

The Reddings Primary and Nursery School



Lettings and Community Use Policy

Date: April 2018
Review Date: April 2022

1. RATIONALE

We believe that our school should be a centre for lifelong learning and a resource for parents and the whole community. We recognise that the facilities could generate resources for the school.

2. AIMS

The purpose of this policy is to ensure that the most effective use is made of the school premises. This policy sets out the criteria for making decisions on requests for use by external organisations.

3. PROCEDURES

3.1 The Governing body controls the use of the school premises, but the day-to-day management is the responsibility of the Headteacher. If there is a surplus of accommodation during the normal school day then the Headteacher can let those facilities on a normal letting basis (i.e. governors cannot enter into a lease or tenancy agreement).

3.1.1 The governors of The Reddings Primary and Nursery are keen to promote the community use of school buildings and facilities.

3.1.2 The governing body, with advice from the Headteacher, will:

- balance the desire to generate income against the desire to support groups within the community
- take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school.
- ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by students
- consider the implications of all requests received for the health, safety and security of students and staff

3.1.3 Daily control of school lettings is the responsibility of the Head Teacher (and his/her staff), who is authorised to charge fees within the limits determined by the governing body.

3.1.4 The School Office is responsible for maintaining records for each organisation / individual hiring of The Reddings Primary and Nursery premises.

3.2 Charging Rates

3.2.1 The governors determine their own charges for all lets taking into consideration basic running costs, e.g. heating, caretaking and cleaning, etc. These rates are reviewed by the Governing Board at a relevant Full Governing Board meeting on an annual basis, usually as part of the budget setting process, and the new rates approved through the governing body as

recorded in their minutes. The new rates are normally implemented from the start of each academic year.

3.2.2 The school is expected to apply the governor approved rates for all hirers to the school. However, to promote community use, the Headteacher may use his/her discretion to give a discount to certain hirers. Such a discount must be discussed with the Headteacher prior to agreement and details recorded with the hirer's records. See Appendix 1 for current hire charge rates.

3.3 Facilities

3.3.1 The school's facilities would be agreed on a case by case basis

3.3.2 School functions which occur during the school year will take precedence over lettings. Long standing lettings will be cancelled only in exceptional circumstances.

3.3.3 The kitchen is not available for lettings

3.4 Procedures

3.4.1 Lettings are administered by the school office in conjunction with the caretaker and the Head teacher.

3.4.2 It is the responsibility of the hirer to ensure that the accommodation used is left in the condition it is found (see 3.4.7)

3.4.3 Before a let takes place hirers are sent the following:

- Lettings form
- Fire evacuation plan and emergency contact details
- Site Plan

3.4.4 Prior to the first session of any hire period, the Office Team leader will ensure that the hirer holds their own public liability insurance with a minimum value of £5,000,000. A copy of the insurance certificate must be obtained and retained by the school Office. Any electrical equipment for intended use on site must be PAT tested and the certificate to be provided to the school office.

3.4.5 HM Customs and Excise rules mean that some hirings will be subject to VAT at the standard rate.

3.4.6 When children and or vulnerable adults are involved in the activity / on site, hirers must ensure that they have robust procedures for safeguarding; e.g. DBS, Safeguarding Policy and coaching qualifications checks for their volunteers and paid employees. Copies of which will need to be provided in advance of the letting.

3.4.7 Hirers are required to pay a deposit of £100 in advance which is returnable if the premises are left in a clean and undamaged condition. Should damages total more than the deposit the hirer will be charged for these costs

3.4.8 It is the responsibility of the hirer to obtain any necessary licences, e.g. public performing rights licence and also to ensure that copyrights are not breached.

3.4.9 The caretaker or a staff member will be on duty whilst members of the public are using the building. These duties will include:

- Security
- Assisting hirers and ensuring health and safety regulations are adhered to. The hirer must arrange for an adequate number of responsible people to be present during the let and the numbers present must not exceed the maximum allowed
- Dealing with emergency situations

3.4.10 A no smoking policy operates throughout the whole school environment including inside and outside the school buildings

3.4.11 School is NOT responsible for undertaking risk assessments for Hirer's activity(ies).

3.4.12 Animals, other than Guide Dogs, are not permitted anywhere on the school premises. This is purely on grounds of hygiene.

3.4.13 In the event of fire The Hirer will call the Fire Service (if school staff are not present and supporting the activity) All users will evacuate the building via the nearest fire exit and muster at the designated point. Users must not re-enter the building until the 'all clear' has been given. The Fire Service will give this. Fires must be reported using the County Council Incident Report form.

3.4.14 Permission to use the premises will not be granted if it is likely that the let would cause unreasonable inconvenience to local residents or interfere with other activities on site.

4. MONITORING

The lettings policy is reviewed every four years and charges are reviewed annually by the Governing Board

5. CANCELLATIONS

5.1 By the Hirer

Cancellations should be made in writing at least 24 hours before the proposed letting, otherwise the Hirer will still be liable for the standard charges. In the event of a cancellation being made at the appropriate time, the school will credit the Hirer for a free booking the following term, if applicable, or refund the fee if no further bookings are required.

5.2 By the School

If the school finds it necessary to cancel a booking, as much notice as possible will be given, generally not less than 24 hours and, where possible, alternative accommodation will be offered. If this is not possible, a refund will be made.

5.2.1 The LA and the school will accept no liability in respect of commitments incurred by the Hirer due to such cancellations.

6. LICENCES

6.1 There are a variety of licences that may be required for different types of function. The onus is on the Hirer to ensure which are necessary, and must produce documentary evidence before the letting takes place.

6.2 The Hirer will indemnify the school and LA against any action brought about by failure to obtain the necessary licence(s).

6.3 The following categories of letting may require a licence:

- Theatre licence
- Copyright/Royalty licence
- Cinematography licence
- Alcohol
- Music, Singing and Dancing

Appendix 1: Hire Charges per Hour

Hire Charge Rates

Hire charges must be fully paid in advance of each session of hire

<u>Facility</u>	<u>Current</u>
Main Hall Per Hour	£12.00
Dining Room Per Hour	£12.00
Classrooms Per Hour	£5.00
Caretaking Costs Per Hour (outside normal hours)	£9.00
Playground Per Hour	£7.50

- Letting fees for block bookings will be negotiated.
- A discount of 50% will apply to all members of staff at The Reddings Primary and Nursery School