



St John's Mead School

Valuing Effort, Valuing Others, Valuing Self

SCHOOL LETTINGS POLICY

Policy Number	28
Version	8
Policy Date	Nov 2016
Review Date	Nov 2018

1	OVERVIEW.....	3
2	DEFINITION OF A LETTING.....	3
3	RESTRICTIONS ON A LETTING.....	3
4	CATEGORIES OF LETTINGS.....	3
5	POLICY STATEMENT USE OF PREMISES.....	3
6	LETTING CHARGES.....	3
6.1	CHARGES.....	3
6.2	VARIATION OF SCALES OF CHARGES AND CANCELLATIONS.....	4
7	INITIAL APPROACH BY POTENTIAL HIRERS.....	4
8	CONDITIONS FOR THE HIRE OF ST. JOHN'S MEAD CE VC PRIMARY SCHOOL.....	4
8.1	DAMAGE, LOSS OR INJURY.....	5
8.2	PROTECTION OF PREMISES AND MOVABLE PROPERTY.....	5
8.3	PUBLIC SAFETY.....	5
8.4	ACCESS TO A TELEPHONE.....	5
8.5	FIRST AID FACILITIES.....	5
8.6	STATUS OF THE PERSON APPLYING FOR THE LETTING.....	5
8.7	COPYRIGHT OR PERFORMING RIGHTS.....	5
8.8	SUB LETTING.....	6
8.9	INTOXICATING LIQUOR.....	6
8.10	SMOKING.....	6
8.11	HEELS & SHOES.....	6
8.12	DANCING.....	6
8.13	VACATION OF PREMISES.....	6
9	SECURITY.....	6
10	FOOD AND DRINK.....	6
11	SCHOOL EQUIPMENT.....	7
12	PRIORITY OF USE.....	7
13	ATTENDANCE.....	7
14	BEHAVIOUR.....	7
15	OWN RISK.....	7
16	RIGHT OF ACCESS.....	7
17	CONCLUSION OF THE LETTING.....	7
18	ELECTRICAL EQUIPMENT.....	7
19	PROMOTIONAL LITERATURE / NEWSLETTERS.....	8

ST JOHN'S MEAD CE VC PRIMARY SCHOOL SCHOOL LETTINGS POLICY

1 OVERVIEW

The Governing Body is responsible for the management of the school premises subject to direction by the LA or any statutory requirements. The school's delegated budget must not be used to subsidise any non-school use of premises and grounds (e.g. lettings).

2 DEFINITION OF A LETTING

A letting is defined as "any community use of the school premises and /or grounds outside of the school day and not associated with the corporate life of the school".

Use of the premises associated with the corporate life of the school includes activities such as staff meetings, parents' meetings, governors' meetings and extracurricular activities of pupils by school staff. Costs arising from these uses are a legitimate charge against the school's delegated budget.

3 RESTRICTIONS ON A LETTING

A letting MUST NOT give full time exclusive use of all or parts of the premises or grounds. Any equipment provided by the hirer MUST be removed from the site or stored as agreed by the school, and MUST NOT restrict the use of the facilities by the school or other approved organisations. A letting must not interfere with the primary activities of the school.

4 CATEGORIES OF LETTINGS

Community education activities and programmes directly sponsored or controlled by the LA (e.g. adult education, youth service and in-service training).

- Lettings approved by the governing body.
- Lettings made under statute e.g. elections, parish council meetings.

5 POLICY STATEMENT USE OF PREMISES

It is the policy of the governing body to maximise the use of the school premises.

6 LETTING CHARGES

The governing body is responsible for setting charges. The charges will cover all the costs involved and MUST NOT knowingly provide subsidy from the school's delegated budget.

6.1 Charges

The charges will be reviewed annually during the Summer term, by the Finance & Premises Committees for implementation from 1st September. Letting fees may be reduced or waived at the discretion of the Headteacher in consultation with the Premises Sub-Committee.

Current charges can be found below.

Hall	£15 per hour £25 per session
School Field (approved users only)	£7.50 per match £7.50 per hour
School field & hall	£25 per session
No charge for extended school activities Monday – Friday term time only	

Caretaker/Keyholder: Fees include the opening and closing of the school premises only.

Times of lettings: Monday – Friday term time only

Before School 7:30am – 8:45am

After School 4.00pm -11.00pm

Weekends and Holiday lettings 8.00am – 11.00pm

The charge includes hiring a person to be responsible for security. Additional charges will be made should the security system be set off and require re-setting by external contractors. The school's administrative staff will keep a booking diary, lettings schedule and cancellations record. In order to comply with VAT legislation all payments for long term bookings must be made in advance and cover a 10-week period.

6.2 Variation of Scales of Charges and Cancellations.

The Hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by the Governors annually) and that the letting may be cancelled provided that in each circumstance at least 28 days notice either way is given. When applicable, it is the Hirer's responsibility to notify participants of changes in dates or venues in writing at least a week in advance. The school administrative staff will notify the Hirer of changes/cancellations.

7 INITIAL APPROACH BY POTENTIAL HIRERS

This is to be made to the school office where staff will discuss the hirer's requirements and the facilities available. The potential hirer will then be asked to complete an initial request form. These details will then be shared with the Premises Committee for agreement.

The governing body has the right to refuse an application without stating any reason and no letting should be regarded as booked until approval has been given in writing. No public announcement of a function to be held should be made until the booking has been formally confirmed.

Once a letting has been approved a letter of confirmation will be sent to the hirer, setting out the full details of the letting, enclosing a copy of the lettings terms and conditions and requesting payment by cheque or cash in advance of the booking. In the event of failure to pay the fee, the premises will not be made available.

8 CONDITIONS FOR THE HIRE OF ST. JOHN'S MEAD CE VC PRIMARY SCHOOL

All conditions must be adhered to. The Hirer shall be the person making the application for a letting and this person will be responsible for payment of all fees or other sums due in respect of the letting to the Hirer and for the observance of regulations imposed by the LA or their lawfully appointed agent.

Payment for letting shall be made in advance. Payment will be refundable in the event of a letting being cancelled more than 24 hours in advance. The school will retain priority over all other events. Where possible the hirer will be given 4 weeks' notice of cancellation.

8.1 Damage, Loss or Injury

The Hirer warrants to the Governors that it has appropriate insurance to cover all its legal liabilities for accidents resulting in injuries to persons, including participants in the hiring activity, and/or loss of or damage to property, including the hired premises, arising out of the letting of educational premises.

The LA/school will not be responsible for any injury to persons or damage to property arising out of the letting of educational premises.

The hirer will be liable for any damage to property or equipment.

8.2 Protection of Premises and Movable Property

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating the drilling of nails or screws into fixtures or part of the school fabric will be permitted. In the event of any damage to premises or property the school shall make it good and the Hirer shall pay the cost of such reparation.

8.3 Public Safety

The Hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways, passages and exits.

Where applicable the Hirer must adhere to correct adult to pupil ratios at all times.

The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct.

8.4 Access to a Telephone

There is no legal requirement to provide access to a telephone within the school premises. The Hirer is responsible for providing a phone for use in an emergency.

8.5 First Aid Facilities

There is no legal requirement to provide first aid facilities for hirers. It is the Hirer's responsibility to make first aid arrangements i.e. trained personnel and provision of first aid kit, particularly in the case of sports lettings. Use of the schools resources is not available.

8.6 Status of the Person Applying for the Letting

Lettings will not be made to persons under the age of 18 or any organisation or group with an unlawful or extremist background. Persons may have to undergo, at the discretion of the Governors, a police check. When lettings involve access to St. John's Mead School pupils all personnel involved must be police and list 99 checked as per DfES regulations. These checks are to be made by prior arrangement with the Headteacher (at least six weeks in advance to ensure checks are carried out).

All adults working with St. John's Mead's pupils must be appropriately qualified and sports coaches must follow LA guidelines and checks.

8.7 Copyright or Performing Rights

The Hirer shall not, during the occupancy of the premises, infringe any copyright or performing right, and shall indemnify the LA against all sums of money which the LA may have to pay by reason of an infringement or copyright or performing right occurring during the period of hire covered by this agreement.

8.8 Sub Letting

The Hirer shall not sub let to another person.

8.9 Intoxicating Liquor

No intoxicants shall be brought on to, or consumed on, the premises without the prior approval of the Governing Body.

8.10 Smoking

The school is a non-smoking area.

8.11 Heels & Shoes

No stiletto or any type of thin heel is to be worn.

If activities involve out door use please ensure footwear is cleaned before re-entering the premises.

8.12 Dancing

Application to the Governors must be made in writing for permission.

8.13 Vacation of Premises

The Hirer shall ensure that premises are vacated promptly at the end of the letting. Where applicable, the Hirer is responsible for supervising children until they are collected and ensuring named adults collect them.

In the event of an emergency, occupants must leave school by the nearest exit. The assembly point is on the school playground. The Hirer must have immediate access to members contact details. Hirers are responsible for familiarising themselves with emergency exits and must ensure members are aware of evacuation procedures.

9 SECURITY

The governors will make sure that there is someone responsible for the security of the premises before, during and after the hire. The Hirer will have this charge added to the hire fee. If no suitable person can be employed then the hire will not be allowed or cancelled. Only named key holders may operate the security system. Keys should not be passed to any other person without direct permission of the governing body of the school.

10 FOOD AND DRINK

No food or drink may be prepared or consumed on the property without the direct permission of the governing body due to food hygiene regulations. All litter must be placed in the bins provided. Application must be made on the original form.

11 SCHOOL EQUIPMENT

This can only be used if requested on the initial application and its use approved by the governors. Adults must supervise equipment being issued and its safe return. The Hirer is liable for damage, loss or theft of any school equipment being used.

The Hirer is responsible for the equipment's safe and appropriate use.

No use may be made of apparatus such as stage blocks, pianos etc without specific permission. Staging set up for school use will not be dismantled during the weeks it is in use.

12 PRIORITY OF USE

The Governors will resolve conflicting demands for the use of the premises, with priority being given to school functions and LA lettings.

13 ATTENDANCE

The Hirer shall ensure that the number of persons using the premises does not exceed that for which application was made and approved.

14 BEHAVIOUR

The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated.

15 OWN RISK

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

16 RIGHT OF ACCESS

The Governing Body and its agents reserve the right of access to the premises during the letting. The Headteacher/LA reps or Governors may monitor activities from time to time.

17 CONCLUSION OF THE LETTING

The Hirer shall, at the end of the hire period, leave the accommodation in a reasonably tidy condition, all equipment being returned to the correct place of storage. If this is not adhered to an additional cost will be charged.

18 ELECTRICAL EQUIPMENT

Any electrical equipment brought by the Hirer onto the school site MUST comply with the LA Code of Practice for Portable Electrical Appliance Equipment. Equipment must have a certificate of safety from a qualified electrical engineer. This must be notified on the application.

All lettings are for the sole purpose of the activity booked. Additional activities/parties must be applied for through the Governors.

19 PROMOTIONAL LITERATURE / NEWSLETTERS

A draft copy of any information to be distributed to club members through the school must be sanctioned by the Headteacher a week prior to distribution by the Hirer.

This Policy is to be reviewed annually

Date of next renewal: Oct 2018

Signed on behalf of the Governing Body:

.....

FORM FOR APPLICATION				
			Date	
Name of Applicant			Date of birth	
Address				
Phone No	Home		Mobile	
Name of Club				
Activity of Club				
Day of week requested	Preference	1 st	2 nd	3 rd
Start time			Finish time	
Please Note: Allow time for your preparation and clearing up				
Dates hall required (Circle)	Autumn	Spring	Summer	
Is use of the playground required	Yes	No		
If so when				
Use of School equipment? (Please specify your request)				
Maximum number of participants				
Number of adults supervising				
Names of other adult supervisors		Relevant qualifications of supervisors		
A				
B				
C				
D				
E				
Where applicable have police checks been carried out?			Yes	No
When			By whom	
Police check forms attached			Police checks confirmed	
Are other adults to be invited to support club activities over the next year			Yes	No
<p><i>NOTE: Dates over year when hall will be unavailable due to school use or closure will be issued in September. These dates may be subject to changes and prior notice will be given.</i></p>				
<p>The hirer confirms that he/she has adequate and appropriate insurance cover for the activity to be carried out as per the conditions set out in the school's Letting Policy.</p>			Signature	
<p>The hirer confirms that they have made their own arrangements with reference to first aid as per the conditions set out in the school's Letting Policy.</p>			Signature	
Application for dancing				
Please explain type of dancing intended				
Provision of food / drink			Yes	No
Details and purpose				
Do you intend to use your own electrical equipment.			Yes	No
Provide evidence of up to date safety electrical test			Yes	No

Any other information or considerations for the Governors	Yes	No
Please Give details		
Signed		Date

St John's Mead CE VC Primary School

Hire Agreement

1. The Governors: Governors of *St. John's Mead CE VC Primary School, Hounds Road, Chipping Sodbury, South Gloucestershire. BS37 6EE*

2. The Hirer:

Of:

Telephone (including STD Code):

3. The Premises:

4. Date of Hire:

Period of Hire:

5. Fee: £

6. Use of Premises:

- a. The Governors hire the premises to the hirer on the date and for the period mentioned above in consideration of the fee referred to.
- b. The hirer accepts all the conditions of hire referred to in the attached conditions.
- c. The hirer's attention is specifically drawn to the indemnities contained in the hire conditions and the need to obtain suitable insurance cover for any loss, damage or injury.

Signed on Behalf of the HeadTeacher.....

Signed on behalf of the Governors:

Signed on behalf of the hirer:

NB Two copies of this form should be completed, signed and sent by the hirer to the Headteacher of the school at the above address with a cheque for the fee.