

SCHOOL LETTINGS

Policy

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Ratified by Governing Body:

Frequency of Review: Every Three Years

Policy Review Dates:

Date	Changes made	By whom
September 2023		

INTRODUCTION

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body 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.

A charge should be levied to meet the additional costs incurred by the school in respect of any lettings of the premises to ensure that the school budget share does not subsidise the cost of a letting.

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, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

LETTINGS TARRIF

Room	Time	Charge & Services Included	Additional Charge
Conference Room	9.00am – 6.00pm	£100 per half day / £200 per full day (includes refreshments, not including lunch)	
	After 6.00pm	£30 per hour (until 11pm)	£20 per hour for Site Staff
	Saturday, Sunday and Bank Holiday	£40 per hour (minimum hire 3 hours between 9am-11pm)	£550 for Site and Security Staff
Soft Play	During School Hours (school groups only – max 12 pupils, up to 10 years old)	£30 per hour	
	After 6.00pm	£30 per hour	£20 per hour for Site Staff
	Saturday, Sunday and Bank Holiday	£30 per hour	£20 per hour for Site Staff
Classrooms	After 6pm	£15 per hour, per room	£20 per hour for Site Staff
	Saturday, Sunday and Bank Holiday	£15 per hour, per room	£20 per hour for Site Staff
Sports Hall	After 6pm	£50 per hour (not including equipment)	£20 per hour for Site Staff
	Saturday, Sunday and Bank Holiday	£50 per hour (minimum hire 3 hours between 9am-11pm)	£20 per hour for Site Staff

1. DEFINITIONS

1a. A letting may be defined as “any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team) or a commercial organisation (such as a meeting or conference). A letting must not interfere with the primary activity at the school which is to provide the highest standard of education for all its pupils.

1b. In this document any reference to ‘school’ refers to Grange School facilities and Grange School

1c. In this document any reference to the ‘Hirer’ refers to the person hiring the facility

2. ADMINISTRATIVE PROCESS

2a. Organisations seeking to hire the school premises should approach the nominated member of the school’s administration staff via the school reception. They will identify their requirements and clarify the facilities available.

2b. A Facilities Booking Form and Lettings Policy should be completed and signed at this stage stating full details of the activity. This will then be passed to the School Business Support Manager & senior member of school staff in charge of community for approval.

2c. The Governing Body has the right to refuse an application, and no letting should be regarded as “booked” until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

2d. Once a letting has been approved, a letter of confirmation will be sent to the Hirer, setting out full details of the letting.

2e. Individual bookings should be paid for 7 days in advance of the letting taking place.

2f. Multiple bookings will be invoiced on a monthly basis in advance, in accordance with the Governing Body’s current scale of charge.

3. STATUS OF THE HIRER

a. Lettings will not be made to persons under the age of 18, or to any organisation or group which the school believes could be unlawful or have an extremist background.

b. The hire agreement is personal to the Hirer only and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the Hirer.

c. Persons may have to undergo, at the discretion of the Head Teacher and the Governing Body, a criminal record check via the Disclosure and Barring Service (DBS).

d. If a particular letting involves contact with the young people, all personnel involved must provide evidence of a current DBS certificate.

e. If a particular letting involves contact with the school's pupils, all personnel involved must provide a DBS certificate in accordance with Grange School policy.

f. These checks must be made by prior arrangements with the Head Teacher, with at least half a term's notice in advance to ensure that the checks can be carried out in time.

g. The Hirer should be a named individual and the agreement should be in their name giving their permanent private address.

h. Any adults working with the school's pupils (for example, at an after school sports club) must be appropriately qualified.

i. The Hirer shall be the person making the application for a letting and this person will be personally responsible for payment of all fees or other related sums due in respect of the letting.

j. All terms and conditions set out below must be adhered to.

4. PRIORITY OF USE

4a. The school will resolve conflicting requests for the use of the premises, with priority at all times being given to school functions.

4b. It is important to note that there is no automatic right for the continuation of any bookings after the final booking date shown on your application. Organisations wishing to continue using school premises after the final date entered on the current booking must submit a new facilities booking form & signed lettings policy. It is recommended that continuation of bookings be made prior to the last date.

5. ATTENDANCE

5a. The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was approved.

6. PUBLIC SAFETY

6a. The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety) and for keeping clear all gangways, passages, and fire exits. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct.

6b. For large events the school will, where appropriate, forward details of the booking to the appropriate emergency services to comply with the schools entertainment licence.

7. OWN RISK

7a. It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so, in all respects, at their own risk including the security of their possessions and vehicles.

8. DAMAGE, LOSS OR INJURY

8a. The Hirer warrants to the Governing Body that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is £10million. The Hirer must produce the appropriate certificate of insurance cover before the letting can be confirmed.

8b. If the Hirer does not have the appropriate public liability insurance, the school will include an element in the booking fee to ensure that the Hirer is covered for any damage caused to the premises as a result of use by the Hirer.

8c. The school will not be responsible for any injury to persons or damage to property arising out of the lettings of the premises.

8d. It is the responsibility of the Hirer to check that the accommodation has been found in a reasonable state prior to use and report any damage to the premises when discovered to the member of school staff on duty.

8e. The school reserves the right to charge for reparation of damage found or reported at the commencement of the session, to the previous user.

9. FURNITURE AND FITTINGS

9a. Furniture and fittings shall not be removed or interfered with in any way.

9b. Any special requirements with regard to furniture and fixtures must be requested in writing for consideration.

9c. Should requests be obligated, designated school staff will be instructed on requirements.

9d. No fittings or decorations of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted.

9e. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.

10. SCHOOL EQUIPMENT

10a. Responsible adults must supervise the use of any equipment and ensure its safe return.

10b. Any special requirements with regard to school equipment must be requested in writing for consideration.

10c. The Hirer is liable for any damage, loss or theft of school equipment that they are using, and for the equipment's safe and appropriate use.

11. ELECTRICAL EQUIPMENT AND TECHNICAL SAFETY

11a. The intention to use any electrical equipment must be notified by the hirer on the Facilities Booking Form. The school will require a suitable certificate of safety from a qualified electrical engineer for each piece of equipment e.g. a portable appliance testing certificate.

11b. The hirer must carry out a visual inspection of all equipment, including where appropriate electrical extension leads, to ensure that it is safe to use. Cabling should also be checked for any signs of fraying or burn marks. Any concerns about equipment must be reported immediately to the member of school staff on duty.

11c. Any fabric used, as scenic elements must be flame proofed prior to the letting. Documentary evidence will be required.

11d. Scaffold Towers/Ladders may not be used without express permission from the Site Manager, and where the Hirer has obtained relevant insurance and is certified as PLASMA trained (certificate must be provided).

11e. The following items may not be brought onto the premises, without prior approval:

- Fireworks/ Pyrotechnic devices / naked flames
- Flammable materials / substances
- Projectile devices
- Weapons of any description (including imitation or replica weapons)
- Smoke/ Vapour / Dry Ice Effects
- Strobe or Laser effects
- Paints and aerosols.

12. HIRER'S EQUIPMENT

12a. The Governing Body at their discretion may agree to the Hirer storing equipment/instruments on site. The school will not be responsible for any items left on school premises; it will be the responsibility of the Hirer to contact their insurer and ensure that they are covered for items they store on site.

12b. This must be agreed with the School Business Support Manager.

13. CAR PARKING FACILITIES

13a. Subject to availability, car parking is available at the Hirer and participants own risk.

14. TOILET FACILITIES

14a. Access to the school's toilet facilities is included as part of the hire arrangements.

15. FIRST AID FACILITIES

15a. There is no legal requirement for the school to provide First Aid facilities for the Hirer.

15b. It is the Hirer's responsibility to make their own First Aid arrangements

15c. Use of the school's resources is not available.

16. HEALTH & SAFETY / FIRE REGULATIONS

16a. For HS/Fire evacuation purposes group leaders must sign both on and off site at the school reception.

16b. It is the responsibility of group leaders to carry out a Risk Assessment of all areas that they are using on site and report to the member of school staff on duty.

16c. The School Business Support Manager and/or member of school staff on duty will explain the fire procedures to the Hirer for before and at the start of their first booking session. This will relate to emergency evacuation procedures, fire alarm points and fire fighting equipment, assembly points and roll call of personnel, location of telephone and how to summon the Fire Brigade and emergency services. A written copy of the facilities fire evacuation procedures will be issued to the Hirer with the approval letter. The Hirer must ensure that all of the users in their group are aware of them.

16d. The Hirer will be charged the false alarm call out charge plus any additional costs incurred by the school on behalf of anyone found activating the Fire Alarm unnecessarily.

17. FOOD AND DRINK

a. No food or drink may be prepared or consumed on the property without direct permission of the School Business Support Manager or senior member of school staff in charge of community. All litter must be placed in the bins provided.

b. Food and Drink is strictly prohibited in the Sports Hall and Soft Play.

d. Access to the kitchen area by the Hirer is strictly prohibited.

18. INTOXICATING LIQUOR

18a. No intoxicants shall be brought onto or consumed on the premises.

19. SMOKING

19a. The whole of the school site is a non-smoking area.

20. COPYRIGHT OR PERFORMING RIGHTS

20a. The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performance right, and shall indemnify the Governing Body against all sums money which they may have to pay by reason of an infringement of copyright or performance right occurring during the period of hire covered by this agreement.

20b. The Hirer is responsible for obtaining the necessary permissions to photograph and/or video any performance or event.

21. SUB-LETTING

21a. The Hirer shall not sub-let the premises to another person.

22. CHARGES

22a. Hire charges are reviewed normally on an annual basis and the current charges are subject to change.

22b. The Hirer acknowledges that the charges given may be increased from time to time, and at such time 28 days notice shall be given.

22c. Failure to make payments on time will deem your booking void and may affect future bookings, and availability for others to book.

22d. Multiple lettings: All accounts are payable within 30 days on receipt of the invoice. The school reserves the right to refuse the Hirer subsequent admission to the premises if any account remains unpaid after this period.

22e. Single lettings: Payment for single lettings must be made to the school before the commencement of the letting.

22f. The school reserves the right to charge the standard hourly rate to groups who over run the finish time of their allocated booking. Note that the finish time is the time that all participants should be off the site.

23. CANCELLATIONS

23a. The school reserves the right to cancel or amend this letting in the event of the premises subsequently being required for school activities or any other unforeseen circumstances. In this event, as much notice as possible will be given but the school will not be under any obligation to offer alternative accommodation.

23b. The Hirer must give a minimum of 7 days written notice of any cancellation. Any changes to the letting are at the sole discretion of the School and a formal written request must be made 7 days before the letting.

24. LICENSES

24a. The Hirer is responsible for obtaining all necessary licenses, consents and permissions that may be required from any source in connection with this letting and the activity stated in the Lettings Request Form.

24b. The school does hold a valid music licence and a current Television License. It is therefore important to include as much information as possible on your application.

25. SECURITY

25a. The school will provide a person to be responsible for security of the premises before, during and after the hire.

25b. If the hire is during the normal school opening hours (6am-6pm) The cost will be included in the charge of the letting. If the hire is after 6pm or during weekends or bank holidays there will be an additional charge for site and security.

25c. Only named key holders may operate the security system.

26. RIGHT OF ACCESS

26a. The School Business Support Manager, senior member of school staff in charge of community, the Head Teacher and members of the Governing Body reserve the right of access to the premises during any letting and may monitor activities from time to time.

27. NATURE OF LETTINGS

27a. The nature of lettings must be outlined in the Facilities Booking Form. In the case of a meeting, conference, rally, performance or convention, details as to the exact content/subject matter must be disclosed in full.

27b. Any meeting, conference, rally, performance or convention containing subject matter deemed inappropriate, offensive, politically or religiously sensitive, or that may bring the School into disrepute, will not be approved. Therefore, the booking will be deemed void.

27c. The decision as to what constitutes, as “inappropriate, offensive, politically or religiously sensitive or that may bring the School into disrepute,” will be at the discretion of the Governing Body, the Head Teacher and/or the police.

27d. If it is anticipated that the booking will attract press coverage, the school must be notified at the earliest opportunity

28. SPORTS FACILITIES SPECIFICS

28a. The Hirer is responsible for ensuring that the users wear the appropriate footwear.

28b. White-soled trainers and barefoot are acceptable in the Sports Hall.

28c. No studded football boots are to be worn anywhere within the premises and black soled trainers are not to be worn in the Sports Hall.

28d. The school reserves the right to charge the standard hourly rate to groups who over run the finish time of their allocated booking.

28f. It is the responsibility of the hirer to check that the space is free from damage before the commencement of the session. Any damage found must be reported immediately to the member of staff on duty. The school reserves the right to charge damage found or reported at the commencement of the session, to the previous user.

30. CONCLUSION OF LETTING

30a. The Hirer shall leave the accommodation in a tidy condition and all equipment is to be returned to the correct place of storage. If this condition is not adhered to, an additional cost may be incurred.

31. VACATION OF PREMISES

31a. The Hirer shall ensure that the premises are vacated promptly and quietly at the end of the letting.

31b. The Hirer is responsible for supervising event participants before, during and after all events.

31c. Any minors are the responsibility of the Hirer until they vacate the site.

32. PROMOTIONAL LITERATURE/ NEWSLETTERS

32a. The School Business Support Manager & senior member of school staff in charge of community must sanction any promotional or marketing information to be distributed to participants or pupils at the school.

32b. The Hirer must seek permission from the School Business Support Manager & senior member of school staff in charge of community before displaying any promotional material.

33. EQUAL OPPORTUNITIES

33a. Grange School's equal opportunities policy must be adhered to at all times.

IN CONSIDERATION of Grange School allowing the use of the school premises and all necessary appurtenances as detailed in the Letting Request Form on the dates and times specified, the user hereby agree.

TO INDEMNIFY Grange School in the case of accident, damage or loss caused by the negligent act or the fault of an officer or servant of Grange School acting such or insofar as this cannot be required under the permissions of the Unfair Contract Terms Act 1978 from and against all actions, proceedings, damages, expenses, costs claims, and demands by any person or persons using, visiting or frequently any part of the said facilities used by is between the dates and hours is specified on the Letting Request Form for or in respect of any loss of property or damage or injury to person or property howsoever arising out of the use of the said premises and appurtenances detailed on the Letting Request Form.

NB: Copy of public liability insurance must be enclosed.

Dated this _____ Day of _____ 20__

Signed _____

Print _____

(Must be 18 years or over and where cases of an organisation must be the Hirer)

Address

WITNESS (must be 18 years or over)

Signed _____ Date ____/____/____

Print _____

FACILITIES BOOKING Form

General details.

Organisation: _____ Contact
Name: _____

Position within Organisation:

Address: _____

_____ Post Code;

Email; _____

Telephone number: _____ Mobile: _____

Day(s) required: _____

Date(s) required:

Times required: _____ to _____

Anticipated number of attendees: _____

Accommodation Required: (Please tick).

Classroom		Soft Play		All Weather Pitch (outdoor)		Changing room (Male)	
Conference Room		Playground		Sports hall (in door)		Changing room (Female)	

Other accommodation (please specify):

Sports equipment required:

Football nets		Badminton Nets		Basketball Nets		Chairs (state number)		Tables (state number)	
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Conference Room equipment required:

AV Equipment (Display Screen / PC)		Flip Chart Easel		Chairs (state number)		Tables (state number)	
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Will you be using ladders/a scaffolding tower as part of your booking (delete as appropriate) Yes/ No

Will you be bringing onto the premises any portable electrical equipment as part of your booking (delete as appropriate)
 Yes/ No

Insurance

Insurance certificate: Please enclose a copy of your current insurance certificate: (public liability (£10m minimum))

Declaration

I have read and agree to the terms and conditions of use, including the schools evacuation procedure and my financial responsibility in relation to these terms.

Applicants name: _____

Signature: _____

Date _____

LETTINGS AGREEMENT

Details of the person/organisation using the premises:

Name:	
Address:	
Mobile:	Other telephone number:
E-mail:	
Main contact person:	Position:
Invoice address(if different from above):	

Room(s) / Facilities Requires			
Classroom		Soft Play	
Conference Room		Playground	
All Weather Pitch			
Date(s) Required:			

Start time:	Finish time:
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Reference:

The School may wish to contact a person/organisation who can provide an appropriate reference for the organisation/person applying for hire of the School premises

Name and Address of Referee:
Contact telephone and email:

Insurance:

Do you/your organisation hold Public Liability Insurance? If 'Yes' please provide details & attach a copy of the current policy certificate	
Renewal date & policy number:	
What is the limit of indemnity (minimum requirement is £5,000,000)	

Description of the main use of the facilities by the hirer:

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Approximate number of people attending:

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Name:	Position:
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Signature:	Date: