

Lancasterian Primary School

Lettings Policy



Version No.	Date	Approved by	Review Frequency	Review Date
2	October 2019	Governing Body	Every 2 Years	June 2021

Introduction

The Governing Body regards the school buildings and grounds as a community asset. Every reasonable effort will be made to enable the use to the local community. However its overriding aim is to support the school in providing the best possible education for its pupils and any lettings of the premises to outside organisations will be considered with this in mind.

The use of our school premises at all times other than during the school day is under the control of the Governing Body of our school. The Governing Body has approved the Lettings Policy, and has delegated day-to-day management of lettings to the Business Manager

In deciding whether or not to let our premises we will have regard to the nature of the event or function, the likelihood of any damage being caused to the school grounds and buildings or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking. For regular lets, a reference from a Local Authority or other reputable hirer may be required before any booking is accepted.

The Governing Body reserves the right to disapprove without reason any request made for the hire of the school premises.

Conditions of hire

All applications for the hire of the premises must be made in writing on the attached application form. Where a promoting organisation is named in the application form, that organisation and its members shall be jointly and liable with the hirer.

IT SHALL BE THE RESPONSIBILITY OF THE HIRER TO ENSURE THAT THE CONDITIONS SET OUT BELOW ARE ADHERED TO BY ALL PERSONS MAKING USE OF THE PREMISES UNDER THE CONDITIONS OF HIRE.

There shall be no variation to these conditions of hire without the prior agreement of the school.

Criteria for the approval of hire

Applications received from the following groups will normally be approved automatically. In the event of any request for hire or agreed letting, the school's own needs for use of the premises will take priority:

- Any school related organisation (e.g. the PSA).
- Adult education courses
- Local community groups which satisfy appropriate conditions relating to supervision and organisation.
- Language schools
- Requests from established youth groups (e.g. Girls Brigade).
- Individuals who wish to hire the premises for a children's party or community activity/meeting.

We are a safeguarding school and put the welfare of children first. All extended schools providers will provide a Disclosure and Barring Service (DBS) check and a certificate showing the appropriate level of public liability insurance is in place.

Charges

A charge will be levied which covers the following

- Utilities costs (such as heating and lighting)
- Staffing costs (caretaking, cleaning, administration, security)
- "Wear and tear"
- Use of school equipment if applicable
- Public Liability and Accidental Damage Insurance
- Profit element (if appropriate)

When setting charges for lettings, the finance personnel and premises committee will ensure that:

- Lettings relating to school related activities, such as extended school activities or events organised by the Lancasterian School PSA or staff will be charged at cost or less, so that any unavoidable overhead costs such as caretaking, etc are met.
- On Wednesday's concessionary rates will be applied to community groups or any non commercial organisation engaged in activities which contributes to community cohesion
- The school will charge the Local Authority the actual additional costs incurred by the school, if used as a polling station.
- Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of pupils supervised by school staff are part of the corporate life of the school. Costs arising from these events are deemed to be a legitimate charge against the school's delegated budget.
- All other lettings will be charged at a competitive rate.

A non-refundable deposit of £20 must be paid at the time the booking is accepted. The balance of the hire charge shall be paid at least 28 days prior to the date of hire. In the event of an application for hire being made less than 28 days prior to the date of hire, payment in full must accompany the completed application form.

In addition to the hire charge, a refundable security retainer of £100 in cash will be required to cover any damage, extra cleaning or additional expenses that may be incurred by the school in relation to the letting. This should be paid alongside the balance of the hire charge, at least 28 days prior to the date of hire. It will be repaid in full shortly after the period of hire, once the school is satisfied that no such additional expenses have been incurred.

Monies (less the £20 deposit) will only be returnable on cancellation if reasonable notice is given (not less than 14 days.) If the school cancels the agreement all monies will be returnable.

Review of charges

The Finance Personnel & Premises Committee will on behalf of the full Governing Body review the charges annually during the spring term for implementation during the following financial year

Liability and accidental damage Insurance

Individuals or organisations (e.g. sports clubs) using our school are required to have public liability and accidental damage insurance the hirer will hold a policy with a minimum indemnity of £5,000,000 in respect of any one incident. Where this is not the case, the school will notify the Local Authority and recoup the cost of the insurance premium via the letting charge.

Conditions during the period of hire

1. The hirer **MUST** leave the area clean and tidy and dispose of all rubbish.
2. No smoking is permitted inside the premises or within the school grounds.
3. Alcohol may not be consumed on the premises without the prior permission of the school.
4. The premises shall not be used for the sale or display of goods or services, or for any public entertainment, without the prior written approval of the school.
5. Sporting activities will not take place inside the premises without the written approval of the school.
6. No bolts, nails, tacks, pins or other like objects shall be driven into any part of the premises nor shall any placards or other articles be affixed to it.
7. No slogans, advertisements, flags, emblems or decorations shall be attached to the outside of the premises whether affixed to the same or free standing, without the prior approval of the school.

8. The hirer shall remove any slogans, advertisements, flags, emblems or decorations displayed by them inside or outside the premises if, in the opinion of the school, it is unlawful, unseemly or libellous or exposes the premises to an undue risk or fire or is likely to lead to a disturbance or breach of the peace.
9. The hirer shall not allow any animal to enter or remain in the hired premises without the prior written approval of the school.
10. The hirer, during the period of hire, shall take all reasonable steps to ensure that no noise nuisance is created.
11. The hirer shall at the end of the period of hire leave the premises in a clean and orderly state.
12. The hire of the premises does not include the use of any school equipment within the premises. No such equipment shall be hired out without the prior written approval of the Head teacher who may specify conditions and charge such fees in respect of such use as she/he sees fit.
13. The hirer shall not sublet or assign the premises or any part thereof. Should he/she do or attempt to so do the hire agreement shall be cancelled and all fees paid forfeited.
14. The hirer shall be liable for all damage caused to the premises arising out of the hiring and shall indemnify the school against all loss, damage and expense, whether direct or indirect, arising wherefrom unless due solely and directly to the negligence of the school. The school shall be the sole judge of the damage done and the amount thereof.
15. The school will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any property, articles or things whatsoever placed or left on the premises by the hirer or for the hirer's use or purposes, including any damage or loss by fire.
16. When the hired area is only part of the premises, access is restricted to those rooms forming the hired area and rooms required for access. A description of which areas are accessible to the hirer will be included in each booking agreement
17. Access to the hired area shall also be restricted to the hours stated and agreed on the lettings form (i.e. the hirer will not have access prior to or after the stated time). The hirer shall be liable to pay additional fees as prescribed by the School if the hired area is used by the hirer outside the agreed times.

Health and safety

- The hirer shall comply in all respects with the requirements of all statutory authorities including the directions issued by the school and with the provisions of the Health and Safety at Work Act 1974, and all other statutory instruments or rules which affect or govern the type of function being held at the premises.
- Any equipment supplied by the hirer shall be safe and fully operational. The school reserves the right to inspect and remove any equipment found to be faulty and/or unsafe or dangerous.
- It shall be the responsibility of the hirer to familiarise themselves with the location of all entrances and exits to and from the premises including all fire and emergency exits and muster points and the location of any firefighting equipment. The hirer shall ensure that all entrances and exits are free of obstruction and can be safely used and that there are no obvious fire hazards on the premises.
- The hirer shall not bring or allow into the premises any articles or substances of an inflammable, explosive, dangerous, noxious or offensive nature.
- No unauthorised heating, candles or lighting appliances shall be used on the premises without the previous written consent of the school.
- In the event of fire or other emergencies, including attention to disabled persons, the location and use of the firefighting equipment available, and how to call the fire brigade and evacuation procedures (outlined by the school staff prior to hiring).
- The hirer is responsible for the health and safety of all persons using the premises. The hirer must therefore ensure, prior to the hiring, that the hired area and all access and egress is suitable for the proposed use by the hirer and are safe for persons using the premises.
- The hirer shall be responsible for the provision of all first aid equipment as required for the hire.
- The hirer shall comply with all the conditions and regulations, made in respect of the premises by the fire authority and the school.
- The hirer will comply with the following strict maximum occupancy limits in respects to each of the available Hired Areas as follows: The sports and dining halls shall not exceed 250 persons at any time when the majority are standing, or 200 when the majority are seated.

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Lettings Charges

Facility required	Evening-term time 4.30pm-9.30pm		Weekends 8.00am-6.00pm		School Holidays 8.00am-6.00pm	
	Community rate Wednesdays	Commercial rate	Community rate	Commercial rate	Community rate Wednesdays	Commercial rate
Key Stage 1 Sports hall	£25.00	£30.00	£30.00	£35.00	£30.00	£35.00
Key Stage 2 Sports hall	£25.00	£30.00	£30.00	£35.00	£30.00	£35.00
Dining Hall	£25.00	£30.00	£30.00	£35.00	£30.00	£35.00
Kitchen	£40.00	£45.00	£45.00	£50.00	£40.00	£45.00
Small Kitchen	£20.00	£22.50	£22.50	£25.00	£20.00	£22.50
Multi Use Games Area 4:30 -6:30pm weekdays Saturday 8:00am -4:30pm Sundays are unavailable	£25.00	£30.00	£40.00	£45.00	£40.00	£45.00
KS2 Playground (Multi Use Games Area not included)	£25.00	£30.00	£35.00	£40.00	£35.00	£40.00
KS1 Playground	£25.00	£30.00	£35.00	£40.00	£35.00	£40.00
ICT Suite	£25.00	£30.00	£35.00	£40.00	£35.00	£40.00
Classrooms	£15.00	£20.00	£20.00	£25.00	£20.00	£25.00
Party Room	£15.00	£20.00	£20.00	£25.00	£20.00	£25.00

Charges are per hour

Community rates are applicable on Wednesdays

Price for long term lets may be negotiable

An additional £10 charge will be applied for the use of the PA system or cinema screen

If the hirer does not hold public liability insurance an additional £5 will be applied to the booking for parties and £1 for meetings to meet the Local Authorities insurance charges

The hirer is responsible for acquiring a license if applicable

Hirers profit element and commercial lettings will occur additional costs

Lancasterian Primary School

Application for the hire of school facilities



Applicants for the use of Lancasterian Primary facilities are requested to submit this form to the school office at least 28 days earlier than the desired hire date. If request is granted, an invoice for payment will be given along with a copy of the accepted lettings policy. By signing this application form you agree to the terms and conditions outlined in the Lancasterian Primary Policy document.

PLEASE PRINT IN CAPITAL LETTERS

Name of organisation/company
making application

Name of authorised representative

- Main contact address
- Mobile telephone number
- Email address

Nature of letting (Meeting, child's birthday party)

Requested date, time and duration of letting

Is the organisation you represent a registered charity or youth organisation?

Yes No

Do you have any connection to the school or local community?

Yes No

Do you hold public liability insurance with minimum indemnity of £5,000,000?

Yes No

Facilities required: Key stage 1 sports hall Key stage 2 sports hall Dining hall
 Key stage 1 playground Key stage 2 playground ICT suite
 Multi use games area Kitchen Classroom

Furniture/equipment required

Please state (e.g. 30 chairs)

By signing this application form you agree to the terms and conditions outlined in the Lancasterian Primary Policy document.

Signed: _____

Print name: _____

Date: _____