

Lettings Policy

Date last reviewed	June 2017
Committee Responsible	AC
Designated member of staff	Maddie Thomas/Graham Griffiths
Date of next review:	September 2021

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.

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 schools' wider community purpose agenda.

Procedure

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

Stage 1

1. Take details about the request in writing with contact numbers and further information as available.
2. Consult the Director of Development in the first instance in terms of the appropriateness of the letting. (verification should be sought with the headteacher as to appropriateness of timing or tenant if

there is any deviation from standard hours of letting availability or variation in use of facilities either by group or by activity.

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 site manager.

Stage 2 (To be completed by the Development Director or delegated representative)

1. Check and confirm the details of the request.
2. Complete the terms and conditions/booking form.
3. Submit any extraordinary lettings forms for approval by headteacher
4. Issue copy of Ts&CS/booking form to client for agreement to terms/rates. Proceed with booking upon signed acceptance of terms and rates.
5. If the booking is for a group activity, seek copies of the club's safeguarding policy and their liability insurance. Keep copies on file.
6. Send a copy of the signed Ts&CS to finance for invoicing records and for invoice to be submitted to client
7. The booking is entered in the lettings diary.
8. Site manager and other affected departments are informed and arrangements discussed.

Stage 3 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 Head/Development Director/site manager 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.
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.
9. The hirer accepts that they should familiarise themselves with relevant health and safety information.

Further conditions are included in the school lettings Terms and Conditions document

Scale of charges

The development director will annually set/review the hire charge for each category of letting and will review the categories of lettings in conjunction with the site manager.