



Lettings Policy

Date written: November 2015
Author: Susan Robinson
Date adopted by Governors: 2 February 2016
Reviewed: May 2017
Next Review Date: May 2018

Policy Amendments:

Review Date	Detail
May 2017	No change

CONDITIONS OF HIRE: REGULAR AND OCCASIONAL USE

TERMS OF REFERENCE

The Governors of the school recognise the role of the school in the wider community. It embraces this role and seeks to develop partnership arrangements with members of the community or community groups. In addition, it agrees to let for use the school's facilities at competitive prices for the benefit of the community.

The following principles provide guidance to these arrangements:

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Hire fees are set to cover all of the costs incurred by the school in providing the facilities and, in addition, to allow the school to show a modest profit.
- All charges are reviewed annually by the Governors of the school.
- In accordance with the school's building maintenance policy all facilities hired out are to be in good condition and suitable for the purpose for which they will be used.
- This policy is put into practice on a daily basis by The Director of Resources, and by the school Site Manager, through delegation from the Governors of the school.

Signed:Chair of Governors

Date:.....

SAFEGUARDING CHILDREN

The Governors of the school recognise it is their duty to comply fully with the requirements of the Children Act 1989 when entering into contracts for the hire of school facilities to community groups, whose user group are children and young persons under the age of 18 years.

All such hirers are therefore required to complete Appendix 1.

HIRE ADMINISTRATION

Booking Forms - All applications for the hire and use of the School facilities must be made through the School Office by completing a booking form. Please contact the school office on 01642 596422 for details.

Booking Times - Times must be strictly adhered to. Cancellations require at least **48 hours** notice or the full fees will be charged. All changes to booking times must be done through the school office. In the case of early departures, security arrangements **must** be made. **Never** leave the building unattended. **Always** hand over to another user or to the Site Manager.

Hire Charges - Hire charges may be increased with **21 days** notification to meet rising costs. Hire charges will be invoiced on completion of the booking. Cheques

Hire charges cover the time access to the facilities is required for preparation until the area is cleared after use. There is a minimum hire period of 30 minutes and charges are rounded up as appropriate. See Appendix 4

Contact Person – Hirers must provide the school with full names and addresses of appropriate contact persons (i.e. organisers or treasurers etc) and must keep the school informed of all changes.

Block Bookings - Enquiries for regular use will be referred to the School Office to assess requirements and availability. Applications to renew Block Bookings will be reviewed every September to ensure use of the school's facilities is in line with priorities for the local area.

Minibus Policy – There is an additional policy to be adhered to when using the school minibus. Please ask for a copy.

HEALTH AND SAFETY

Safety and Evacuation Procedures - Particular attention is drawn to the need to observe safety regulations. Please read the notices displayed on the wall around the school and do not block or lock any fire exits. The Governors of the school cannot be held responsible for any loss or damage to property or accidents occurring during the occupation of the premises, unless such accidents are due to the defective state of the premises.

Security - The building must **never** be left unattended. There **must** be a hand-over to another group or Site Manager. All group members are responsible for their own personal property. The Governors of the school cannot be held responsible for any loss or damage to property or accidents occurring during the occupation of the premises, unless such accidents are due to the defective state of the premises. All lights must be turned off at the end of the last session.

Electrical Appliances - All electrical appliances on site must have a safety certificate. If groups use any of their own electrical equipment, please inform the School Office.

First Aid – Hirers should have a nominated First Aider, with access to a mobile phone, and should have their own first aid supplies.

Accidents - All accidents must be reported to the School Office within 24 hours and appropriate documentation should be completed.

Insurance - Hirers should have their own insurance to cover public liability and damage to property etc together with any necessary licences. Proof of insurance cover will be required before a booking is taken.

No Smoking - There is a no smoking policy for the whole site. Smoking is not permitted in the school premises or grounds. Any hirer contravening this ruling will not be permitted to use the school facilities again.

USE OF THE PREMISES

Equipment - School equipment cannot be used, borrowed or hired. Hirers use their own equipment on site at their own risk.

Storage - There is no storage available in the school and all equipment must be removed from the school by the hirer at the end of the hire period.

Damage - Any damage to school property discovered or caused by any hirer must be reported to the School Office within 24 hours. Hirers will be charged for repair or replacement of school property damaged by them. **(Please see the damage policy on page 9)**

Admission - Use of any part of the school’s premises other than that being hired is not allowed. **Children must be supervised at all times and not left to wander around the buildings/site, e.g children should not be left in the Hall without an adult being in there.**

Rights - The Governors of the school reserve the right to refuse any booking.

Issues and Ideas - Please contact the School Office if you have any problems, concerns, ideas, or require any help with regard to the use of the premises.

CONDITIONS OF HIRE: SOCIAL AND COMMERCIAL USE

Application - All applications for the hire of the School rooms must be received in writing by the completion of a booking form **(booking forms are available from the School Office)**.

Charges - Hire charges will be invoiced on completion of the booking.

Cancellation - If the hirer wishes to cancel a booking, a minimum of 48 hours’ notice should be given in writing. The Governors of the school reserve the right to cancel bookings in the event of unforeseen circumstances and will endeavour to give as much notice as possible to the hirer.

Parking - Users of the site park their motor cars at their own risk.

Hire Times - The hirer must state clearly on the booking form the times that access is required and charges will be made accordingly. All evening events must be concluded by 11.00p.m. The premises and car park must be vacated within a quarter of an hour after the end of the hire period. The school is situated in a residential area and it is important that consideration be given to local residents by leaving the school site as quietly as possible.

Health and Safety - Particular attention is drawn to the need to observe safety regulations. Please read the notices and do not block or lock any fire exits. Hirers should familiarise themselves with the fire procedures and the location of fire extinguishers and exits. Organisers are required to provide their own first aid supplies and have access to a mobile phone.

Responsibility - The hirer is responsible for any damage to the building, furniture or any other property, caused during their booking. A claim for repair or replacement of those items damaged will be sent to the hirer for immediate payment. The hirer is responsible for returning all furniture/equipment back to its allocated place. Please be vigilant during the event and help with site safety and security. **All groups should have their own Complaints Policy and Procedures.**

Liability - The Governors of the school cannot accept liability for any loss, damage or accidents during occupation of the premises, unless caused by the defective state of the premises. Hirers must make all necessary arrangements to have in place insurance cover and licences to cover their event. The school reserves the right to require production of these documents before agreeing to the hire of its premises.

Rights - The Governors of the school reserve the right to refuse any booking. Local residents have the right to contact the School Office or Site Manager if the noise level is unreasonably high, who will then ask the Organiser to take appropriate action to reduce noise.

Smoking - There is a no smoking policy for the whole site (**see page 12**). Any hirer contravening this ruling will not be permitted to use the school again.

Quotations - It is not always possible to provide precise quotations for bookings at the time of hire, as sometimes precise cleaning requirements and facility usage are not determined until after the event. However, approximate costs for events can be given by contacting the School Office.

Hire Charges Review - Hire charges may be increased to meet rising costs. In the event of this happening, hirers will receive a minimum of 21 days' notice before the date of their let, with at least a 7 day option to cancel. Charges will be reviewed annually during the autumn term of each year.

Issues and Ideas - Please contact the School Office if you have any problems, concerns or ideas, or require any help regarding the use of the premises.

UNDER 18'S GROUPS POLICY

In addition to the general conditions of hire, the following requirements apply to groups whose members are under 18 years of age.

These conditions have been introduced for health and safety reasons, as well as to avoid daily problems and to assist groups in their own operation. They are intended to supplement groups' own policies and procedures.

Legal - All legal requirements, and particularly the Children's Act, must be adhered to. Playgroups, play schemes, after school clubs and other similar activities must have their workers and volunteers (including parent volunteers) DBS checked prior to starting. Children and young people should only be left under the lone supervision of an adult who has received DBS clearance. **All groups should have their own Complaints Policy and Procedures.**

Supervision - Quality supervision is required at all times. Groups are required to have a minimum of **two** adults present to cover for emergencies and there must be at least one adult supervising each room or space being used. This could be organised on a rota basis with parents taking a turn to stay. The children should know who the supervising adults are. The supervising adults must have access to information, such as a register of children who attend the session they are covering, and familiarise themselves with evacuation procedures and emergency exits. Children must be supervised at all times and not left to wander around the buildings/site, e.g children should not be left in the Hall without an adult being in there.

Groups should discuss and agree with adults specific procedures with regard to the health and safety of their own group and, in the case of an emergency, who would seek assistance or take the child(ren) for medical help, and who would stay with the remaining children.

Care Groups - Groups providing care for children (e.g. playgroups, after school clubs, etc.) must obtain Social Services Guidelines and operate within them, registering with their Under 8's Advisor.

Activities - Groups offering activities for children (e.g. sport, dance, etc.) should display copies of relevant certificates/qualifications of the Instructor.

Insurance - Groups must ensure they obtain adequate insurance cover for public liability, accident, loss, etc.

Staffing - Full details of paid and voluntary workers (including parent volunteers) must be supplied to the School Office, including details of rotas and emergency cover arrangements. Minimum breaks must be adhered to and covered appropriately.

Accidents and Incidents - All accidents must be reported to the School Office within 24 hours and appropriate documentation completed.

First Aid - Preferably groups will have a trained first aider, and must have a first aid kit and procedure. Groups should have their own first aid supplies. Please make sure that all group members are aware of this and have access to a mobile 'phone.

Evacuation Procedures – Ensure all workers (including volunteers) are aware of the procedure to evacuate the building and where to assemble. Groups must conduct their own practice evacuation at least annually and with new members.

Care of Equipment and Premises - Allow enough time at the end of sessions to leave the premises clean and tidy. Toilets must be checked along with each area used. Please do not use the furniture as play equipment. All damage and breakages must be reported. School equipment cannot be used, borrowed or hired.

Please note:

- **Stiletto heeled shoes should not be worn in the hall**
- **Pushchairs should be left outside.**

Storage - There is no storage available in the school.

Other Users - The facilities are often used by more than one group at any one time. Please respect others using the premises.

Food and Drink - Refreshments are only permitted in the agreed designated areas.

Issues and Ideas - Please contact the School Office if you have any problems, concerns or ideas, or require any help with regard to the use of the premises.

Appendix 1
SUNNYSIDE ACADEMY

EXTERNAL CONTRACTOR SAFEGUARDING CHECKLIST

School: _____

Headteacher: _____

Name of Approved Agency/Provider/Contractor: _____

Name of Contractors with direct or indirect contact with Children & Young People:

Service Provision/Nature or contracting arrangement: _____

Start Date: _____

Expected Length of provision: _____

Relevant Qualifications sighted and copied

Insurance arrangements authorised Sighted and copied:

Original copy of DBS Certificate sighted and copied:

Valid DBS No. & Date issued _____

Please provide details:

Appropriate Training completed (Headteacher will identify as appropriate following completion of risk assessment process)

Safeguarding/Child Protection (DCC Approved):	Certificate Sighted and copied:	<input type="checkbox"/>
Health & Safety:	Certificate Sighted and copied:	<input type="checkbox"/>
Basic Food Hygiene:	Certificate Sighted and copied:	<input type="checkbox"/>
Equality & Diversity:	Certificate Sighted and copied:	<input type="checkbox"/>

Signed (Line Manager) _____ Date: _____

Appendix 2

DAMAGE POLICY

Groups using the premises must accept responsibility for supervising the site and leaving it in good order.

Damage, both accidental and intentional, must be reported to the School Office immediately, where it will be recorded, dated and any appropriate action taken.

In the case of damage occurring, the cost of repair or replacement will be assessed and passed onto the group or individual responsible.

Groups are responsible for reimbursing costs for any damage found and any additional cleaning requirements.

The School Office will order repairs and replacements and will send notification to the named hirer for reimbursement.

In the case of bookings where deposits are taken, the cost of the damage will be deducted from the deposit.

This policy refers to:

The structure of the building
Fixtures and Fittings
Equipment
Outside area

Note: Personal items are not covered by this policy.

Please note:

- **Stiletto heeled shoes should not be worn in the hall.**
- **Pushchairs should be left outside**

Appendix 3

Additional Information

Smoking Policy

There is a no smoking policy for the whole site. Smoking is not permitted anywhere in the School or grounds at anytime. Any group contravening this ruling will not be permitted to use the school again.

Disabled Access

The school will endeavour to provide disabled access to the school. Applicants must state disabled access is required when making application to the school.

HIRE CHARGES 2016

Area		Weekdays before 6pm	Weekdays after 6pm	Saturdays	Sundays	Cost Description	Weekdays before 6pm	Weekdays after 6pm	Saturdays	Sundays
							Normal hrly rate		Time and a half	Double time
School Hall	First hour	£11.00	£25.00	£32.00	£39.00	Caretaker	£0.00	£14.00	£21.00	£28.00
		£4.00	£4.00	£4.00	£4.00	Cleaning	£6.00	£6.00	£6.00	£6.00
	Each hour thereafter					Energy	£4.00	£4.00	£4.00	£4.00
						Wear & Tear	£1.00	£1.00	£1.00	£1.00
						Total Cost	£11.00	£25.00	£32.00	£39.00
Classrooms		Per Room	Per Room	Per Room	Per Room	Caretaker	£0.00	£14.00	£21.00	£28.00
	First hour	£11.00	£25.00	£32.00	£39.00			£6.00	£6.00	£6.00
		£4.00	£4.00	£4.00	£4.00	Cleaning	£6.00			
	Each hour thereafter					Energy	£4.00	£4.00	£4.00	£4.00
						Wear & Tear	£1.00	£1.00	£1.00	£1.00
						Total Cost	£11.00	£25.00	£32.00	£39.00
ICT Suite	First hour	£12.00	£26.00	£33.00	£40.00	Caretaker	£0.00	£14.00	£21.00	£28.00
		£4.00	£4.00	£4.00	£4.00	Cleaning	£6.00	£6.00	£6.00	£6.00
	Each hour thereafter					Energy	£4.00	£4.00	£4.00	£4.00
						Wear & Tear	£2.00	£2.00	£2.00	£2.00
						Total Cost	£12.00	£26.00	£33.00	£40.00
Football pitch										
Cost per game		£25.00	£25.00	£25.00	£25.00					