



Raysfield Primary

Know myself. Respond to my world.

Connect with my community.

Raysfield Primary School

LETTING POLICY

Signed (Chair):	Name: Nick Kelcey	Date: 18.03.2020
Signed (Head):	Name: Claire Hill	Date: 18.03.2020
Ratified: by Full Governing Body on		Next Review: Annually from

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices	Letting Policy	Date	18.03.2020
EIA CARRIED OUT BY:	Claire Hill	EIA APPROVED BY:	FGB

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (Please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		✓
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).		✓
Gender Reassignment (transsexual)		✓
Marriage and civil partnership		✓
Pregnancy and maternity		✓
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		✓
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		✓
Gender (male, female)		✓
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		✓

Any adverse impacts are explored in a Full Impact assessment

POLICY FOR LETTING OF SCHOOL PREMISES

1 INTRODUCTION

- 1.1 The Governing Body have full responsibility for the use of school premises during the school day and outside normal school hours. This includes the letting of School premises to outside bodies and the control of all income and expenditure associated with such activities.

2 AIMS & OBJECTIVES

- 2.1 The letting of the premises shall not detract from the primary objective of the School as an educational establishment. Although providing a vital link with the community and other organisations, the letting shall be organised so that there is no disruption to the delivery of the curricula and at no cost to the pupils of the school or their education.
- 2.2 The Governing Body's policy is to encourage the use of school premises i.e. buildings, and playing fields by the pupils, parents, the community and organisations ranging from sports clubs to senior citizens' clubs and local businesses.
- 2.3 The income received from the letting of the premises will be used to assist the Governing Body to enhance and enrich the education and working environment of the pupils at the school.

3 EQUAL OPPORTUNITIES

- 3.1 The Governing Body consider the School to be a vital resource for the community. Individuals and groups who wish to make appropriate use of the school's premises are able to do so wherever this is reasonably possible.
- 3.2 The Governing Body positively encourages individuals or groups who wish to make reasonable use of the school premises, regardless of their race, gender, disability, sexuality or religion.
- 3.3 Applications will not be considered from applications for letting from people under 18 years of age.
- 3.4 The hirer will accept responsibility for being on the premises, being in charge of the premises let and for ensuring that all conditions of the letting agreement are observed, particularly those relating to management and supervision of the premises.

4 CATEGORIES OF USER

(a) Statutory User

Where statute provides that the school is required to be used or may not be used, those statutory provisions take precedence over all other uses. Statutory use is defined as follows:

Use of premises for polling stations or political meetings when a local or parliamentary election has been declared; official meetings of the parish or parochial council; any other statutory purpose. Infrequent use of the school premises required by statute will be accommodated by the Governing Body at a rate to recover costs.

(b) Designated Users

The Governing Body reserve the right to set charges at cost recovery and not at a level that would deter such user. Within this category, priority booking shall be given for extended use as follows:

- (i) Within the school: the school's own activity – for example, Governor, staff or Parents' Association meetings
- (ii) Curriculum activities, fund raising activities for School Funds;
- (iii) Extended School activities: for example extra curricula activities and clubs, community education or training events, approved childcare activities, non-profit making sport and interest courses, clubs and post 16 education programmes.

(c) Private Users

Those that are not defined as statutory or designated users are defined by the Governing Body as private users.

3 CONDITIONS FOR THE LETTING OF SCHOOL PREMISES

The Governing Body have adopted conditions for the letting of school premises, the details of which are annexed to this Policy.

The Policy and the conditions for the letting of school premises will be sent to all enquirers and be posted on the school's intranet and website.

5 GUIDELINES ON CHARGING

The Governing Body sets charges for lettings on the following guidelines:

- 5.1 The Policy is to set charges to bring additional income to the school taking account of Best Value, including elements such as insurance cover, heating and lighting, cleaning, staff overtime, fair wear and tear and any items, subject to VAT.
- 5.2 Details of the charges are annexed to this Policy.
- 5.3 Decisions to waiver or reduce lettings fees are delegated to the Executive Headteacher.
- 5.4 The Governing Body will review the charges for letting annually and reserve the right to review the charges at any time.
- 5.5 The Governing Body will give a minimum of 30 day notice of any increase in charges for letting.

6 ADMINISTRATION OF THE CONDITIONS

- 6.1 While full responsibility for all lettings is with the Governing Body, the day to day management and administration is undertaken by the School Business Manager.
- 6.2 The Governing Body reserves the right to withhold permission to let any part of the school (although the right to make this decision may be delegated to the Headteacher and/or the Business Manager). In the case of dispute the Governing Body's decision is final.
- 6.3 The Governing Body reserves the right to refuse to let the premises to any group or individual for purposes that are inconsistent with the ethos of the school.
- 6.4 Application forms are available from the school and they 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 week notice should be given. The person signing the Hire of Accommodation Application Form will be considered the 'Hirer'. The Hirer will be required to return all completed copies of paperwork to the school before a booking can be accepted. The booking acceptance will be confirmed by Business Manager.

- a) 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
- b) 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

Charges Schedule

	Designated Users	After School Club	Private users/Businesses
Hall			
<i>First hour</i>	Free	Currently £5.10	Currently £13.25 for first hour
<i>each extra hour</i>		n/a	Currently £7.15
Playing Field			
<i>First hour</i>	Free	Included in above price	Currently no charge
<i>each extra hour</i>		n/a	Currently no charge

External organisations working with children

It will be necessary for the hirer to undergo an enhanced DBS check if a particular letting involves contact with children and young people. It is the responsibility of the hirer, as advised by the Executive Headteacher/School Business Manager, to ensure that they have complied with this requirement and any relevant safeguarding requirements for working with young people. When there is a requirement for DBS checks on associated staff to be undertaken, the Hirer must keep appropriate records in line with current Safeguarding and Child Protection best practice and report to the school any safeguarding concerns which may arise.

The Hirer will be required to provide evidence that DBS checks have been carried out on request. They will also be expected to show they have robust Safeguarding arrangements in place and that there is a named "designated person" for referring Child Protection and Safeguarding concerns. The policies and procedures related to Safeguarding and Child Protection should be robust enough to stand up to scrutiny in line with the expectations of the school.

Where the hirer is providing sporting activity or coaching, valid and current First Aid certificates must be in place.

A certificate of public liability insurance must also be in place for the provider with a minimum of £5,000,000. Coaches working for that provider must also be able to show evidence of public liability cover if that is a requirement of their role within the organisation that is hiring or letting the school.

TERMS AND CONDITIONS OF HIRE OF SCHOOL PREMISES

- 1 The Hirer must be over 18 years of age and shall be the person by whom the application form for the hiring is signed. Such person shall be responsible for the payment of the fees payable in respect of the hiring and for the observance and performance in all respects of the conditions and stipulations contained in the hire agreement. Where a promoting organisation is named in the application, that organisation shall also be considered the Hirer and shall be jointly and severally liable hereunder with the signatory.
- 2 The hire fee shall be paid in full upon signing the Hire Agreement together with any returnable deposit required by the Governing Body.
- 3 The Governing Body shall determine in advance the duration of the hire period.
- 4 The Governing Body reserves the right to refuse any application. The right is reserved to cancel any hiring, without notice, where the Governing Body considers it necessary for any cause outside their control. The Governing Body reserves the right to cancel this Hire Agreement at any time where the Hirer is in breach of the terms of this Agreement and no compensation shall be payable to any person in consequence of cancellation. In such event, the Governing Body shall not incur any liability to the Hirer, other than for the return of any fee or the appropriate part of any fee paid in respect of the hiring.
- 5 Hirers will be allowed to cancel or postpone such bookings. Refunds or fees payable are at the discretion of the Governing Body.
- 6 There shall be no variation to the conditions of hire without the express consent of the Governing Body.
- 7 The Hirer is responsible for everyone who is on the school's premises for the activities they are organising and, generally, for everyone who comes on to the parts of the school's premises which are under the Hirer's control at the stated times. The Hirer is responsible for ensuring that they comply with all the terms of the hire agreement. No notices or placards shall be affixed to, lean upon or be suspended from any part of the school premises. No bolts, nails, tacks, screws, pins or other similar objects shall be driven into any of the walls, floors, ceilings, furniture or fittings. The Hirer shall ensure that no persons using the permitted area wear shoes with stiletto heels or other footwear which may in the opinion of the Governing Body be damaging to the floor surfaces of the hired area. No alterations or additions to any electrical installations either permanent or temporary on the hired premises may be made without the written consent of the Governing Body. Electrical apparatus must be switched off after use and plugs removed from sockets.
- 8 The Hirer/Hirers shall during the hiring be responsible for:
 - (a) Taking all measures necessary to ensure that the permitted number of persons using the hired premises is not exceeded;
 - (b) The efficient supervision of the hired premises and for the orderly use thereof including the observance of the Governing Body policy on smoking on school premises;
 - (c) Ensuring that all doors giving egress from the hired premises are kept unfastened and unobstructed and that no obstruction is placed or allowed to remain in any corridor giving access to the hired premises;
 - (d) Ensuring that all proper safety measures are taken for the protection of the users of the premises and equipment including adequate adult supervision where young people are concerned;

- (e) Familiarising themselves and the users of the premises with the fire alarm positions, the locations of the fire-fighting equipment and the establishment's exit routes;
- (f) Ascertaining the location of the nearest emergency telephone, or access to a mobile phone;
- (g) The provision of a suitable first aid kit;
- (h) The administration of first aid;

The Hirer shall at the end of the hiring be responsible for:

- (a) Ensuring that the hired premises are vacated promptly and quietly;
- (b) Ensuring that the hired premises are left in a safe and secure condition and in a clean and tidy state.

Failure to comply with these conditions may lead to additional charges. The Hirer shall not permit or suffer any damage to be done to the hired premises or any furniture or equipment therein and shall make good to the satisfaction of the Governing Body and pay for any damage thereof (including accidental damage) caused by any act or neglect by himself, his agents or any person on the hired premises by reason of the use thereof by the Hirer.

- 9 The Hirer shall immediately inform the Executive Headteacher of the school, of any emergency, accident or serious incident that occurs on the school premises. The Hirer will complete and lodge with the school an accident report form.
- 10 Intoxicating liquor shall not be brought into nor consumed on school premises.
- 11 There shall be no smoking on the school premises or the school grounds.
- 12 The promoters of entertainment and functions to which the public are admitted, for payment, shall be responsible for completing to the satisfaction of the Governing Body, all formalities in connection with the use of the premises for that purpose. Where the Chief Fire Officer require additional facilities for the purpose of a letting (such as "Exit" sign and emergency lighting) which are not already installed, it shall be the responsibility of the Hirer to provide such facilities of an approved type and method of installation. Payment for admission shall be deemed to include admission by tickets or programmes or by any other method by which the making of a payment entitles a person to admission. No entertainment or function to which the public are admitted shall be allowed unless the premises are licensed for the purpose under the bye-laws of the Local Authority in whose area the premises are situated and all necessary regulations against fire are complied with. The Hirer shall be responsible during the function or entertainment for which the premises are hired for ensuring:
 - All safety requirements and recommendations of any licensing authority are complied with;
 - Any limitation on the number of persons admitted imposed by any licensing authority or the Governing Body are complied with;
 - Suitably qualified persons are employed to be responsible for the supervision of the premises and the conduct of those attending so as to avoid personal danger, and damage to the premises.
- 13 No copyright work shall be performed without the licence of the owner of the copyright and the payment of any appropriate fees.
- 14 No betting, gaming or gambling is allowed.

- 15 The hire area does not include the use of any equipment except where specifically agreed and subject to any fees deemed appropriate by the Governing Body. School furniture (other than chairs for use in halls) shall not be moved except by arrangement. The Hirer must do everything reasonable to avoid loss, damage or breakage to the school's property whilst the school's premises are under the Hirer's control. Any loss, damage or breakage must be reported as soon as practicable to the School Business Manager. The Governing Body will be entitled to charge the Hirer for any such loss, damage or breakage on terms to be approved by the school.
- 16 The Hirer will be required to indemnify the Governing Body against any liability at law in respect of any accident involving death or bodily injury to any person or damage to or loss of any property real or personal and happening consequent upon or in connection with the use of the premises unless due to the negligence/default of the Governing Body, their servants or agents.
- 17 The parking of vehicles on the school's property shall be permitted in approved areas only on condition that persons bringing such vehicles on to the premises do so at their own risk and that they accept responsibility for any damage to the school's/centre's property or injury to any person whether connected with the establishment or not, caused by such vehicles or their presence on the school's premises.
- 18 Any hiring of a playing field may be cancelled without notice if weather conditions or the state of the ground make it likely that unreasonable damage may result from use. Suitable footwear must be worn.
- 19 The Hirer shall comply with such additional conditions as the Governing Body may require in writing, to be observed for a particular letting. It is understood and agreed that the Governing Body do not, either expressly or by implication, warrant the premises to be fit or suitable for any sporting, recreational or other purpose for which the Hirer intends to use them but rely entirely on the skill, knowledge and expertise of the Hirer in choosing so to use them and require the Hirer to discontinue that use immediately upon it becoming reasonably foreseeable that by reason of their condition a participant in or spectator to that sport, recreation or other activity, or any other person is in danger of suffering injury, loss or damage.
- 20 The Hirer and his agents shall during the hiring and during such other times as they or any of them shall be on the hired premises for the purpose of the hiring comply with all reasonable requirements of the caretaker of the hired premises. The Hirer shall not sublet the hired premises or any part thereof and in the event of this conditions being breached or any threat thereof then the hiring will stand cancelled, the charges forfeited and the Hirer and sub-hirer excluded from the hired premises.
- 21 Any notice or necessary action required in respect of this hiring may be undertaken by the Chairman of the Governing Body or his nominated representative. The right of entry to the hired premises at any time during the hiring is reserved for authorised officers and employees of the Governing Body, the Chairman of the Governing Body, Executive Headteacher and School Business Manager, or a person authorised by them.

Declaration by the Hirer:

- i. I am over 18 years of age.
- ii. I have read the Conditions of Hire and agree to abide by them.

- iii. I confirm that insurance arrangements are in place in accordance with the Conditions of Hire. Minimum £5,000,000 public liability insurance.
- iv. I confirm that all licences that may be required for the activities during the hire period have been obtained/have been applied for /will be applied for before the date of first applicable use.
- v. I agree to indemnify the school for any loss arising out of a breach of this agreement.

For and on behalf of:

The Governing Body of Raysfield Schools' Federation

Signed:

Dated:

For and on behalf of:

..... (The Hirer)

Signed:

Dated:

**HIRE OF SCHOOL PREMISES
BOOKING FORM**

1. Name of Organisation/Person(s):

2. Contact:

Contact person's name _____

Telephone Number _____

Email address _____

3. Nature of Event:

4. Does the letting involve contact with children and young people:

Circle No Yes

If yes please provide more information:

5. Number Attending:

6. Date(s) the accommodation is required for:

7. Times the accommodation is required for:

From: _____ **To:** _____

(Please allow adequate time for preparation and clearing up)

8. Accommodation required: (tick as necessary)

Hall _____ Playing Field _____

9. Will you need to bring any of your own equipment into the school?

Yes / No

If so, please provide details:

Toilet facilities will be available for every booking of premises.

DECLARATION TO BE COMPLETED BY THE HIRER

I/We* being the duly appointed agent of

Agree to pay the charges for accommodation and to abide by the terms and conditions stated provided and do hereby agree to indemnify the school against any liability whatsoever which may arise out of the hire of premises to me/the organisation*.

I/We* also confirm that the appropriate insurance has been effected in accordance with the Conditions of Hire.

* (Delete if applicable)

Signed **Name**

Date

NOTE: Persons signing the Declaration must be of 18 years of age or over.

An invoice for the letting will be sent prior to letting