefit of the community
- ensure that the educational use of the building is prioritised without prohibiting other users
- raise money to support the activities of the school
- pursue the extended schools' agenda.

Procedure

When an approach is made about a letting the following procedure should be followed;

Stage 1 To be completed by a responsible member of staff (as delegated by the Business Manager)

1. Take details about the request in writing with contact numbers and further information as available.
2. Consult the Headteacher in the first instance in terms of the appropriateness of the letting.
3. Check in the lettings diary to ensure that the building/grounds are not already in use.
4. Seek the advice and approval of the School Business Manager and or Caretaker.

Stage 2 To be completed by the Business Manager (or delegated representative)

1. Check and confirm the details of the request.
2. Invite a named person to meet with the School Business Manager to complete the booking form.
3. Complete the booking form and give copies to the Headteacher for approval.

Stage 3 Processing the application

1. Where the application for a let is accepted, the applicant will be sent a letter provisionally confirming the let and invoicing to cover the cost of the let as appropriate.
2. Any requests for amendment to the booking must take place at least 14 days prior to the let.
3. The let is entered in the main school diary.
4. All parties affected, eg caretaker, cleaning staff, catering staff, are informed and arrangements discussed.

Stage 4 Guidelines

1. The school has priority use of the property.
2. The school will always seek to at least cover its costs unless it is a direct beneficiary of a fund-raising activity.
3. The school will seek to treat hirers fairly.
4. Hirers will be expected to respect school property and honour all school and legal regulations which may be in force at any time.
5. The person signing the application form is responsible for all aspects of the let and must abide by all aspects of the Terms and Conditions of Hire document.
6. The school will only allow hiring of the premises for purposes considered appropriate and suitable — The Headteacher will be consulted in cases of uncertainty.

Category of letting

There are three categories of user who, in the event of a clash, should be prioritised in this order.

1. Educational/statutory user (of direct benefit to the school).
2. Community user.
3. Commercial/private user.

The category will be decided by the Headteacher/Business Manager who will consult with the Chair of the Governing Body in cases of uncertainty or dispute.

Conditions of hire

The following are conditions of hire.

1. Hirers must have left the premises by the end of the booked period.
2. Sufficient time must be included to allow for clearing away and for all participants to leave the premises by the end of the booked period.
3. Availability of premises is negotiable.
4. The school is a no-smoking environment, smoking anywhere on the premises is prohibited.
5. The school accepts no responsibility for the loss of personal property brought into or left in the premises during the let.
6. The hirer accepts full responsibility for any damage to or theft of the school's property during the period for which the premises are hired.
7. The hirer must ensure that a responsible person will be present on the premises at all times during the period of the letting.

8. Any additional cleaning undertaken by the school will be charged to the hirer at the appropriate rate. See scale of charges.
9. The hirer accepts that they should familiarise themselves with relevant health and safety information.
10. The school is a community resource and the hirer is responsible for noise level and guests behaviour which must not offend local residents.
11. Maximum numbers attending: The approximate numbers of people attending must be stated on the application form. Health and Safety considerations restrict the school hall to a maximum number of 75 people for any function.
12. It is the responsibility of the hirer to ensure the premises are left in the same condition in which they were found. Permission must be sought if there is a requirement for the putting up of posters and other items on the walls and if granted it is a requirement to remove and reinstate the walls at the end of the let. The hirer is responsible for cleaning and removal of any rubbish from the school premises. Where use of the premises by the hirer gives rise to additional cleaning on the part of the school a charge will be made.
13. The school has the right to cancel any booking whether confirmed or not without prior notice if it suspects that any of the above conditions have been broken.
14. The Governing Body requires the hirer to indemnify the school against all losses, claims demands, actions proceedings, damages, cost or expenses or other liability arising in any way from my use or other people in my party of the facilities of the school, any breach of my undertakings contained in this agreement or the exercise or purported exercise of any of the rights given to me under this agreement.
15. No letting will be granted unless a booking form has been completed and signed by the hirer. The applicant must be over 18 years of age and organisations letting the premises must have appropriate safeguarding policies and procedures in line with national guidelines or alternatively be given the schools procedures and accept the guidance.
16. Once received and authorised a lettings invoice will be issued. This invoice must be paid at least 7 working days before the let takes place. A separate cash payment for the returnable deposit must also be sent with the invoice remittance and hire charge. BACS or cash are acceptable forms of payment for the hire charge. A receipt will be sent once payment has been processed with copies of the schools fire evacuation procedure/location of firefighting appliances and a letter of confirmation of the booking.
17. Cancellation: Where the hirer has a need to cancel Governors will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of the letting.
18. Insurance: The hirer must provide their own public liability insurance for all lettings. Lets will not be authorised without evidence of a minimum cover of £5m public liability insurance. For activities such as wall climbing etc cover of £10m must be provided. Evidence must be submitted to the school office for inspection prior to the let.
19. The school does not open for lettings on Public Bank Holidays or at time outside the academic calendar unless prior permission is sought and agreed by the Headteacher and approved by the governing body..
20. NO DOGS are allowed on the school premises /grounds, other than assistance dogs.
21. Fireworks and Bonfires are not permitted.

Cancellations

The Governors or the Headteacher have the right to cancel a letting. Where the hirer has a need to cancel Governors will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of the letting.

Payment methods

The Governors are mindful of their responsibilities in safeguarding the school from bad debt. Therefore payment at the time of booking is the norm. BACS or cash are both acceptable. An official receipt must always be issued.

Security

The Governors will not normally insist upon a continuous caretaking presence. However they reserve the right and delegated power to the Headteacher to insist upon caretaking presence where in her view the nature of the hiring may leave the school vulnerable to theft or damage.

Equal Opportunities

The School will not let to any individual, group or organisation that preaches, practices or condones discrimination on prejudice based on ethnic grouping, cultural beliefs, ethnic origin or other areas that do not conform to the schools equal opportunities policy.

Safeguarding

Organisations letting the premises must have appropriate safeguarding policies and procedures in line with national guidelines or alternatively be given the schools procedures and accept the guidance.

Review of Policy

The Governors will review the policy each year and the scale of hire charges for the forthcoming year will also be reviewed and updated. The school must consider anticipated levels of lettings within the school and establish a scale of charges through assessment of cost, recovery, profit and market forces.

Lettings documentation

The following lettings documents are available:

- application for hire of facilities
- Lettings Policy including terms and conditions of hire and list of lettings charges
- lettings invoice template
- confirmation of booking to let school premises template
- guidance on public liability insurance.

Scale of charges

The governing body will annually set the hire charge for each category of letting and will review the categories of lettings.

Current charges include:

Main Hall (room only) (weekday) £11 per hour

Main Hall (room only) (weekend) £11 per hour

School Field (weekday) £8 per hour

School Field (weekend) £10 per hour

Preschool Ground Floor (weekday) £10 per hour

Caretaking charge for opening and closing of the school outside of normal hours: £25.00 per half term period where key holding is not authorised.

Charge when the Caretaker is required to stay on site specifically for the purposes of the let outside of his/her contracted hours is £15.00 per hour with the hourly rate being charged from the start of each hour

A **cleaning charge** may be applied if the premises is left in an unsatisfactory condition. In the first instance the Hirer will be given an opportunity to make the necessary adjustments if sufficient time is available. If not the school will charge the Hirer £30.00 per hour for cleaning

Deposits

The minimum hire period is 1 hour. Any variation to this is at the discretion of the Headteacher. The Governors reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

A returnable cash deposit is payable to the school in advance to secure the let. This must be paid at least seven working days before the first day of the let.

The returnable cash deposit will be returned within 7 working days from the end of the let.

Discounts:

The Governors will not seek to make a profit from school or PTA functions. The following listed individuals or organisations are the only permitted variations to the standard charges above.

The Friends of Houghton Conquest Lower School will be allowed to use the premises free of charge for fundraising and social events that support the school. The group must be supplied with the terms and conditions of use of the premises yearly and agree to comply with these terms. Also, to be supplied each year with the fire evacuation procedure/location of firefighting appliances

Complaints procedures

The following comprises the complaints procedure for lets.

1. If the school has a concern about a let, the Business Manager or delegated representative will raise the concern with the hirer.
2. If the matter remains unresolved the hirer will receive written notice of termination of the booking agreement.
3. If the hirer has a concern they should talk to the Business Manager.
4. If this concern is still unresolved, they should follow the school's complaints procedure (complain in writing to the Headteacher)
5. If a third party complains, the Business Manager will at first deal with the complaint and attempt to resolve the situation.
6. If this is not successful, the concern will be taken to the governing body.

Health and safety

The school is responsible for ensuring that the means of access or egress are safe for the use of the hirer and that the plant or equipment used by the hirer is safe. If the hirer discovers a hazard, they should take action to make the site supervisor on duty aware of it. Hirers should familiarise people using the premises with fire and health and safety arrangements.

Review of Lettings Usage

The Governing Body will review this policy annually with a view to determining whether the policy has been successful. Measuring the success of the school lettings policy will be achieved by establishing the following:

- Are hirers satisfied with the service provided? (Evaluations to be issued to hirers.)
- Are lettings consistent with supporting the extended schools agenda? (Information about number and type of lettings to be supplied to the governing body)
- Does the budget benefit from lettings? Are they cost effective for the school? (Budget information to be provided by the Business Manager to the governing body)
- Are the prices adequate or in need of review? (taking into account the schools net earnings from lettings and the maintenance cost)

Linked Policies

Other policies linked to the lettings policy include:

- Charging and Remissions Policy
- Health and Safety Policy
- Equality and Diversity Policy
- Recovery of Unpaid Fees

Booking Form

Name of Applicant:

Tel No: (Day) (Evening)

Name of Society/Group if applicable:

Address:

..... Postcode.....

Purpose of Hiring:

Area Required: Main Hall Classroom Playground / Field Pre-school

Date of Hiring:

Hours of Hiring: From..... To.....

Public Liability Insurance: Yes No Public Liability Insurance required through School – see charges

Approximate number attending:

Will alcoholic drink be: Brought onto the premises Yes No

Sold on the premises Yes No

Public Entertainment License Yes No

I / We apply to use , and in the event of the application being granted agree to hire the area/s of the school as above and these specified areas only subject to the terms and conditions overleaf which I / we have read and with which I / we undertake to comply. I / We undertake to pay the necessary fee and cash deposit which will be assessed in accordance with the school's scale of charges. I / We further undertake to make good any loss of school property or damage to school premises or property.

Signature of applicant: Date.....

OFFICE USE ONLY

Accommodation Available	Yes	No
Headteacher Authorised	Yes	No
Date of Approval		
Letting Fee		
Additional Charges		
Returnable Cash Deposit received - date		
Returnable Cash Deposit returned - date		
Public Liability Insurance seen	Yes	No
Public Entertainment License Seen	Yes	No
Consent given for alcohol on premises	Yes	No
Chair of Governors & Clerk informed	Yes	No

PLEASE RETURN COMPLETED FORM TO : Houghton Conquest Lower School, High Street, Houghton Conquest, Bedfordshire MK45 3LL

DO NOT send any payment or deposit with this form – an invoice will be issued if the application is granted

CONFIRMATION OF BOOKING TO LET SCHOOL PREMISES

Date:

Dear

This is to certify confirmation of your booking to let the school premises as detailed in the Letting Invoice dated which was previously sent to you.

Please find enclosed a receipt for payment covering the cost of this let.

Also enclosed is a copy of the schools fire evacuation procedure and the location of fire fighting appliances within the school. Please read these and if any questions address these to the school prior to the hire.

The named contact for the duration of the let if you have any problems will be

If an emergency this person can be contacted on

Prior to the let if there are any queries please contact the school on the number at the top of this letter.

We hope you will find our premises a satisfactory venue for your let and will consider using us again in the future.

Yours sincerely

LETTINGS INVOICE

Date:

Dear

With reference to your application to let school premise dated _____ we are pleased to inform you that permission has been given to use the accommodation/facilities at our school, details as stated below. This permission is dependent on:

1. All regulations and conditions stated in our School Letting Policy Terms & Conditions being met.
2. The receipt of payment of returnable cash deposit at the latest 7 working days before the start of the let.
3. The cost of your let (as stated below), being paid at the latest 7 working days before the start of the let.

ACCOMMODATION REQUIRED	TIME		DATES	TOTAL HOURS	COST PER HOUR	TOTAL COST
	From	To				
DISCOUNT WHERE APPLICABLE						
CARETAKING CHARGE						
TOTAL COST						
RETURNABLE CASH DEPOSIT						

Yours sincerely

**Miss J Heaslip
Headteacher**

All cheques should be made payable to 'Central Bedfordshire Council' and returned to the school at the address shown above. Please note the deposit is required as cash.