

# Anston Park Junior School



## Lettings Policy

Reviewed January 2019  
Review January 2020

We acknowledge section 42 of the Education Act 1986 that the use of the school premises at all times other than during the school day is under the control of the Governing Body of this school.

We recognise the school premises are a valuable resource within the community and therefore we are very keen that they are used for the benefit of the local community.

We will let the school premises to groups or individuals in the community for:

- educational use that will benefit the school;
- social or community use;
- commercial or private use

We will not let to any group that promotes or supports racism, sexism, ageism, homophobia or any other type of discriminatory behaviour or whose presence would otherwise be incompatible with the schools ethos and policies.

Also, before letting the school premises we will have regard to the likelihood of any damage being caused to the premises or any nuisance that may arise as a result of accepting the booking.

### **Aims**

- To ensure the school premises are used for the benefit of the local community.
- To further integrate the school into the local community in order to pursue the extended schools' agenda.
- To raise money in order to develop school projects and activities.
- To work with other schools to share good practice in order to improve this policy.

### **Responsibility for the Policy and Procedure**

#### **Role of the Governing Board**

The Governing Board has:

- delegated responsibility of letting the school premises to the Headteacher
- the responsibility of operating this policy within the framework of:
  - the Community Cohesion and Equality Policy of the County Council
  - the Sex Discrimination Act 1985
  - the Race Relations Act 1976
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy
- responsibility for ensuring that the school complies with all equalities legislation
- responsibility for ensuring funding is in place to support this policy
- responsibility for ensuring this policy and all policies are maintained and updated regularly
- responsibility for the effective implementation, monitoring and evaluation of this policy

## Role of the Headteacher

The Headteacher will:

- approve all applications for lettings
- set the hire charge for each category of letting
- seek the approval of the caretaker on applications for lettings
- ensure all school personnel, pupils and parents are aware of and comply with this policy
- monitor the effectiveness of this policy

## Process

- Any person or organisation wishing to use the school premises must complete a lettings form and agree to abide by the conditions of hire.
- The details of the application are checked and if approved the applicant will be sent:
  - a letter of confirmation
  - an invoice to cover the cost of the let

## Conditions of Hiring the School Premises

<b>Bookings</b>	Bookings can only be accepted when the caretaker is available.
<b>Application form</b>	The hirer's signature on the application form confirms his/her agreement of the conditions of the booking.
<b>Responsible person</b>	A named responsible person will be on the premises at all times and available during the period of the letting.
<b>Public liability insurance</b>	The hirer must produce evidence of insurance prior to the event.
<b>Protection of the premises</b>	The hirer is responsible for any damage to the premises and for the good behaviour of all users.
<b>Alcoholic drinks</b>	Written permission must be given before alcoholic drinks are brought on to the premises for consumption. A magistrate's licence must be produced before drinks are sold on the premises.
<b>Smoking</b>	The schools no smoking policy must be adhered to at all times.
<b>Food and drink</b>	Written permission must be given before any food or drink is consumed in areas other than the designated social areas.
<b>Cleanliness</b>	All exterior and indoor areas will be left clean and tidy as found.
<b>Booking period</b>	The times of the booking period must be adhered to with all users leaving the premises in an orderly fashion.
<b>Car parking</b>	All car parking areas will be stewarded in a proper controlled manner.
<b>Emergency access</b>	All access points will be kept clear for emergency vehicles.
<b>Furniture</b>	No furniture or apparatus is to be used without prior permission.

<b>Health and Safety</b>	The hirer will comply with all Health and Safety requirements as shown by the school. The hirer will familiarize the event stewards of all fire and health and safety arrangements. The school will familiarise the hirer with the Fire Safety and Evacuation of the School Building policy.
<b>Equipment</b>	The hirer will ensure that all equipment brought on to the premises complies with safety regulations by producing the necessary documentation.
<b>Hazards</b>	The hirer will inform the caretaker of any identified hazards with the caretaker taking the appropriate action.
<b>Complaints</b>	All complaints made by the hirer will be dealt with by the Headteacher. Likewise, the Headteacher will deal with all concerns raised by the school.
<b>Damage</b>	The hirer is responsible for any damage to school equipment, fixtures and fittings.
<b>Cancellations</b>	The booking will be cancelled by the school without prior notice: <ul style="list-style-type: none"> <li>▪ in the case of unforeseen circumstances</li> <li>▪ if it is suspected that the conditions of hire have been broken by the hirer</li> <li>▪ if it is felt the conditions of hirer are likely to be broken</li> </ul> If the hirer cancels less than four weeks before the event, then the full fee will be payable.

## Charges

Accommodation	Community Charge			
	1 hour	2 hours	3 hours	full day
<b>Weekday</b> Hall (including staff room and toilets)	£30	£40	£50	£80
<b>Saturday</b> Hall (including staff room and toilets)	£40	£50	£60	£90
<b>Sunday</b> Hall (including staff room and toilets)	£50	£60	£70	£100



## Booking Form

Name of Body making application: \_\_\_\_\_

Are you a Registered Charity or Youth Organisation? YES / NO

Nature of Letting: \_\_\_\_\_  
(Meeting, Concert, etc.)

Number of persons to use the accommodation \_\_\_\_\_  
(Please state whether adults or children under 16)

Details of Letting:

Accommodation required \_\_\_\_\_  
(Please be specific: Hall, Classroom, Changing rooms, etc.)

No. of chairs required: \_\_\_\_\_ No. of tables required: \_\_\_\_\_

Which Day(s)? Monday Tuesday Wednesday Thursday Friday Saturday Sunday  
(delete when **NOT** required)

Date of letting period? From \_\_\_\_\_ to \_\_\_\_\_ (inclusive)

Times of Letting? From \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

Total number of day's premises required? (For **THIS** letting) \_\_\_\_\_

Please sign that you agree to our lettings policy and will adhere to the terms agreed

Signature ..... Date .....