



# TIMU ACADEMY TRUST

**Policy Document for: Lettings**

**Approved by Directors: October 2017**

**Due for Review: October 2020**

## Philosophy

Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for the trust
- Better integrate the schools into the local community
- Familiarise individuals with the schools, who may become pupils or their parents
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the schools

## Categories of Lettings

The use of the school premises is divided into the following categories:

- i. Community and Leisure Learning (e.g. adult education)
- ii. Private (e.g. Wedding Receptions)
- iii. Commercial

## Implementation:

Bookings are made through the representative of the school, as authorised by the Governing Body, and confirmed in writing.

- School and PTA activities have priority
- Outline charges are set by the Headteacher/Governors and reviewed annually
- Specific charges are set at the time of the agreement
- The VAT liability of the letting is determined at the time of the agreement
- Payment is in advance for single lettings
- Payment is in instalments for a series of sports facilities lettings that comply with VAT exemption regulations
- The agreement should be updated and reviewed every two years
- A diary is kept covering all school, PTA and outside use of the premises and grounds after school, in evenings, at weekends and in holidays

Users sign an agreement that covers:

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance
- Charging
- Restrictions on use
- Licensing for the sale of alcohol, or public performances
- Parking

## Application Procedures

- a) Application forms, available from the school, should be submitted to the Business manager at least two weeks before the first day of the proposed letting. In the case of block bookings, four weeks notice should be given. The person signing the application form will be considered to be the Hirer. The Hirer will be required to return a copy of the completed booking form to the school before a booking can be accepted. The booking acceptance will be confirmed in writing to the Hirer.
- b) All applications will be considered on their merits, taking into consideration the suitability of the activity. The Governing Body reserves the right to:
  - refuse applications without giving a reason
  - have a representative present at any function
  - terminate any activity not properly conducted
- c) Letting fees are reviewed annually by the Governing Body. When the letting has been confirmed payment must be made to the school, prior to the use of the premises. In the case of a regular booking, payment will be required at the end of each term.

## Conditions of Use

### Security of the Premises

Entrance to the school will be via the hall entrance, which will be opened by the school at an agreed time. For security reasons, the school keys will not be available to the Hirer. It will be the responsibility of the Hirer to ensure that the school premises are secure during the time they are in use, i.e. ensure that the hall entrance is closed when all members of the group are inside. As it is important to restrict having children and cars in the same area access to the school car park may be limited to ensure safety.

### Use of Facilities

The Hirer will be responsible for the proper use of the school facilities (specialist equipment is not generally available e.g. projectors, TV and video equipment, cookers etc., unless special arrangements have been made) and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings; furniture and fittings, or school equipment. The Hirer will be responsible for making good any damage to the premises and property. Any precautions required to ensure the users' safety when using equipment are the responsibility of the Hirer. This includes, for example, the provision of information and training in the use of the equipment. In all cases, the Hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition.

All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.

The Hirer must be advised that they cannot rely on the school's risk assessments for any activities carried out during the letting and must complete their own risk assessments, a copy of which must be held by the school

Users should acquaint themselves with the Fire and Safety regulations and procedures relating to the area of the premises in use. These will be clearly displayed in each of the designated areas. It is the responsibility of the Hirer to provide first aid equipment and trained personnel. They must also carry out their own fire drills and organise their own fire procedure.

Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring.

The Hirer must use only that area of the building hired and must observe any instructions given by the school concerning the area available. Any furniture or equipment moved by the Hirer should be returned to its original position at the end of each session.

**Use of the School Field** at Iwade is confined simply to the grassed playing field accessed through the double gates at the top of the car park and does not include the playgrounds, play equipment or pond area.

Toilets are available in the hall corridor during lettings of the school hall.

The Hirer is responsible for ensuring that good order is kept on the premises and within the immediate environs of the school, and that the premises are left in a clean and tidy condition.

For security reasons, the Hirer will not have access to the school telephone. Hirers are urged to consider acquiring a mobile telephone for use in an emergency.

Smoking is not permitted anywhere in the school building.

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

No combustible materials are to be used within the school, except with the express approval of the Governing Body.

### **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.

### **Licences**

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. The Hirer will indemnify the school and LEA against any action brought about by failure to obtain the necessary licence(s). The following categories of letting may require a licence:

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

### **Insurance**

The Hirer will be responsible for ensuring that the group has adequate insurance appropriate to the activities organised.

The public liability insurance provided by the Council already insures schools against claims for injury or damage to members of the public that may arise due to negligence.

**All organisations wishing to use school premises should have their own public liability insurance to cover them for any services and activities they provide, and must have their own employers' liability insurance if employing staff or volunteers. The original insurance document should be seen and a copy taken by the school and kept on file.**

### Safeguarding

Hirers must have policies and procedures in place to ensure children's safety and must provide evidence of these to the school as required eg: safeguarding policy, DBS/ISA checks

### Cancellations

#### a) 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.

#### b) 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. The school will accept no liability in respect of commitments incurred by the Hirer due to such cancellations.

### Review

This policy will usually be reviewed every three years

## Appendix A - Hourly Charges

	Community Use			Commercial Use		
	Mon-Fri before 6pm	Mon-Fri after 6pm	Sat/Sun	Mon-Fri before 6pm	Mon-Fri after 6pm	Sat/Sun
<b>One room</b>	<b>£10</b>	<b>£15</b>	<b>£20</b>	<b>£15</b>	<b>£20</b>	<b>£30</b>
<b>each extra room</b>	<b>£5</b>	<b>£5</b>	<b>£5</b>	<b>£15</b>	<b>£15</b>	<b>£15</b>
<b>Hall</b>	<b>£10</b>	<b>£15</b>	<b>£30</b>	<b>£20</b>	<b>£35</b>	<b>£45</b>
<b>Playing field</b>	<b>£10 per hour</b>	<b>£15 per hour</b>	<b>£30 per am/pm session</b>	<b>£15 per am/pm session</b>	<b>£20 per am/pm session</b>	<b>£40 per am/pm session</b>

A letting for less than an hour will be charged at 25/50/75% of the hourly charge

A £40 weekend supplement will be levied on all categories of letting which require caretaking/cleaning incurred by the school outside the standard school week

Concessions of 15% are given to charitable organisations and long term bookings of over 3 months (to be applied after the initial 3 month period)

Concessions of 15% are also available where organisations provide a service for above 50% of the children who attend the schools.

Concessions of 50% for school staff who run a club or organisation for the community of Iwade.

### **Roles and Responsibilities:**

The school authorised representative is responsible for the construction and regular update of the lettings diary.

- The PTA secretary and individual teachers are responsible for informing the authorised school representative a term in advance, of events outside teaching hours, which will use the school premises
- Opening and closing the school is undertaken by the caretaker, or a casual caretaker, or by prior agreement with an authorised member of the staff
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used
- When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with
- Post-letting checks are made by the caretaker and reported to the school authorised representative
- The authorised representative will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues

### **Monitoring & Evaluation:**

Lettings should be evaluated to assess the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating and caretaker's payments.