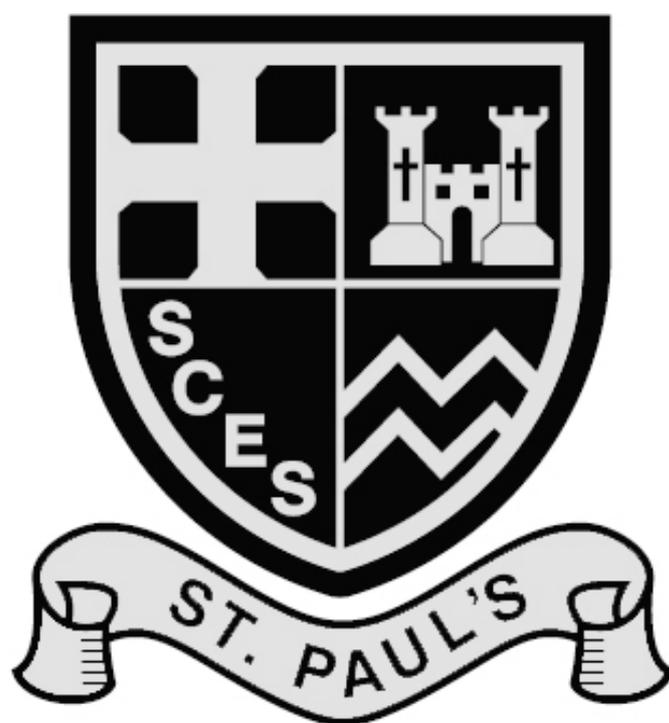


St. Paul's C of E Primary School



Lettings Policy

**Reviewed – June 2018
Next Review Date – June 2020**

St. Paul's C. of E. Primary School

LETTINGS POLICY

School Aim Statement

“Everyone working together to create a caring Christian learning environment which inspires children to celebrate their unique potential and become a responsible, considerate, involved and happy member of God’s world”.

1.1 General Principles

- St. Paul's C of E Primary School has adopted the Warwickshire Community Education Charter and supports its aims and principles. The school sees itself as an integral part of the local community. It considers the local environment and community to be a valuable resource in children's learning.
- The resources of the school, including the accommodation will be made available to the local community through lettings when this is possible, desirable and appropriate. Permission to use the school premises, with the exception of specialist accommodation referred to elsewhere, out of normal hours, may be granted by governors subject to the following provisos:
- The use will not, in their opinion, conflict with the educational functions of the premises, or create any disturbance or inconvenience to the neighbourhood, or interfere with any existing hiring.
- School premises are not used during the last few days of the school holidays except for approved educational purposes[eg adult education classes] and as required by statute.
- Hirings of the school normally include toilet facilities and parking facilities [where available].

1.2 Use of playing fields

- Sports pitches may also be made available for properly supervised activities out of normal hours [particularly by organised youth groups and other similar bodies] at the discretion of the governors, provided that the fields are in a fit state for such activities. In cases of doubt the Site Manager should be consulted.

1.3 Prevention of damage

- To avoid damage to property as a result of hiring, governors may stipulate that footwear likely to cause damage to floors is not worn and may require other preventive measures be taken. Facilities are not to be used for activities other than those for which they are intended.

1.4 Withdrawal of facilities

- We want to ensure the full use of the school premises consistent with their use for normal day-to-day purposes, but we emphasise that any abuse of privilege may lead to the immediate withdrawal of the facilities. In special circumstances, governors may cancel a confirmed booking, but will endeavour to give reasonable notice.

1.5 Hire of halls

- The use of the hall at the school is subject to the following additional conditions
 - 1.5.1 Appropriate footwear shall be worn
 - 1.5.2 Hirers are to provide their own personal playing equipment [eg rackets, balls]
 - 1.5.3 Any sports equipment used shall be stored tidily after use,
 - 1.5.4 Where the hall is hired for activities in which there is a physical risk, the hirer is responsible for appropriate supervision. The Authority [W.C.C.] is in no way liable.
 - 1.5.5 Any electrical equipment brought onto the premises by hirers must have a current test certificate.

2. Charges for the use of school premises

- Subject to the Authority's right to issue directions on the use of the premises, charges will be at the discretion of governors, except in the case of a hiring covered by statute [see section 11]
- Governors may choose to offer free use or may set a charge which does not fully cover costs. However in the case of schools this would need to be on the understanding that the hiring was not subsidised from the school budget. Subsidies may be provided from income from other hiring's or sources, or may be met by grants from the Authority's community use budget.
- Charges will not be relevant in the case of use associated with the corporate life of the school, such as staff meetings, parents' meetings, governors' meetings and extra-curricular activities for pupils. These costs will be covered by the school budget.

3. Application procedure, conditions of booking, etc.

- Any application for the hire of educational premises must be made on the official application form and in accordance with the procedures laid down by the Local Authority Officer.
- Hirers should familiarise themselves with the Health and Safety policy of the school and are responsible for making users of the school aware of Fire regulations, Exits and Assembly Points and ensuring that a register of users is kept in case of emergency.

3.1 Confirmation of booking

- Educational premises will not be regarded as booked until the completed application form has been submitted and approved by the governors or by a person empowered to act on their behalf. The governors reserve the right to refuse any application without stating reasons. No public announcement of a function to be held in school must be made until the booking has been formally confirmed.

3.2 Cancellation

- The hirer must notify the head of the school, in writing, of any occasion when the accommodation is not required, giving a minimum of 4 weeks' notice. Some, or the entire hiring fee may be forfeited.

3.3 Payment of Hiring Fees

- All fees should be paid to the school in advance but following the half termly or termly invoice from the admin officer. The hire fees for the Hall will be £21.00 per hour and £16.00 for additional hours. Other rooms will be charged as per the schedule of charges for Hiring Facilities (See Appendix 1).

3.4 Hirings not transferable

- Hirers are not allowed to transfer the hiring to any other person or organisation.

3.5 Consultations with Head teacher

- Detailed arrangements for the use of the premises shall be made by the hirer with the Head teacher or his representative, including where necessary, arrangements for the erection and/or dismantling of staging. Wherever necessary the site manager should also be consulted on the use of the hired accommodation. The hirer shall be responsible for ascertaining that the accommodation is suitable for the purposes required.

3.6 Insurance

- The hirer will indemnify the Council against all claims from third parties involving death, injury to persons and/or loss or damage to property and also for loss or damage to the school premises being used. It is, therefore, essential that the hirer is covered by Public Liability Insurance to meet any claims which may arise as a consequence of the hiring agreement. Where the hirer does not maintain a Public Liability Insurance Policy and has opted to be covered by the Council's Public Liability Hirer's Insurance Policy, the hiring charge will also include an element of insurance premium to provide Public Liability insurance cover on the hirer's behalf.

4. Conditions for the use of educational premises

The following conditions for the use of the school by any hirer shall apply:

- Intoxicants shall not be sold or consumed on the premises except at civic functions and other special functions for which the governors, in consultation with the Local Authority Officer, have granted a special dispensation. The hirer is responsible for obtaining licences to meet the requirements of the Licensing Justices.
- Raffles, bingo, lotteries and the like, shall not normally take place on the school premises for money prizes. Gambling in any form shall comply with current legislation.
- Smoking is not allowed on school premises.
- No polish or similar materials shall be applied to floors. The school must be left in satisfactory order for re-opening at the usual time. Where it is agreed that additional cleaning will be necessary [eg on a Sunday morning following a Saturday night function], then it is essential to determine the extra charges involved in consultation with the Site Manager, and advance notification of this should be given to the hirer. Any additional charge of this nature should be added to the cost of hiring.
- Meetings/functions shall finish so that the premises are vacated not later than 10pm unless governors have specifically authorised a later time, in which case an additional charge may be made.
- The hirer will supply details of the certificates confirming Disclosure Barring Service checks have been made and cleared in respect of all services involving children or vulnerable people. This requirement will not apply if the hire is for family occasions only. If a hirer is not able to comply with the requirement in respect of DBS checks, governors may nevertheless consider permitting the hire to proceed if other criteria, at the governors' discretion, are fulfilled. In all instances the decision to allow the hire of the premises rests with the governing body.
- If the school premises are required for concerts or dramatic, musical, film or any other public entertainments, or if visual aids are used, the hirer must ensure that:
 - 1) Copyrights are not infringed.
 - 2) Note the Hirer MUST be in possession of the necessary permission or licence before the hiring commences. The hirer will produce a copy of such permission or licence upon request by the Council.
 - 3) The requirements of the Licensing Justices, where necessary, have been or will be met.
 - 4) No play shall be performed or film shown which in any way is offensive.
 - 5) The provision of the Children and Young Persons Act 1933-69 with regard to performances by children, have been, or will be, observed.
 - 6) Any licence necessary under the Theatre Act 1968 and the Cinemas Act 1985 has been, or will be, obtained.

- 7) The parking of motorcycles, cars or lorries etc. on the school's premises shall be permitted only on condition that persons bringing such vehicles on to the school's premises do so at their own risk, and that they accept responsibility for any damage or injury to the school's property or to any persons, whether connected to the school or not.
- 8) No nuisance is caused to nearby residents.

5. Duties of the Site Manager

- The site manager or a representative is responsible for opening the premises at the agreed time and remaining there until the hirer or his representative arrives and for closing and securing the premises at the end of the hire. He is responsible for cleaning and preparing hired accommodation for its normal use. The erection or dismantling of staging, or the removal of chairs and furniture from one part of the premises to another, except where required for educational purposes, is not regarded as falling within the normal duties of a site manager. Where these services are necessary, the caretaker is entitled to additional payment, the cost of which will be passed on to the hirer.

6. Security of Premises

- The hirer should notify the site manager if the function ends considerably earlier than expected: alternatively the hirer should leave someone in charge of the premises until the site manager arrives. Where the hirer is responsible for opening and closing the premises the security code will be only available to that person. The hirer will be responsible for ensuring the security of the premises at all times. External doors should not be left unattended if they are unlocked.

7. Car parking

- Hirers bring their own vehicles on to school premises entirely at their own risk and shall under no circumstances take or park cars or trailers on grassed areas. If it is necessary to transport equipment on to fields by vehicle permission MUST be obtained prior to the event from the Head teacher who may take advice from the Grounds Maintenance Manager contractor. The hirer will be liable for the cost of making good any damage.

8. Community schemes and activities

For community schemes and activities the hire of the school premises is subject to the following additional conditions:

- The accommodation to be used must be agreed beforehand with the Head teacher.
- The hirer shall ensure adequate supervision of community schemes and activities by providing suitable leaders or organisers having regard to the number of children participating their age and sex and the nature of the activity being organised. The hirer shall comply with the provisions of the Children act 1989. Particular supervision shall be exercised to prevent misuse of toilet accommodation.
- Details of the arrangements proposed for the community scheme or similar activities shall be sent by the hirer to the Head teacher not less than four weeks before the scheme begins.

- The Head teacher shall be responsible for deciding whether the fields are unfit for use in inclement weather, but in cases of doubt, the Grounds Maintenance contractor shall be consulted
- A hirer must give notice as soon as possible to the Head teacher or to the site manager if a session is to be cancelled.
- No animals shall be brought on to any part of the premises without prior approval by the Local Authority Officer.

9. Use of school meals service kitchens

- School meals service kitchens are not included in an ordinary hiring of the school to organisations not connected with the school. If a hirer wishes to make use of the school meals service kitchen/facilities a member of the County caterers staff must be in attendance and the hirer will be charged for the wages incurred.

10. Statutory use of educational premises

Candidates' meetings before elections

- Candidates at parliamentary elections may use a suitable room in the school for a public meeting if there is no other suitable room available. Such use must not interfere with the work of the school. This also applies for County, District, Borough and Parish council elections. [Representation of the People Act 1983, Sections 95 and 96]
- **Parish Councils and parish meetings** A room in the school may be used at all reasonable times upon reasonable notice for meetings of the parish council and for parish meetings convened by either the Chairman of the Parish Council or Parish meeting. This must not interfere with the use of the room for educational purposes [Local Government Act 1972, Section 134.]
- **Charges** Where the school is used for statutory purposes, a charge to cover expenses is payable and specified by the Local Authority officer. The user is also responsible for the cost of making good any damage.

11. Interpretation

This document relates to the hiring's of school premises only: governors and management committees do not have the power to enter into leases, licences or tenancy agreements – whether verbally or in writing.

12. Monitoring and review

The governors will monitor the hiring of the premises through a report by the head teacher.

The policy will be reviewed bi-annually.

This policy has been approved by the Governing body – June 2018

This policy will be reviewed bi-annually and updated as necessary.

Policy signed: _____ (Chair of Governors)

Policy signed: _____ (Head Teacher)

Dated: _____

Review Date: June 2020

Appendix 1

St. Paul's C of E Primary School

Schedule of charges for hiring facilities – as from 1st April 2018

Area of Hire	Weekday		Weekend	
	Full	Concessionary	Full	Concessionary
Hall – 1 st Hour	£21.00	£16.00	£39.00	£20.00
Additional Hours	£16.50	£10.50	£27.50	£14.50
Triangle Room – 1 st Hour	£18.00	£11.00	£31.00	£21.00
Additional Hours	£12.50	£8.50	£22.50	£17.50
Classroom/Studio – 1 st Hour	£17.50	£9.00	£25.00	£13.00
Additional Hours	£10.50	£6.50	£17.00	£9.50
Field (Sport) – 1 st Hour	£17.00	£12.00	£25.00	£13.00
Additional Hours	£7.00	£6.00	£10.50	£9.50
Field (Other) – ½ Day	£40.00	£28.00	£45.00	£30.00
Playground – 1 st Hour	£8.00	£6.00	£11.00	£8.00
Additional Hours	£5.00	£4.50	£7.00	£6.00
Playground – 1 st Hour	£13.00	£10.00	£17.00	£13.00
Additional Hours	£9.50	£7.50	£12.50	£9.50

Notice of hire needs to be at least 3 weeks in advance.

Concessionary lettings are only available to youth groups.

The County Council insists that everyone has public liability insurance to the value of £5,000,000. To be covered by the County Council's public liability insurance, there will be a charge of 10% levied on each letting.

If 10 or more bookings are made on one form, there is a 10% discount (these must be paid within 7 days of receiving invoice)

Appendix 2

Confirmation of Hire on:

Premises: St. Paul's C of E Primary School

Organisation/Purpose:

Name of Hirer/Representative:

Dear Hirer,

Your hiring application for the above date and premises has been approved subject to the receipt of payment of **£? per week**. The payment can be made by cheque, payable to St. Paul's C of E Primary School. Payment should be made direct to the school within 7 days of invoice.

NB. If payment is not received by the specified date, the premises will no longer be made available to you.

Your attention is drawn to St. Paul's C of E Primary School Hiring Policy. Please ensure that you are familiar with this document as well as our Health and Safety Policy, including the section on what to do in the event of a fire.

Yours sincerely,

Mr C. M. Thornton – Head Teacher, on behalf of the Governing Body.

Lettings Details

Accommodation	Purpose of Hire	Day and Times	No. of Weeks	Times	No. of Hours

eg. cleaning, electricity, water, photocopier, staffing costs, premises cost each year, rent?

Disabled toilet access for Nursery etc

This policy is based on the Warwickshire County Council 'Policy and Conditions for the Hiring of Educational Premises and Grounds out of Normal Hours'.

Note: This policy relates to hiring's of educational premises only - governors do not have the power to enter into leases, licences or tenancy agreements – whether verbally or in writing.