



LETTINGS POLICY

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1. INTRODUCTION

The law states that governors control the use of the school premises outside normal school hours, but they must comply with any directions given by the Local Authority.

The Local Authority controls the use of (community) school premises during normal school hours, but the day-to-day management is the responsibility of the Headteacher.

The object of letting (hire of) school premises is to establish the school as a resource of and a 'hub' of the community. This in turn will encourage greater community cohesion and facilitate more vibrant, safer and stronger communities.

The school should not be let at a financial loss. Whilst governing bodies can cross subsidise lettings by charging different amounts for different purposes, delegated budgets must not be used to subsidise non-school activities.

The Governing Body in conjunction with the school Headteacher will decide on the process for agreeing if and what school facilities will be let to a 3rd party and on what terms.

2. TYPES OF LETTINGS

Single lettings are those where an individual or organisation wishes to hire facilities on a one off basis, these lettings should still be subject to a formal lettings agreement and follow the same principles as continuous letting. Continuous lettings are those that run for a number of weeks or terms.

3. LETTING AGREEMENT

All lettings (even those where no charge is made) must be subject to a letting agreement, this will detail the terms of the letting and must be signed by both the school and the hirer. A letting should only be confirmed as accepted when a signed letting agreement is in place. Any amendments to an agreement will require a new agreement form to be signed.

4. POLITICAL USE

School premises must not be let for political use, the only exception to this is as a polling station.

5. LEGAL USE

It is the responsibility of the hirer to ensure the premises will not be used for any purpose which may be deemed contrary to English law. The school is a community building and the hirer will be held responsible for noise levels and guest behaviour which must not offend other users or local residents.

6. NAMED INDIVIDUAL

The hirer must provide the school with a named individual who the school can contact in the case of an emergency, this person must be on the premises for the duration of the letting.

7. SAFETY

During the period of the letting the hirer's named individual will be responsible for following the conditions of booking, and ensuring the safety of those using the premises. The named individual will have the responsibility for complying with School Health & Safety Policy (copy should be made available on request to hirer) and any other instructions or guidance provided by the Headteacher.

The school will provide the hirer with the name and phone number of a school contact in the case of an emergency. A member of school staff will be responsible for showing the hirer's named individual how to raise the alarm in an emergency, this will include location of appropriate fire exits, alarms, fire extinguishers, evacuation and fire collation points. It will be the named individual's responsibility to keep a register of those attending the event/activity, ensure fire exits are not obstructed and that school security is not compromised.

No equipment can be brought on to the site without the prior approval of the Headteacher.

The hirer will be responsible for providing their own first aider. The school's cooking facilities must not be used unless prior permission has been obtained from the Headteacher.

8. CHARGES

Charges will be set out in the letting agreement between the school and hirer, the governing body will periodically review these charges.

9. DAMAGE

The hirer will be responsible for the cost of any damage to school premises or equipment, school staff have free access to all parts of the school site during lettings to check hirers are acting in a responsible manner.

10. CLEANING/ SECURITY

Any costs for cleaning or providing building security will be detailed in the letting agreement, where such costs are not identified, responsibility for cleaning and security will be the responsibility of the hirer. School site staff will be responsible for opening and closing the school unless alternative arrangements have been agreed with the Headteacher.

11. CANCELLATION & COMPLAINTS

The school (via the Headteacher or other appointed representative) has the right to cancel any letting agreement, upon which cancellation will take immediate effect. Where the hirer has a complaint the schools standard complaints policy and process will apply, if the school has a complaint about the hirer, in the first instance the Headteacher will raise this with the named person, if the complaint is not resolved it will be escalated to the governing body to decide on the appropriate action for the school to take.

Last Author: Karen Smith
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LETTINGS AGREEMENT

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The school has a number of areas which are available for hire:

- **The hall**
- **The dining hall**
- **The playing fields**
- **The playgrounds**

In considering your requirements please note the following important points:

- **There is a strict no smoking policy in the school and its grounds.**
- If you require access to the school prior to your function, e.g. to set up a disco, arranging tables or laying out food; please allow for this in your booking times.
Our staff can assist you with the setting of the hall to your requirements.
- The hall has a maximum of 150 people seated and 50 people standing allowing a total of 200 people.
- The school will be opened for you according to your reserved times. Once you have access to the school you will be responsible for the security of the premises until the staff member returns at the end of your function. **It is the responsibility of the hirers to ensure that the school is secure at all times. All exterior doors must be closed prior to the activity starting.** For short hirings the staff member will generally remain on site for the duration of your stay. Staff will advise you about the fire escape and any other necessary safety information you are likely to need.
- Please ensure that all children who may accompany you or your guests are adequately supervised. Under no circumstances should any guests enter any of the classrooms, ICT suite, school or Headteacher's office or staff room.

A. LETTINGS AGREEMENT

- The toilets are situated between the hall and dining area.
- The kitchen area is run by the school and **this facility will only be available by prior arrangement.**
- Barbeques may be used outside. **The hirer will be responsible for the safety of the guests whilst using this facility.**
- Anyone wishing to use a bouncy castle during a letting must take out their own insurance cover.
- Access to the hall will be through the double doors at the end of the car park.
- The emergency exits will be illuminated and we would ask you to familiarise yourself with their location.

- The front door and dining hall door should be used in the event of an emergency.
- Bottles and cans must be removed from the premises.
- The building must be empty by 12.30am.
- We would ask you to consider the local residents and leave the premises with the minimum of noise.

B. DAMAGE OCCURRING TO SCHOOL PROPERTY

If the hirer causes damage to the school's buildings, grounds or equipment, the school will obtain an estimate and require the hirer to cover the cost of the damage.

The estimate should be submitted to the hirer for consideration by his/her insurance company before corrective work is carried out or items are replaced.

It is expected that the school be left in a clean and tidy condition. Any damages, breakages and/or additional cleaning may result in all or part of your deposit being held to cover such occurrences.