

# Wheatfield Primary School

*'Growing and Learning Together'*

## Lettings Policy

(Non-Statutory Policy Document)

Issue No 3

April 2017



Approved by Head Teacher: April 2017

Approved by Governors: April 2017

Review Date: April 2019

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## CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	November 2014	New policy document.	Chris Dursley
2	December 2015	Policy reviewed. Changes have been highlighted in the left hand margin. The Lettings Application Form has been included as Appendix B.	Denise Hickson
3	January 2017	Policy reviewed. Lettings form updated to include fire regulations and rates reviewed.	Denise Hickson

## SUMMARY

This policy should be read in conjunction with all other school policies. If you require further details of this policy then please refer to the Head Teacher or Deputy Head Teacher.

This policy will be reviewed during the SFVS audit process and updated as and when changes occur within that process, or as part of a legislative change to policy. This is to be reported in the School Business Manager report to the Staffing and Resources Committee.

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## MAIN DOCUMENT

### 1 RATIONALE

The governors encourage the use of the School's physical resources to enhance the quality of life in the wider community, providing there is no detriment to the school's on-going enjoyment of its own resources.

Priority will be given to users who promote an educational, public, welfare or social interest but consideration will always be given to lettings which will contribute to the income of the school. Lettings will not be permitted to organisations which have been barred from the use of school premises by the LA or which have doctrines contrary to the values which the governors wish to promote within the School.

### 2 PROCEDURES

- 2.1 All lettings must be approved by the School Business Manager and notify the Governing Body of the arrangements made.
- 2.2 All applications must be on the form provided by the school and must be completed in full as required and returned to school together with the deposit, at least 7 days before the required booking date.
- 2.3 The hirer must personally sign the application form and may not sub-let the premises or grounds hired.
- 2.4 Applications will only be accepted for a maximum period of one year.
- 2.5 The Governing Body may cancel any letting at any time, but either the fee paid will be refunded, or an alternative date offered, except in the case of misuse or misconduct by the hirer.

### 3 CHARGES

- 3.1 Unless it is for the direct benefit of the school, all lettings will be charged at an economic rent. All charges must be paid in advance of the date and by the method required by the Governing Body except for hirers with a block booking arrangement. In the case of the latter an invoice for payment will be issued monthly.
- 3.2 Charges will be made at rates which will be determined from time to time by the Governing Body and shall be liable to change without prior notification to the hirer.
- 3.3 The Governing Body does not undertake to refund any charge on cancellation of a booking by the hirer, unless twenty one days written notice of the cancellation has been given in writing to the Governing Body.

### 4 CARE OF PREMISES

- 4.1 The hirer shall ensure that there is a responsible adult present who is able to supervise at all times during the letting.
- 4.2 The hirer is required to pay the Governing Body the cost of making good any damage to property which may be the result of a letting. The hirer is required to clear away any rubbish and leave the premises and/or grounds in the condition in which they were found. The hirer will be responsible for reimbursing the Governing Body for any additional costs incurred in cleaning the premises or clearing the grounds after a letting.
- 4.3 No desks, fixed furniture or equipment that may be in the accommodation hired shall be used or interfered with, without the prior approval of the Governing Body. Standing on seats, furniture, window sills etc. is not permitted. Fitting, fixtures or decorations of any kind shall not be permitted, other than purely temporary

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arrangements which require no permanent fixings which would damage or disfigure any part of the premises.

- 4.4 Chalk, resin or polishing materials may not be used on floors.
- 4.5 The electrical and mechanical installations of the premises are not to be supplemented or altered, nor is any specialist equipment such as public address systems to be installed by the hirer, except with the express approval of the Governing Body.
- 4.6 There is to be no smoking within the School premises at any time.

## **5 EQUIPMENT AND ACCOMMODATION**

- 5.1 Specialist rooms and equipment (including gymnastic equipment, public address systems, stage lighting and pianos) are not included in the letting arrangements, unless specifically requested on the application form and approved by the Governing Body. Such applications must specify the name and qualifications of the person taking responsibility for their proper use. An additional charge may be made for such use.
- 5.2 Chairs installed in the premises may be used by special arrangement with the Governing Body, but the Governing Body does not undertake to provide suitable chairs or seats for the use by the hirer. Any furniture provided by the hirer must be removed immediately after the end of the letting.
- 5.3 The Governing Body does not provide First Aid facilities for hirers nor does it guarantee access to the public telephone system for calling assistance during lettings. Hirers should make their own arrangements in this respect.

## **6 CONDITION OF THE PREMISES**

- 6.1 Whilst the Governing Body gives no guarantees as to the fitness, suitability or condition of the premises or grounds at the commencement of the letting, every effort will be made to see that they are in a reasonable state.
- 6.2 Where facilities booked by the hirer prove not to be available during the letting, the Governing Body will consider applications for refunds of a proportionate part of the letting charge; always providing that no such refund shall be given for facilities not included in the letting charge. The Governing Body's decision shall be final in respect of any refund made.

## **7 INSURANCE**

- 7.1 It is the responsibility of the hirer to effect whatever insurance they require to cover their liabilities. Insurance affected by the School does not extend to a hirer's liabilities.
- 7.2 The minimum Public Liability Insurance for hirers should ideally be £5 million. The school must have sight of this documentation prior to commencement of the letting.
- 7.3 Where a one off letting is being arranged and the hirer (such as a parent) does not have Public Liability Insurance, insurance cover can be arranged for the event at a cost of £9.10 per event via Insurance Services.

## **8 CATERING FACILITIES**

- 8.1 The school does not hire out our catering facilities.

## **9 LEGAL REQUIREMENTS**

- 9.1 The hirer shall comply with the legal requirements concerning consumption of intoxicating liquor, music, singing and dancing licences, theatre licenses and copyright. The hirer shall be fully responsible for obtaining any licences or any other permissions required, always providing that no such application shall be made without the prior approval of the Governing Body.
- 9.2 The Hirer shall comply with Section 12 of the Children and Young People's Act 1933, that is to say where any play or entertainment is provided at which the majority of persons attending are children, it shall be the duty of the hirer to station and keep stationed whenever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent unauthorised persons from entering the premises and to take all other reasonable precautions for the safety of the children.
- 9.3 The hirer will endeavour to ensure that the requirements of Disability and Equalities Act 2010 be observed at all times throughout the letting.
- 9.4 The hirer is specifically forbidden to use, or allow the use of the hired premises or grounds for any illegal or immoral purpose and shall not carry on any activity, so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.

## **10 COMPLIANCE WITH REGULATIONS**

- 10.1 Failure by the hirer to comply with any or all of the foregoing regulations where applicable whether intentionally or not may be deemed by the Governing Body to be just cause for the immediate cancellation of any letting or series of lettings.

## **11 OTHER INFORMATION**

- 11.1 Hirers should note that to comply with fire regulations the capacity of the hall is 400/450.
- 11.2 Procedures to be followed in the event of a fire or similar emergency are provided once the letting has been approved by the Governing Body.

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## APPENDIX A LETTINGS CHARGES

Charges		
Resource	Session Rate Per Hour (Monday-Friday)	Session Rate Per Hour (Weekends and During Holidays)
Clubs (after school clubs) (for children and parents of our school; evening session)		
Full Hall and Field	£5.00	£15.00 (£60.00 full day)
Private Functions **		
Classroom	£15.00	-
Conference Room	£20.00	-
Elliott Building	£25.00	£25.00
Hall – Small	£15.00	£15.00
Hall – Large	£20.00	£20.00
Hall – Full (Small + Large)	£25.00	£25.00 (£60.00 full day)
Caretaking Costs*** (prices are negotiable for clubs for children of our school)		
Hall, Field, Classrooms and Kitchen***	£4.00	£8.50 per day
Notes		
<ul style="list-style-type: none"> <li>• Access to the building will be available 10 minutes before and after the required booking time. If further time is required by applicant then an additional charge will be required.</li> <li>• It is possible to negotiate a reduced rate for a block booking (if the entire block booking is paid for in advance) as follows:             <ul style="list-style-type: none"> <li>• 5% for 10 sessions</li> <li>• 10% for 20 sessions</li> </ul> </li> <li>• <b>All invoices are to be paid within 7 days of receipt.</b></li> <li>• If our caretaker is not in school on the day(s) you wish to book our facilities, there may be an additional £25.00 fee to cover the costs of our out of hour's service opening and closing the school (this figure may be negotiable for block bookings).</li> </ul>		

## APPENDIX B LETTINGS APPLICATION FORM

### Wheatfield Primary School



### Application for the Hire of School Facilities

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This form should be read and completed with the Lettings Policy which is available in the "key information" section of our school website ([www.wheatfieldprimary.com](http://www.wheatfieldprimary.com))

Applicant Details (to be completed by the applicant)	
Name of organisation:	
Invoice Address:	
Post Code:	
Contact Name:	
Contact Telephone No:	
Email address:	

Lettings Proposal
<p><i>Please provide details on what your activity is, the age range it is open to, the minimum number to make it viable, the maximum number that can be accommodated, what school facilities will be required, what equipment will be needed.</i></p>

Competency Statements
<p><i>Information that can indicate competency includes formal coaching qualifications for an activity, general coaching qualifications, experience gained from being a club leader previously, experience from actively participating in the activity over a number of years, evidence of a good understanding of the activity, the ability to teach the activity to the children and the ability to exercise control.</i></p> <p>I consider I am competent to run the above club because ...</p>

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## Safeguarding Information (please note that if the letting is to be a child led activity there must be at least two adults in attendance)

Please indicate if this letting is a child led activity?	Yes / No
How many of your "staff" will be attending the event?	
If you are unable to provide an extra adult to supervise the event would you are willing to pay £10.00 per hour to pay for a member of school staff to attend the event? (We cannot guarantee that a staff member will be available to attend the event and this option is subject to availability.)	Yes / No

## Letting Hours for Public Use

Term Time		Holiday Time	
Monday to Friday	5.00pm to 9.00pm	Monday to Friday	8.30am to 5.00pm
Saturday	8.30am to 6.00pm	Saturday	8.30am to 5.00pm
		Bank Holidays	Closed

## Charges

Resource	Session Rate Per Hour (Monday-Friday)	Session Rate Per Hour (Weekends and During Holidays)
Clubs (after school clubs) (for children and parents of our school; evening session)		
Full Hall and Field	£5.00	£15.00 (£60.00 full day)
Private Functions		
Classroom	£15.00	-
Conference Room	£20.00	-
Elliott Building	£25.00	£25.00
Hall – Small	£15.00	£15.00
Hall – Large	£20.00	£20.00
Hall – Full (Small + Large)	£25.00	£25.00 (£60.00 full day)
Caretaking Costs (prices are negotiable for clubs for children of our school)		
Hall, Field, Classrooms & Toilets	£4.00	£8.50 per day
Notes		
<ul style="list-style-type: none"> <li>• Access to the building will be available 10 minutes before and after the required booking time. If further time is required by applicant then an additional charge will be required.</li> <li>• It is possible to negotiate a reduced rate for a block booking (if the entire block booking is paid for in advance) as follows:</li> <li>• 5% for 10 sessions</li> </ul>		

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Charges		
Resource	Session Rate Per Hour (Monday-Friday)	Session Rate Per Hour (Weekends and During Holidays)
<ul style="list-style-type: none"> <li>• 10% for 20 sessions</li> <li>• <b>All invoices are to be paid within 7 days of receipt.</b></li> <li>• If our caretaker is not in school on the day(s) you wish to book our facilities, there may be an additional £25.00 fee to cover the costs of our out of hour's service opening and closing the school (this figure may be negotiable for block bookings).</li> </ul>		

Booking Details						
Location / Facilities	Activity (e.g. football, netball etc.)	Dates Required		Times Required		No of People Attending
		From	To	From	To	
Classroom						
Conference Room						
Small Hall						
Large Hall						
Full Hall						
Field						
Freestanding Chairs						
Tables						

Fire Drills
<p>Please remember to point out the fire exits to those in the building before each of your events.</p> <p>There will be no fire drills planned during the times when you will be letting our facilities, unless we tell you beforehand. On hearing the fire alarm (a pulsed loud alarm), you must ensure that everyone evacuates the building as soon as possible. The fire assembly point is in the large playground.</p> <p>The fire service and our 24 hour alarm and monitoring service will arrive on site to clear the building.</p> <p>If you need to contact our 24 alarm and monitoring service you can call NSG on 0845 603 3755. Alternatively you can call our caretaker (emergencies only) on 07526 565327 or School Business Manager (emergencies only) on 07970 655156.</p>

Terms and Conditions
1. The school reserves the right to cancel or move any bookings without notice.

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2. Payments for one-off bookings will be invoiced in advance and are due within 28 days or before date of hire, whichever is soonest. Regular block bookings will be invoiced one month in arrears and payment is due within 28 days.
3. Our preferred method of payment is by BACS, although we will also accept payments made by cash or cheque. Please follow the guidelines detailed on our invoice.
4. Any booking that exceeds its allotted time slot by more than 15 minutes will incur an extra charge to cover additional costs.
5. Any resources or equipment should only be used in agreement with the Head Teacher and/or Governing Body, e.g. the piano, photocopier. There may be an additional charge.
6. Failure to pay on time may result in the school cancelling the Lettings Agreement at short notice.

## Declaration by the Hirer (please tick to confirm)

<input type="checkbox"/>	I, the hirer, agree on behalf of my organisation to be bound by the Terms and Conditions and Rules and Regulations of Hire, as per the school's Lettings Policy.
<input type="checkbox"/>	I confirm that I have valid public liability insurance.
<input type="checkbox"/>	I confirm that children will be in attendance and that I have completed a Safeguarding Agreement Form.
<input type="checkbox"/>	I confirm that I understand that cars parked in the vicinity/personal property are the responsibility of the owner and the school cannot take liability.
<input type="checkbox"/>	I understand that first aid cover is not provided by the school.
<input type="checkbox"/>	I have read, understood and agree with the school's Lettings Policy (which is available on the school's website).
<input type="checkbox"/>	I will ensure that we will leave the premises as we have found it (e.g. with all tables and chairs put away and all rubbish removed from the premises).

## For Office Use Only

I recommend that this application is:		Approved / Not Approved	
Signed by:			
D Hickson School Business Manager			
Authorised by:			
L Haydon Acting Head Teacher			
Comments:			
<b>NSG Booked:</b>	Yes / No	<b>Date:</b>	
<b>Caretaker Informed:</b>	Yes / No	<b>Date:</b>	