



# Lettings Policy

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<b>Review Date</b>	<b>Changes made</b>	<b>By whom</b>	<b>Date Shared with staff</b>
November 2016	Pg 1 5.00pm changed to 6.00pm Finance, Personnel & Premises Committee changed to Finance & Premises Committee Pg 2 No. 4 Premises added to Committee	K Hancock	
November 2017	Added rate for After School Club £25.00  Removed Rate B staff private hour rates (Pg 4)	GK and committee	

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## 1. Introduction

The School recognises the importance of letting of the school premises to private and community groups, particularly if the letting has a benefit to the school or staff, or a benefit to the local community. All groups hiring rooms must apply in writing and sign and adhere to the lettings agreement.

## 2. Accommodation Available

### Availability to school:

- i. The school site should be available for the exclusive benefits of the pupils and staff between the hours of 7.45am and 6.00pm during school terms. Any exceptions to this must be approved by the Headteacher.
- ii. No lettings outside these hours in term time weekdays should be allowed to prevent a school extra-curricular activity taking place.
- iii. Use of the school buildings, outside school hours, required by the pupils, staff, governors and NPSA should, as far as possible, be registered on the school calendar by the end of July for the following academic year.

### Accommodation Available to Hire

- Upper School Hall
- Lower School Hall
- Blue Room
- Learning Resource Centre
- School Field
- Conservation Area
- Classroom(s)
- After School Club

## 3. Responsibility for approval/arrangement of lettings

Responsibility for powers authorised under this Policy is delegated to the Finance & Premises Committee, in liaison with the Headteacher. Day to day responsibility for the smooth running of the lettings programme is delegated as follows:

- The **Site Manager** is responsible for communicating with the hirers and organising the logistics of the booking, including liaising with the Finance Officer and the Assistant Site Supervisor.
- The **Finance Manager**, in liaison with the Site Manager, is responsible for all financial aspects of the hiring.
- The **Assistant Site Supervisor** (key holder) is responsible for all issues relating to access for the hirer and the security of the site at the time of the hiring.

Proposed lettings must be approved by the Headteacher, prior to entering into a letting agreement with the hirer, and any approval is endorsed and minuted at the next meeting of the committee.

The Headteacher, in consultation with the Site Manager and Finance Manager, is empowered to make and agree all appropriate arrangements for existing lettings providing that such arrangements are in accordance with this Policy.

The Headteacher and Site Manager are responsible for explaining the conditions of lettings to potential hirers, in particular:

- The hirer's responsibility for supervision and control of the function/activity;
- The hirer's responsibility for appropriate licences;
- Insurance cover is in place (it is the hirer's responsibility for ensuring this is adequate);
- The school's procedures regarding emergency procedures, including where the emergency exits are located;
- Providing an emergency contact number;
- Access to a phone for emergency use;
- Provision of first aid – first aid assistance will not be provided.

The Headteacher is also responsible for ensuring that the conditions of letting are adhered to and for notifying any breaches of the conditions to the Premises Committee. It is also the Headteacher's responsibility to verify references of potential hirers.

The Assistant Site Supervisor (key holder) shall have responsibility for ensuring that appropriate arrangements are made to preserve the security of the school premises during and after hire periods.

#### **4. Use of School Premises**

The School premises must not be used for, or for the furtherance of, any dangerous or immoral purpose or any purpose which, in the opinion of the Premises Committee, could reflect poorly upon the school.

Suitable arrangements must be in place and agreed between the Hirer and the Site Manager (and notified to the Assistant Site Supervisor – key holder) to ensure that the premises will be opened immediately prior to the hire period and properly secured at the end of the hire period.

In the event of the Assistant Site Supervisor (key holder) being unable to open and secure the building, another member of staff will be charged with this responsibility.

Organisations and groups hiring rooms should always treat school property with respect, paying due care and attention to the fabric of the building, mindful of all Health and Safety Regulations within their own organisation and in the school in general.

All rooms must be left clean and tidy, ready for the next day. The school requires all resources and equipment to be tidily stored/screened ready for daily use. Wall displays should be properly maintained.

All groups must be responsible for the removal of rubbish at the end of each session. During term time, rubbish can be deposited in the designated bin area. During holiday periods, groups must accept responsibility for the removal of rubbish from the school, as no collections are made on behalf of the school.

In order that the school can arrange in depth cleaning of the building, the following exceptions to the above procedures for lettings must apply:

The school must completely close for a number of days during the major school holiday periods. Closing dates will be agreed with hiring organisations, the Headteacher and Site Manager well in advance of closure.

## 5. Charges for lettings:

All hire charges must be paid on receipt of an Invoice prepared by the Finance Officer. Cheques shall be made payable to Bath & North East Somerset Council to enable the cheque to be paid into the school budget. Departments of the LA, who may hire the building, will be expected to pay their invoice directly into the FMS system by internal transfer.

### Rate A – commercial or private hire

Hourly rates 2017/2018		Weekdays	Weekends
Upper School Hall	=	£25.00	£30.00
Lower School Hall	=	£20.00	£25.00
Blue Room	=	£20.00	£20.00
LRC	=	£20.00	£20.00
Field	=	£15.00	£20.00
Conservation Area	=	£15.00	£25.00
Classroom	=	£15.00	£25.00
After School Club	+	£25.00	
School Association	=	Free of charge	

Hirings which are longer than one hour (including daily and weekly rates) can be negotiated.

Other users will be at the discretion of the Headteacher and the Premises Committee. Rates will be reviewed regularly.

All lets are inclusive of heating, lighting, reasonable power and use of toilets.

## 6. Procedures for lettings:

The following procedures shall be followed:

- i. The diary will be checked by the Site Manager/Finance Manager to see if the booking will clash with any other school event taking place on the same day throughout the term.
- ii. The Assistant Site Supervisor (key holder) will be asked if he/she is able to unlock and lock the premises before and after the event throughout the term. If the Assistant Site Supervisor (key holder) is unable to do so, other arrangements with another member of staff will be made.
- iii. The charge will be agreed between the Hirer according to the agreed scale of charges.
- iv. The Headteacher/Site Manager will explain the conditions of use, check the Hirer's insurance cover and, if approved, attach details to lettings form and inform the Hirer that the letting is approved.
- v. The Finance Manager will raise an invoice, post to the hirer and place a copy in the FMS file.
- vi. The booking shall be written into the school diary.
- vii. The Finance Manager will be responsible for ensuring the invoice has been paid and the money paid into the budget.
- viii. The Assistant Site Supervisor (key holder) will check the condition of the school facilities after each letting.
- viii. The Site Manager/Finance Manager will seek the hirer's comments (good/bad) on the service provide.

# NOTES TO APPLICANT

Read carefully the Notes below and the Hirer's Agreement - they explain a hirer's responsibilities and they are incorporated as the terms and conditions of the letting agreement

Please note:-

- Complete Part 1 of your Application Form in full, as your application cannot be considered for approval otherwise.
- Give full details of all facilities required, in particular the type and number of rooms etc.
- For every letting, the hirer must nominate a responsible person who will be present during the hiring and this is to be recorded on the application form. This person is responsible for ensuring the conditions of the letting are adhered to.
- No letting shall be considered approved or any charge confirmed until the Lettings application form is signed by the Headteacher and Site Manager.
- Payment of the letting fee must be made in advance to the School. Cheques to be made payable to 'BANES Council'.
- If you cancel or change the arrangements for a booking you must advise the Site Manager on 07523 648855, the Assistant Site Supervisor (key holder) 07946 021221 and the school office on 01225 421675.

Emergency procedure:

Hirers using the school premises must be familiar with emergency procedures and be competent to respond in an emergency.

Hirers must:-

- ascertain the location of alarm points.
- be able to recognise the alarm bell.
- familiarise themselves with exits from the building.
- note the location of telephones and how to access external lines.
- brief users on emergency procedures.
- ensure that in an emergency persons leave the building in an orderly manner, the person in charge leaving last.
- following an evacuation, conduct a roll call and notify emergency services of any missing or suspected missing persons.

Hirers must be aware that their responsibilities include:-

- sounding the alarm in the event of discovering a fire or other emergency.
- summoning the emergency services.
- advising the emergency services of the location of the incident.
- liaising with School staff when appropriate (Assistant Site Supervisor – key holder/Site Manager).

## **DISCLAIMER AND INSURANCE**

THE HIRER AND ITS AGENTS USE THE SCHOOL PREMISES AT THEIR OWN RISK. NEITHER THE SCHOOL NOR THE GOVERNING BODY CAN ACCEPT ANY LIABILITY FOR LOSS AND DAMAGE TO PERSONS OR PROPERTY ARISING ON THE SCHOOL PREMISES HOWSOEVER CAUSED. IT IS THE RESPONSIBILITY OF THE HIRER TO ENSURE THAT VALID INSURANCE IS IN FORCE COVERING ALL FORESEEABLE RISKS.

NO LETTING WILL BE VALID UNLESS A CURRENT INSURANCE POLICY IS ATTACHED TO THE LETTINGS APPLICATION FORM PRIOR TO THE EVENT.

## NEWBRIDGE PRIMARY SCHOOL HIRE AGREEMENT

*I, the undersigned, agree that in hiring Newbridge Primary School premises, I will abide by the following conditions:*

- 1. I understand that the letting agreement must cover all the time for which access to the school is required. We will not enter the school premises before the beginning of the letting time and I will ensure that we leave by the time stated for the end of the let.*
- 2. I understand that if for any reason the letting time is exceeded I may be responsible for payment of additional letting fees.*
- 3. I understand that the premises must be left in the same condition as they are found. This refers to furniture, fittings and general cleanliness.*
- 4. I understand that external doors and windows must be secured, electrical appliances and lights turned off and that the Assistant Site Supervisor (key holder) is responsible for locking the premises, setting the alarm and securing the site.*
- 5. I understand that the hirer is responsible for the premises when the Assistant Site Supervisor (key holder) is not required to be present on site but will be responsible to the Assistant Site Supervisor (key holder) when he/she is present.*
- 6. I understand that access to other areas of the school, not included in the letting, agreement is not permitted.*
- 7. Litter and waste paper will be removed from the room and placed in the designated bin area.*
- 8. Any damage to Newbridge Primary School furniture or to the fabric of the building which occurs should normally be reported to the Assistant Site Supervisor (key holder) at the school when leaving the premises. I understand that any damages to the premises, facilities and equipment caused during the hiring will be paid by the hirer. (Please note that stiletto heels are not permitted on the hall floor.)*
- 9. A nominated responsible adult will be present at all times during the letting and will closely supervise all young people under the age of 18 years.*
- 10. Vehicles will be parked only in the marked spaces in the car park in front of the school and not on the drive or on any grassed areas.*
- 11. There will be no smoking or consumption of alcohol on the premises during the let.*
- 12. I understand that the school may on occasions need to cancel or rearrange lettings where facilities are required for school use (e.g. Parents' Evenings or to fulfil its statutory obligations e.g. Polling stations).*
- 13. I understand that if I cancel a letting with less than one month's notice the school has the right to charge for these cancelled lettings.*
- 14. In the interests of good relations with the school's neighbours I and my group will enter and leave the school premises as quietly as possible.*
- 15. I agree to abide by the Health and Safety Regulations which apply to the school.*
- 16. I understand that in the event of my being unable to fulfil these conditions the school reserves the right to cancel the lettings agreement.*



17. *Free setting up time within the school day may be permitted by prior arrangement with the school.*
18. *The school accepts no responsibility for any loss or damage to property left on the school premises after the hiring.*
19. *Additional lighting or extensions from existing lights must not be used without prior consent from the Site Manager.*
20. *No fixings should be attached to the walls or floor unless the Site Manager has been consulted beforehand.*
21. *I have read and agree to abide by the attached Notes to Applicant.*

*Signed .....*

*Date .....*

*Please date and sign one copy of this Hirer's Agreement and return to the office at Newbridge Primary School with the completed letting form, and retain the other copy for your own information.*

## LETTINGS APPLICATION FORM

SCHOOL COPY

Note to Applicant: Before completing this form please read carefully the Newbridge Primary School Lettings Policy – Notes to Applicant and the Hirer’s Agreement

### PART 1 APPLICATION DETAILS

ACCOMMODATION/ FACILITIES REQUIRED	PURPOSE OF HIRE	DAY	DATES REQUIRED  FROM	DATES REQUIRED  TO	TIMES REQUIRED  FROM	TIMES REQUIRED  TO

Name of Applicant: ..... Tel No. (Day).....

Full Postal Address: .....

Name of Organisation: .....

Name of adult responsible during the letting: .....

I personally agree to be responsible for the fees charged in respect of this letting and will adhere to the terms set out in the Newbridge Primary School Lettings Policy.

Signature of Applicant: .....

### PART 2 APPROVAL DETAILS (SCHOOL USE ONLY)

<p>Application Approved / Not Approved</p> <p>Comments:</p>  <p>Signed: ..... Date .....</p> <p style="text-align: center;">Site Manager                      Headteacher</p>	<p>Date Assistant Site Supervisor (key holder) informed:</p> <p style="text-align: center;">.....</p>
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### PART 3 BASIS OF CHARGE (FOR SCHOOL USE ONLY)

ACCOMMODATION	EQUIPMENT	HOURLY RATE	OTHER RATE	TOTAL CHARGE

INVOICE NO: ..... TOTAL PAYABLE £ .....

Special Payment Arrangements (if any) .....

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