



## Lettings Policy

### General

The Lettings Policy is in respect of Community Use and does not cover the use of the school premises in respect of directions applied by the vested power of the local authority.

### Aim

It is the Governors' policy to encourage the community use of the school premises. The school premises consist of the site, school fields, and all school buildings on site. Any lettings should be outside school normal operating hours having regard to staff training days and the availability of the caretaker.

### Management

Any person or organisation wishing to let the property must initially write to the Headteacher via the School Business Manager giving details of the intended use, dates, times and premises required. They must also name a person to be responsible for the letting who is over 18 years of age. The request will then be considered by the Headteacher and a decision made if staffing is available to open/lock up the school. The person making the request will be notified by email. The Headteacher reserves the right to refuse permission to let the property.

Where premises are hired for an activity involving persons under the age of 18, it is the hirer's responsibility to ensure that all adults involved are suitable to work with persons under 18 years and have been subject to the appropriate checks either by the hirer himself or through an association or parent organisation of which he is a member to ensure suitability.

### Priorities

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

- 1) School events e.g. Open Evenings, Carol Services, Concerts, Governing Body Meetings, extended school activities.
- 2) Community use e.g. PE School, Beavers and Brownies, Music School.
- 3) Events organised by Parents and Friends of the School e.g. School Fair, Social events for adults and children, possible meetings connected with these events.
- 4) Church organisations e.g. Church Council Meetings, Church Social Events.
- 5) Other organisations in the community e.g. Keep Fit Groups, Dance Groups, Private Individuals.

### Charging Policy

The aim of the charging policy is that all letting expenses at least should be covered and that the school Budget must not suffer as a result of any letting.

- 1) School Events: to be borne by the School Budget.
- 2) Community Use: Charge costs of caretaker, heat and light and 10% administration.
- 3) Events organised by Parents and Friends of the School: Charge caretaker costs plus 10% administration.
- 4) Church organisations: Caretaker, heat and light costs and 10% administration costs to be charged.
- 5) Other organisations: caretaker, heat and light and 10% administration, plus room hire to be charged.

Charges	
<b>Hall (per hour)</b> (includes children's toilets/adults toilet), heating/lighting and cleaning charges	£25.00 / hr
<b>Hall (2.5 hours)</b>	£40
<b>Hall (5 hours)</b> £10 per hour thereafter *	£60
Kitchen (additional charge with room hire)	£15
Classroom (additional charge with room hire)	£15
Tea/coffee making facilities (additional charge with room hire)	£10

\*Rates may be negotiated for block bookings.

### Protection of Premises and Supervision of Events

The Headteacher will hold a pre-letting meeting to set 'ground rules' 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 e.g. Fire Brigade, Environmental Health Officer. Arrangements for checking and securing premises on opening and completion of events.

### **General Considerations for Hirers**

1. When arriving at the St Andrew's CE (VA) Infant School the named 'responsible' person must inform the caretaker that he or she is now taking up the letting and similarly when departing make it clear the letting has finished. It is important that the times stated on the letting form are adhered to and not exceeded.
2. The school cannot accept responsibility for any loss or damage to property during a letting and we would ask hirers to be vigilant of unauthorised persons entering the school premises during the letting, or persons entering areas of the school not specified on the letting agreement.
3. The kitchen facilities may only be used by prior arrangement with the school, for health and safety reasons. The school reserves the right to insist that a member of staff is present to supervise such use. The cost of this would be passed onto the hirer.
4. Use of the kitchen is possible through prior arrangement with the school, but an assurance from the hirer, about the condition in which the premises will be returned after use, may be requested. If the condition is not satisfactory, the cost of cleaning or repairs will be passed on to the hirer.
5. Please be aware of the contractual obligations of employees working in the school during the letting. They may be required to be present throughout the letting and for insurance purposes may only allow use of resources and facilities booked at a prior date.
6. Certain uses of the school may require a licence for public entertainment or the sale of alcohol. If you are not sure you should contact the school for clarification.
7. The fire regulations place a limit on the number of people allowed at functions in different parts of the school. You should check with the school to ensure that these are not infringed.
8. The school operates a no smoking policy for lettings of its premises and we request that you assist us by observing this; anyone wishing to smoke must go outside of the school gates.
9. Please be aware of noise levels and avoid unnecessary disturbance to the school's neighbours.
10. Please be considerate of the residents of Lightcliffe Road and Blackburn Road when parking. Residents require easy access to their properties and should not be obstructed by vehicles involved with the letting. Prior arrangement can be made to use the car park.
11. Prior to any letting, a Hiring Agreement form shall be signed by the named representative of the hirer. This agreement contains conditions on the hirer, including responsibility for insurance, and obtaining any necessary licenses.
12. The Headteacher will require a deposit to be paid in advance to cover any damage etc.

### **Hiring Agreement**

Prior to any Letting, a Hiring Agreement produced by the National Society shall be signed by the named representative of the hirer. This agreement contains conditions on the hirer including responsibility for insurance and obtaining any necessary licenses. The manager may require a deposit to be paid in advance to cover any damage etc.

### **Policy Review and Evaluation**

This policy will be reviewed and evaluated every **three** years unless new legislation or guidelines are produced which deem that the review be brought forward. Hire charges will be reviewed annually in March in preparation for the new financial year.

### **Consultation and Review**

This policy has been delegated to the Headteacher and will be reviewed yearly.

**Policy written:** Policy reviewed March 1997, January 2002, January 2005, reviewed with amendment – January 2009 and January 2014, January 2016.



## St Andrew's CE (VA) Infant School

Lightcliffe Road,  
Brighouse.  
HD6 2HH.

Tel: 01484 714964



### SCHOOL LETTINGS

Organisation:				
Address:				
Telephone:				
Named representative:				
Address:				
Telephone:				
Please give a brief description of the proposed activity				
Required day(s):				
Dates from		to:		
Required time from		to (include setting/clearing up time):		
Room(s)/areas (please tick ✓)	Hall	Classroom	Early Years Area	Playground
	Children's toilets	Adults toilet	Field	
Agreed cost per day:		Total cost:		

#### TERMS AND CONDITIONS:

1. I/we the contractor(s) agree to accept full responsibility for injury to person or persons, or damage to property whilst using St Andrew's CE (VA) Infant School as a letting.
2. I/we the contractor(s) acknowledge full responsibility for providing reasonable first aid facilities.
3. I/we the contractor(s) shall accept responsibility for the conduct of any person or persons using the building during the course of the letting.
4. I/we the contractor(s) are fully conversant with Fire Procedures and have knowledge of nearest Fire Exits.
5. I/we the contractor(s) understand that no property of the school may be used without the permission of the Headteacher.

#### PAYMENT

**Please note that for new contracts we do require payment in advance.**

The school and the contractor will review the Letting at the end of the first month and agree a further payment schedule.

Signed ----- Contractor

Date -----

Signed ----- Headteacher

Date -----