



Hunnyhill Primary School

Date of Review	7 th February 2017
Next Review Due	February 2019
Staff Responsibility	SBM/ Headteacher
Responsibility FGB/Committee	FGB
Signed by Chair of Governors	

Lettings Policy

Aims

The School is fully aware of the responsibilities it has to maximise the use of its buildings, grounds and equipment. School functions and activities take precedent over any other activities. Non-profit making volunteer run organisations are offered facilities at a nominal charge. Commercial organisations are offered facilities at the rates set out in this policy. Local Authority use is charged as a commercial organisation.

Charging Criteria

Charges for Community Use need to be judged with care. Where any activity enriches the community its value to the school is measured not in amounts of money added to the budget but more in the improved opportunities it gives to the locality.

Charges for Commercial Use will be in relation to an amount per hour and the range of facilities being used, it also may incur a caretaking cost. Where the governors anticipate valuable commercial letting but suspect the possibility of damage, they might consider asking for a deposit against damage rather than lose income.

Use of facilities by Jigsaw Childcare Centre is covered under a separate licence and is not subject to this policy.

Community Use

Charges for non-profit making Community Use will be £15.00 per annum for term time use only. The school will liaise with each community organisation to arrange a schedule of rooms most suitable for their activities.

Commercial Uses

General Hire

The school has a large hall, outdoor sports facilities, and a training room available to hire. The training room is available with a kitchenette. Tea and coffee is available in the hire cost if chosen. If catering is provided then VAT will be chargeable. This includes provision of biscuits. Hirers can choose to provide their own refreshments and there will be no VAT charged.

Sporting Hire

To comply with VAT rules, bookings for the use of sporting facilities should be made in blocks of ten sessions and proof will be required of affiliation to a VAT exempt organisation in order for VAT charges to be waived. If a hirer wishes to book an area that has fixed sports equipment but will not be using that equipment then VAT is not chargeable.

Charges

Hall - £15 per hour

Training Room including Whiteboard, laptop to run presentations and Tea & Coffee - £20 per hour; minimum hire 2 hours. (See [E-Safety Policy](#))

Field - Charges are from £10 per hour and vary according to the activity and facilities required. Please contact the

school office for details.

A locking up charge will be levied of £20 per session. Exemptions and reductions may be negotiated for multiple lettings.

Any photocopying will be charged at 15p per sheet and will be performed by the office staff. Costs will be added to the invoice.

Cancellations

The school requires 7 days' notice in writing if any event is cancelled. Failure to cancel incurs the full hire charge. Please note the school reserves the right to cancel bookings at any time. Where this is necessary as much notice as possible will be given to the hirer; in these circumstances a full refund of any booking fee paid will be due.

Access

Access to the building will be by prior arrangement only. All hirers must complete the Lettings Form. Use of the car park is at owners' risk and out of school hours only. Parking for daytime trainings may be available and can be discussed on a case by case basis with the Headteacher.

Emergency Procedures

All people who use the school buildings out of hours need to be aware of emergency procedures. The hirer is responsible for ensuring all persons in their group are aware of the fire procedures. The hirers are also responsible for providing their own First Aid personnel. A first aid box is situated by the changing rooms recess near the hall. Fire procedures are displayed on the wall. If any of the school facilities are used (e.g. First Aid kit) the school shall be informed to allow replacement and logging in the accident book. Hirers are expected to familiarise themselves with the layout of the area hired and the fire escape route.

Insurance

The school is part of the Local Authority's Third Party Hirers Insurance scheme. The policy runs with the school year and incurs a charge of 10% of our fee income for lettings. The policy protects persons and organisations using the school premises under a hiring agreement against all allegations of negligence made against them, thus protecting the school from any claims that may arise on a contingency basis. Hirers must ensure they have their own activity public liability insurance. Evidence of the insurance must be provided with the booking form or the letting cannot be confirmed.

Suspension of Activities

Hunnyhill Primary School reserves the right to suspend any school based activities by any hirers, community or commercial, should any safeguarding allegation be made, or any damage to the grounds, buildings or equipment occur. The hire will be reconsidered at the discretion of the Headteacher upon satisfactory resolution of the allegation or damage.

Prevent Agenda

The school will not hire out any part of its premises to any individuals or groups, political, racial, religious or other cause, with views which may be called extreme or radical. If the school has any doubts about suitability of potential or existing hirers it will consult the Local Authority and/or the police. Any decision by the school to refuse hire is final.

[See Safeguarding & Child Protection Policy](#)

Conditions of Hire

The hirer is responsible for:

1. The behaviour of all persons organising or attending any let and are liable for any costs incurred by Hunnyhill Primary School due to actions resulting in damage or loss caused by these persons.
2. Ensuring all persons organising or attending a let are aware of the Emergency procedures.
3. Ensuring all vulnerable groups have the appropriate organisers with DBS clearance.
4. Ensuring the room or area hired is left in a clean and tidy condition.
5. Ensuring that all toilet facilities are left in a clean and tidy condition.
6. Ensuring that all lights are turned off and doors properly secured after use if appropriate.
7. Obtaining any licences for consumption of alcohol or music performances if the school has given permission for these.
8. Ensuring that no person smokes on the premises, this includes the outside areas.
9. Ensuring compliance with the current Equality legislation. (School Policy available on our website.)

The school will:

1. Undertake to ensure that all facilities booked at the time of hire are in working condition.
2. Set out training rooms to the hirers' requirements if 7 days' notice is given and the requests are reasonable.
3. Provide tea, coffee, sugar and milk and the use of the kitchenette if appropriate.
4. Ensure toilet facilities (if appropriate) are clean.
5. Inform the hirer as soon as it's known if the let has to be cancelled.
6. Reserve the right to refuse any booking.
7. Place a maximum number of 30 persons plus the organisers attending any let unless previously agreed at the time of booking.
8. Reserve the right to cancel the booking if it has cause to believe that any of these conditions may be broken.
9. Reserve the right to have a member of staff observe any let to ensure compliance with the conditions of hire.
10. Reserve the right to suspend any bookings in the event of a safeguarding allegation or Prevent Agenda allegation against the hirer or any person working for them (either paid or voluntary), or if any damage is caused to school property, until such time as the matter is resolved satisfactorily.

Lettings Form

Name of Hirer

Address of Hirer

Contact details Tel.....

 Email.....

Number of Attendees (aprox)

Area hired

Facilities required

Date or day of hire

Times of hire (hours) (inc. setting up and clearing time)

Sessions booked (number).....

Locking up charge (Y/N)

Amount due by Date.....

Signed (Hirer) Date.....

Agreed by (Headteacher or Office)

OFFICE USE ONLY

Insurance verified (Ins. Company & Policy number)

Amount Paid Date.....

Transfer of Responsibilities Form

To be used for organised group activities involving children on school premises that are not under school control.

Name of Organisation.....

Name of Leader with Safeguarding Responsibility.....

Address.....

Contact telephone No. Home.....

Mobile.....

I declare that the above organisation has its own safeguarding procedures which I and any other adults with the group agree to abide by.

I declare that I am aware of the current legal requirements for safeguarding, including DBS checks, and take responsibility on behalf of the organisation to ensure the law is complied with.

Signed..... Name (Print).....

Date.....

This form to be completed annually

A copy should be taken of this form and handed to the signer. The school retains the original.