

# Woodley Church of England (Controlled) Primary School



## Lettings Policy

Responsibility of: Finance and Facilities Committee

Date of Policy: 1<sup>st</sup> May 2015

Date of Review: 1<sup>st</sup> November 2021

Chair of Governors:

Head Teacher:

## **Policy**

Woodley C of E aims to maximise the use of the school for the benefit of the local community without detriment to the School or its site and buildings. Groups and individuals may hire certain areas of the school's facilities in accordance with the terms and conditions for hire as determined by the School Governors.

The school will not hire its facilities for weddings or private parties at this moment in time.

Smoking is not permitted on school site.

Hire charges must cover the cost to the School of the let.

PTA functions incur break even costs to cover costs, wear and tear of site and utilities. The PTA is expected to follow procedures and Terms and Conditions.

The Site Controller or other designated representative will be contactable during the duration of the letting. Hirers should liaise with him/her concerning any specific requirement during the let and in the event of any accidents/incidents.

The type of user and proposed function will determine the level of charges.

The policy and charges will be reviewed regularly by the Finance and Facilities Committee.

## **Procedures**

Lettings are arranged through the School Office. The School Business Manager co-ordinates letting terms charges and administration.

Any request for a Sunday let shall be approved by the Foundation Governors.

The Hirer must complete The Authority's Lettings Agreement Form prior to the let.

When booking, the Hirer must agree arrangements for access at the beginning of the letting and procedures at the end, specifying times in advance.

The use of tables and chairs must be agreed at the time of booking. The use of any other equipment is not permitted unless its use has been specifically agreed to when the booking is made. These additional requests may incur a VAT charge.

**The cost of any casual letting must be paid in full at the time of booking, including a £50 deposit which will be returned if the premises are left in an acceptable order.**

Any appeals concerning the approval of a proposed letting must be put in writing to the Head Teacher and will be taken to the next scheduled meeting of the Facilities

Committee. Appeals concerning the rate to be charged must also be put in writing to the Head Teacher and will be taken to the Finance and Facilities Committee.

### **Conditions**

The nature of the let must comply with the ethos of a Church of England School. The Governing Body reserve the right to refuse a request to hire any part of the school premises.

All areas must be left in a clean and tidy condition at the end of the letting and any rubbish/waste must be taken away and not left in the school.

The Hirer must ensure that persons in attendance at the letting remain within the confines of the facilities hired. Use of any area not specifically hired as part of the letting is not permitted. Any children on site must stay with their adult during the let and are not permitted to run around the school site.

No alcohol will be consumed unless the consent of the Head Teacher acting on behalf of the Governors is granted in advance. The hirer must ensure that all relevant Licensing Laws are complied with. The relevant licenses should be displayed during event.

No school equipment must be moved during the letting, unless specified beforehand.

Any equipment being brought into school in connection with the letting must be specified at the time of booking and agreed to. Electrical goods must be in a safe condition and are liable to inspection by the person supervising the letting before they can be used on the date.

The school is committed to safeguarding and promoting the welfare of children and young people, and expects all hirers of school premises to share this commitment. All hirers working with children are required to have DBS disclosure at an appropriate level (as defined by the Independent Safeguarding Authority) for those individuals working in school premises on behalf of the hirer. Details must be given to the school office. Where a DBS disclosure includes convictions or other relevant information, the hirer is required to undertake assessment of risk to determine whether that individual is suitable to work with children and young people. The school reserves the right to refuse a request to hire the premises on the findings a DBS check.

### **Charges**

Community Charge: £26.00 per hour

Commercial Use £33.00 per hour

Charges are negotiated by the School Business Manager and agreed by the Governing body.

The school reserves the right to set the frequency and method of the payment of invoicing.

The school reserves the right to review and increase the fee structure on an annual basis to ensure the school remains competitive.

Insurance: Unless the hirer can demonstrate that their own insurance cover satisfies the Council's specified conditions there will be a charge of 10.5%. Where this charge is levied, the hirer should note that there is a £100 excess in respect of accidental damage.

### Cancellation

The school reserves the right to request a refund if the let is cancelled less than five working days before the booking is due to take place. If the cancellation is made more than five working days before the booking, the school reserves the right to retain £10.00 to cover administrative costs.

For regular lettings, a period of one month's notice will be given should the lettings agreement cease.

The school reserves the right to cancel a let. Written notice will be given if time permits. A refund will be given if the cancellation is not due to the hirer breaking the terms and conditions of hire.

Refer to Fire Safety and Evacuation Policy and Health and Safety Policy.