



**NORTHWOOD  
PRIMARY  
SCHOOL**

*A world of opportunities*

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## **LETTINGS POLICY**

Signed	<i>V. Garrett</i>
Role	Chair of Governors
Date	25 <sup>th</sup> February 2016

Approved by (Committee)	FGB
Date approved	25 <sup>th</sup> May 2016
Review frequency	2 Yearly
Date of next review	Summer Term 2018

The governors of the school seek to encourage community use of the school's facilities, without impairing the use of the school for its prime purpose of education its pupils. However such facilities require maintenance and their use imply staff requirements and in consequence there is a need to charge for their out of school hours use.

### **AIM**

The aim of this policy is to state the procedures, regulations and charges associated with the hire and use of the school facilities.

### **PRINCIPLES**

- The letting rates will be set by the governors Finance, Management and Administration Committee and reviewed annually.
- The governing body has the flexibility to negotiate charges where appropriate.
- The School Business Manager and office staff will be responsible for the day to day administration of the Letting Policy.

### **PROCEDURE AND REGULATIONS**

- All lettings are to be made with the designated person or the school office using the appropriate booking form and giving as much notice as possible. Payments should be sent to the school office.
- Completed booking forms must be submitted at least 24 hours in advance and must be accompanied by the appropriate fees.
- School functions and events will always take priority over requests for lettings. Every effort will be made to inform users of dates when premises will be unavailable.
- The school reserves the right to refuse lettings to applicants who have previously failed to fulfil the requirements of the Hire Agreement which is issued to all users.
- No letting will be made before 18.30 hours Monday to Friday in term time for the hall and before 15.30 hours Monday to Friday in term time on the school field.
- The use of the school premises will not normally be available during school holidays unless prior arrangements have been made with the School Business Manager.
- When an agreement is made to allow non-school groups or organisations to use the school premises, appropriate checks will be made before agreeing the contract. Usage will be monitored and in the event of any behaviour identified as relating to extremism or radicalisation, the school will contact the Police and terminate the arrangement.
- The school has the right to reject applications for lettings.
- Lettings can only be made up to six months in advance.

### **CHARGES FROM SEPTEMBER 2015**

- Use of hall per hour.....£12.50 (Includes normal use of lights and heating)
- Use of hall per day ..... £60.00 (Includes normal use of lights and heating)
- Use of field per hour ..... £10.00

### **ADDITIONAL CHARGES FOR USE OF FACILITIES**

If the caretaker is required to open, close or clean the hall there will be a charge of one hour per letting based on the following rates:

Open/closing school buildings.....£25.00 flat fee  
Additional cleaning .....£20.00 per hour

This arrangement needs to be confirmed at the time of booking.

If the hall is not left in a clean and tidy state then a retrospective charge will be made for the caretakers' time.

All charges for service and additional equipment are subject to VAT being charged at the current rate. In verifying whether the charge is subject to VAT, the school will refer to the guidance issued by HMRC.

### **PAYMENTS**

All lettings payments must be made in advance unless other arrangements have been agreed with the School Business Manager.

Additional lettings payments will be necessary if more than one hour of caretaker's time is required.

### **CANCELLATION**

Cancellation of the hire of the school hall or field must be made seven days prior to the booked date.

A cancellation fee will be charged unless seven days notice is given.

### **INSURANCE**

Commercial hirers must ensure that they have adequate insurance arrangements in place and provide documentary evidence before the booking can be agreed (£5,000,000 cover minimum).

No liability will be met for loss of or damage to personal effects including car/vehicle/bicycle parking.

### **SAFEGUARDING**

It is the hirer's responsibility to ensure all necessary checks are undertaken. For example a children's entertainer will require an enhanced DBS check.

### **RISK ASSESSMENTS**

It is the hirer's responsibility to ensure that risk assessments for any activities undertaken on the premises are in place. These will be made available on request.

### **Conditions of Hire**

1. Smoking is not permitted anywhere within the school grounds.
2. Dogs are not permitted inside the school buildings or grounds, with the exception of guide dogs.
3. Booking forms must be completed and signed by the hirer and returned to the school office. The school premises cannot be used until the forms have been received, the letting agreed and the appropriate fee paid.
4. Payment for lettings should be made in advance unless other arrangements are made with the School Business Manager.
5. The use of school premises will not normally be available during school holidays unless prior arrangements have been made with the School Business Manager.
6. Users must show respect for school equipment and furniture. No equipment should be used without prior arrangement. Appropriate use of lighting should be observed.
7. Hirers will be expected to pay for the repair or replacement of any damage to equipment or buildings as a result of the hire.
8. The premises/grounds must be left in good order. Litter should be removed. The cost of any additional cleaning required will be charged to the hirer.
9. Toilets must be checked at the end of the hire and left in a clean condition.
10. Hirers are expected to be punctual to starting and finishing times.
11. Hirers must report any damage to school property to the school office as soon as possible.
12. Commercial hirers must provide copies of adequate insurance cover prior to the let.
13. Hirer must provide their own first aid equipment and suitably trained first aider.
14. All emergency access routes must be kept clear of obstruction.
15. Cars must not be parked on the playground or school field except under agreed circumstances.
16. No fires are to be sited on the field or playground.
17. Hirers must familiarise themselves with the school's fire procedures and the location of equipment.
18. Hirers must apply and communicate any Health and Safety information to their members.
19. Children must be supervised at all times.
20. Hirers are not allowed to sub-let or share the premises with anyone else.

**Please note that usage will be monitored and in the event of any behaviour being identified as involving extremism or radicalisation, the school will terminate the agreement and contact the police.**

**Hire Agreement**

I have read and agreed to the terms and conditions detailed overleaf and would like to make the following booking:

Name .....

Address .....

.....

Telephone number .....

Email .....

Date required .....

Times required .....

Does this include setting up time .....

Room/area required.....

Purpose of hire .....

Number of people on site .....

Any other requirements.....

Signed .....

Print name .....

Date .....

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Office use only

Hire agreed by ..... Date .....

Copy of insurance policy schedule provided .....

Cost .....