



# **Gusford Primary School**

The *Active Learning* Trust

“Together we believe, learn and achieve”

## **Lettings Policy**

**Person Responsible: C Claydon – Headteacher**

**Policy Review: July 2021**

**Next Review: July 2022**

**DATE POLICY WAS ADOPTED BY THE LOCAL GOVERNING BODY: 4th October 2021**

The policy once consulted on at local level needs to be subject to ratification by the Board of the Active Learning Trust or a committee acting for that Board.

### **1. Introduction**

The Governing Body recognises the role of the school within the community and welcomes the use of the School’s premises for a variety of community and leisure purposes.

Use of the school premises by the school or on behalf of the school (e.g. PCA) are not subject to the charging elements of this policy.

A copy of the Booking Conditions will be sent with the application form to the Hirer when the initial enquiry is made.

### **2. Categories of Lettings**

The use of the school premises is divided into the following four categories:

- i. Community & Leisure Learning (e.g. adult education)
- ii. Social (e.g. Keep Fit)
- iii. Private
- iv. Commercial

### **3. Availability of Premises**

Designated areas within the school are available for hire during school term at the following times:

- Monday to Friday from 5pm onwards
- Saturdays and Sundays (hours by special arrangement)

Unless required by the school

Areas available for hire are as follows:

- i. Large Hall
- ii. Small Hall
- iii. The Playing Field
- iv. Library

#### **4. Charges**

The Governing Body reserves the right to make a charge for the use of the school premises. The Charge will vary according to the category of the letting as laid out in Appendix A.

#### **5. VAT**

VAT is normally chargeable only on lettings of sports facilities (a concession may be available from H M Customs & Excise if certain conditions are met).

#### **6. Application Procedures**

a) An application form, available from the school, should be submitted to the Bursar at least two weeks before the first day of the proposed letting. In the case of block bookings, four weeks notice should be given. The person signing the application form will be considered to be the Hirer. The Hirer will be required to return the completed booking form to the school before a booking can be accepted. The booking acceptance will be confirmed by the return of a copy of the booking form to the Hirer.

b) All applications will be considered on their merits, taking into consideration the suitability of the activity. The Governing Body reserve the right to:

- Refuse applications without giving a reason
- Have a representative present at any function
- Terminate any activity which is deemed by the school as not appropriately conducted.

c) Letting fees are reviewed annually by the Governing Body. When the letting has been confirmed, payment must be made to the school, prior to the use of the premises. In the case of a regular booking, payment will be required at the end of each term.

### **CONDITIONS OF USE**

#### **7. Security of the Premises**

Entrance to the school for Hirer's using the indoor facilities will be via the Main Entrance which will be opened by the school at an agreed time. For security reasons, the school keys will not be available to the Hirer. The Hirer will need to sign in using the Inventory system and sign out at the end of the session due to fire safety.

#### **8. Use of Facilities**

a) The Hirer will be responsible for the proper use of the school facilities (specialist equipment is not generally available e.g. projectors, TV and video equipment, cookers etc., unless special arrangements have been made) and must take all reasonable precautions to ensure that there is

no damage to the fabric of the building; furniture and fittings, or school equipment. The Hirer will be responsible for making good any damage to the premises and property.

b) The Hirer must use only that area of the building hired and must observe any instructions given by the school concerning the area available. Any furniture or equipment moved by the Hirer should be returned to its original position at the end of each session.

c) The Hirer is responsible for ensuring that good order is kept on the premises and within the immediate environs of the school, and that the premises are left in a clean and tidy condition.

d) Users should acquaint themselves with the Fire and Safety regulations and procedures relating to the areas of the premises in use. These will be clearly displayed in each of the designated areas.

e) The Hirer will be responsible for ensuring that the group has adequate insurance appropriate to the activities organised.

f) The school reserves the right to levy an additional charge to cover:

- Any additional cleaning that may be required after an event.
- The cost of repair of damaged to the school fabric or equipment.
- The cost of replacement of any items of school equipment if uneconomical to repair.

c) For security reasons, the Hirer will not have access to the school telephone.

d) Express approval by the Governing Body is required if alcoholic drinks are to be sold or consumed on the premises. The selling of alcohol requires a licence. Unconsumed liquor, bottles, cases, glasses and similar articles must be removed from the premises immediately after the function has ended.

e) Smoking or Vaping is not permitted anywhere in the school building.

f) Animals, other than registered assistance dogs and the school dog, are not permitted in the school premises. This is purely on grounds of hygiene.

g) No flammable or dangerous materials are to be used within the school, except with express approval of the Governing Body.

h) Parking is available in the school car park, at the front of the school, for Hirer's using the indoor facilities, parking for football is to be arranged with the caretaker. Parking is at the owner's risk and the School or Academy Trust will accept no responsibility for damage caused to vehicles and other property while the Hirer is on the school site.

g) All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.

## **9. Licences**

There are a variety of licences that may be required for different types of functions. The onus is on the Hirer to ensure which are necessary, and must produce documentary evidence before the letting takes place. The Hirer will indemnify the school and Academy Trust against any action brought about by failure to obtain the necessary licence(s). The following categories of letting may require a licence:

- Theatre licence
- Copyright/Royalty licence
- Cinematography licence
- Alcohol
- Music, Singing and Dancing

## **10 Insurance**

The Hirer will be entirely responsible for the proper use of facilities and must take all reasonable precautions to ensure that there is no damage to the fabric of the building, furniture and fittings or any school equipment.

- i. The Hirer shall indemnify the school and Academy Trust when signing the application form against any claim for bodily injury or loss or damage to property (real or personal) whether belonging to the school or to any other person if the said loss, damage or injury is either caused by the negligence of the user or by the negligence of any other person using the premises hired with the permission of the Hirer.
- ii. The effect of i) is that the Hirer will be liable to indemnify the school and Academy Trust for any damage which is caused when the premises are being used for a function for which they are let. However, it is only operative if the damage etc. is caused by the negligence of the user or any other person using the premises with the Hirer's permission.

## **11. Cancellations**

### **a) By the Hirer**

Cancellations should be made at least 24 hours before the proposed letting, otherwise the Hirer will still be liable for the standard charges. In the event of a cancellation being made at the appropriate time, the school will credit the Hirer for a free booking the following term, if applicable, or refund the fee if no further bookings are required.

### **b) By the School**

If the school finds it necessary to cancel a booking, as much notice will be given, generally not less than 24 hours and, where possible, alternative accommodation will be offered. If this is not possible, a refund will be made. The Academy Trust and the school will accept no liability in respect of commitments incurred by the Hirer due to such cancellations.

## Appendix A

### Youth Groups

<b>ORGANISATION</b>	<b>CHARGES</b>
<b>Brownies/Scouts</b>	<b>£15.00 per session</b>
<b>Youth Football Teams</b>	<b>£15.00 per session</b>

### Non-profit making Organisations (including TWG)

<b>FACILITY</b>	<b>CHARGES</b>
<b>Large Hall</b>	<b>£15.00 per hour</b>
<b>Small Hall</b>	<b>£10.00 per hour</b>
<b>Library</b>	<b>£10.00 per hour</b>
<b>Football Pitch</b>	<b>£15.00 per hour</b>

### Profit making & Commercial Organisation

<b>FACILITY</b>	<b>CHARGES</b>
<b>Large Hall</b>	<b>£30.00 per hour</b>
<b>Small Hall</b>	<b>£25.00 per hour</b>
<b>Library</b>	<b>£25.00 per hour</b>
<b>Football Pitch</b>	<b>£30.00 per hour</b>

These prices were set as at 1<sup>st</sup> Sept 2021. They will be reviewed in the Summer term 2022.