

# Harlow Fields School & College Lettings Policy



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**ADOPTED:** **March 2022**


**COMMITTEE:** F&P

**DATE FOR REVIEW:** March 2025

**AUTHOR:** Mrs Kathleen Wall

**POLICY NUMBER:** HFP20

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This policy was updated, to take effect from:	<b>March 2022</b>
School staff were consulted on this document and it was accepted by the personnel committee on:	N/A
It was ratified by the F&PP on:	02 <sup>nd</sup> March 2022
Sign by Chair of Governors	

## Harlow Fields School and College

### 1. Lettings Policy

#### 1.1 The purpose of the policy

Encourage community use, with clear guidelines and responsibilities attached.

To ensure sustainable and proper use of school facilities.

To use facilities, irrespective of senior manager presence.

#### 1.2. General

The Governing Body recognises the position of the school in the local community and that encouragement should be given to the use of the school premises by outside organisations.

The Governing Body wishes to take every possible care to ensure that all children/young people and others using the school premises out of school hours are safe from abuse and that they are treated with dignity and respect.

#### 1.3 The Agreement

- 1.3.1.a. Agreement – The hirer agrees to the following conditions
- 1.3.1.b. The hirer must make their own insurance arrangements (**Public Liability Insurance up to £10 million**).
- 1.3.1.c. The charge will start and end at the time stated in this contract and this will include setting up and clearing up time.
- 1.3.1.d. The hirer will sign in with the agent officer or school keeper on arrival and together inspect area(s) being used. On leaving, the hirer will sign out with the agent officer or school keeper and again inspect areas.
- 1.3.1.e. The hirer is responsible for the code of conduct of the guests i.e. behaviour, care of the school resources, use litter bins provided, ensure that the building was left in the condition that it was found.
- 1.3.1.f. The hirer can only use the designated areas and toilets agreed, they are not allowed to use any other part of the school.
- 1.3.1.g. The school agent officer will be on duty. The school agent officer is in charge and has the right to ask people to leave the premises at any time that s/he sees fit because of misconduct.
- 1.3.1.h. The school will not take responsibility for any accidents or injuries sustained during the hire of facilities (it would be advisable for the hirer to arrange their own insurance).
- 1.3.1.i. The hirer will be liable for any damages to buildings, furniture or equipment occurring during the event.
- 1.3.1.j. The fees are to be paid by direct payment to the schools dedicated bank account.
- 1.3.1.k. Cancellation fees will be charged in accordance with the policy.

- 1.3.2.a. Activities for Children and Adults
- 1.3.2.b. For these activities a hirer shall ensure that two responsible adults are present, and in charge throughout the whole period of hire.
- 1.3.2.c. It is a requirement if the hydrotherapy pool is being used that an up to date qualified life saver and a qualified First Aider is present at all times.
- 1.3.2.d. If children are to be left unattended by parents or carers, the organisers are to sign to ensure that Disclosure and Barring Service (DBS) Checks, for all adults, are up to date.
- 1.3.3.a. The school reserves the right to refuse to hire premises at their discretion.
- 1.3.3.b. The hirer and school agent/duty officer will check the premises hired before and after the event so that no disputes can arise re: damages etc.
- 1.3.3.c. No cars can be parked on site without prior permission and parking on site is at the vehicle owners own risk.
- 1.3.3.d. Cookers, barbecues and any other apparatus that could cause a fire hazard must not be used in the building and only off site with formal agreement.
- 1.3.3.e. No smoking is permitted at any time on the premises/Grounds. The hirer should ensure this is the case.
- 1.3.3.f. Facilities hire will depend on latest national and local government guidance on COVID-19, including on protective measures and social distancing.
- 1.3.3.g. No equipment will be left on site by the hirer unless formal agreement is in place
- 1.3.3.h. None of the school's soft equipment will be used at any time. Examples of this are the hydrotherapy pool floats, PE mats etc.

#### **1.4. Application Form**

All hirers will complete the appropriate lettings application form. Day to day approval if requests for hire will be the responsibility of the Headteacher after

- 1.4.a. Confirming the scales of charges.
- 1.4.b. Ascertaining the application form has been properly signed by the hirer.
- 1.4.c. Confirming whether or not the hirer is affiliated to any national association that has its own child protection policy.
- 1.4.d. That the hirer has a child protection policy if not affiliated to a national association.
- 1.4.e. That a copy of the school's own child protection policy and guidelines has been passed to the hirer and that they have signed to confirm receipt.
- 1.4.f. Whether or not it is necessary to seek references for the hirer.

Abatement of charges can only be made by the Headteacher, subject to Finance and Premises committee approval.

## **1.5. Bookings**

All requests for hire will be logged in the letting's diary by the Nominated Administrative Assistant. Payment will be required in advance for all one-off lettings and where the hirer is not known to the school. In other instances it may be appropriate to require a deposit.

## **1.6. Payments**

Every effort should be made to collect lettings income in full when the booking is made.

The Headteacher shall ensure at termly intervals that all invoices are properly accounted for and that all monies due to the school have been collected.

## **1.7. Debt Management**

Subject to section 1.6 and unless specifically detailed on the invoice, all other payment terms will be 28 days. The following timetable shall apply where payment is not received:

- a. 28 days after original invoice issued – first reminder letter
  - b. 2 weeks after first reminder – second reminder letter
  - c. 2 weeks after second reminder letter – referral to Legal Services Provider
- *All future bookings will be placed on hold and the hirer refused access to the premises until the debt is fully settled*
  - *Any legal costs associated to the debt chasing will be paid by the hirer*
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