



## Scotforth St Paul's CE Primary and Nursery School

*Learning, growing and caring as part of God's family.*



Jesus (the gardener) nourishes and tends us as we learn and grow, so that we can all flourish. As a vine, we are one, but all unique and special to Him. We care for each other, as God cares for us.

## **Lettings Policy**

<b>Approved by:</b>	Finance & Staffing Committee	<b>Date:</b> 12/06/24
<b>Next review due by:</b>	Summer 2025	
<b><u>Changes</u></b>		
<b>06/09/23</b>	Hirer's safeguarding policies and procedures in place (10)	

## **LETTINGS POLICY**

1. The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.
2. The hirer must be willing to meet with school officials and provide details of their aims and objectives.
3. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body.
4. Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
5. The Governing Body will determine if a nominated person from school is required on site when the premises are being used. If not, a responsible person must be on call.
6. A Letting Application / Indemnity Form must be completed by all applicants Appendix A. A signed copy of the application form, if approved by the school, will be returned to the hirer. For long term lettings application forms will be reviewed on an annual basis.
7. No lettings will be approved giving the user exclusive possession. (note: this is a legal requirement, not to be confused with a sole letting)
8. Any hirer that uses the school must be adequately insured (with a minimum of £5m public liability insurance) and insurance documents must be attached to the application.
9. All hirers must comply with health and safety legislation.
10. The hirer is responsible for ensuring that DBS checks have been undertaken where appropriate and Safeguarding policies and procedures are in place.
11. Arrangements for the payment of each letting will be made in advance with the hirer concerned.
12. Smoking is not allowed on the premises in line with school policy.
13. Alcoholic Drinks –
  - a. An occasional licence must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc.
  - b. No alcohol is to be stored or retained on the premises when pupils are in school.

**Appendix A**

Scotforth St Paul's Primary & Nursery School  
**APPLICATION FORM NO:**

**1**     **Name of Organisation:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

          \_\_\_\_\_

          \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**2**     **Name and address of person to be billed if not same as 1:**

\_\_\_\_\_

**3**     **Details of premises required:**

**Date(s) required:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(c) Accommodation Required.**

TYPE OF ACCOMMODATION	TICK IF REQUIRED	TIME REQUIRED	
		From	To

Assembly Hall			
Classroom Number Required:			
Playground			

Please state here any additional requirements

4 Purpose for which accommodation/premises are required: \_\_\_\_\_

(a) If the letting is of a commercial nature, please supply details:  
\_\_\_\_\_

(b) Will the general public be admitted? |  NO *(delete as*  
 YES

(c) Details of admission charges: \_\_\_\_\_

(d) Is copyright music to be performed?  YES\*  NO *(delete as*

(e) Will the use of a piano be required?  YES\*  NO *(delete as*

(f) Approximate number of people attending:

(g) Is alcohol to be served  YES\*  NO *(delete as*

(h) Do you intend to use/bring into the premises any additional electrical equipment:  
*(see note 6 below)*  YES\*  NO *(delete as*

\*If you answer yes to any of these, please provide further details on a separate sheet

**5 VAT Regulations Relating to the use of Sports Facilities**

Room hire alone is exempt. For example the local Brownies hiring the school hall or sports hall for a table top sale would be exempted from VAT.

If the local football club hired the school hall (NOT a sports hall) to play football, the letting would be exempt as the hall is not a sports facility.

If the local football club hired the school sports hall to play football as a one off letting, it would be standard rated.

Premises are sports facilities if they are designed or adapted for playing any sport or taking part in any physical recreation, such as swimming pools, football pitches, dance studios and skating rinks. Each court or pitch (or lane in the case of bowling alley, curling rink or swimming pool) is a separate sports facility.

However, if the same football club hired the school sports hall for a series of lets, they will be exempted from paying VAT if they meet all the following criteria:

- The bookings are for at least 10 sessions
- The interval between the sessions is not less than 1 day and no more than 14 days apart
- The bookings are all for the same activity
- The whole series is to be paid for (there must be written evidence of this)
- The grantee has exclusive use of the facilities
- The grantee is a school, club, an association or an organisation representing affiliated clubs or constituent associations.

I/WE HAVE READ THE CONDITIONS OUTLINED ABOVE AND APPLY TO BE

EXEMPT FROM PAYING VAT AS WE FULFIL ALL THE ABOVE CRITERIA

SIGNED:

\_\_\_\_\_

On behalf of: \_\_\_\_\_

DATE: \_\_\_\_\_

6 Memorandum of Agreement and Indemnity to be completed for all applications:

In consideration of the Governors and/or Lancashire County Council granting me/us the use of the aforementioned premises, I/we agree to pay to the Governors or to the County Council the prescribed hire charge and to replace or pay to the Governors or the County Council the cost of making good any damage caused to the premises by me/us.

It is further acknowledged and agreed that the Governors and/or the County Council give no warranty of the suitability of the premises for the use to which I/we intend to put them and I/we hereby agree to indemnify the Governors and/or the County Council, their officers, servants and agents against all actions, costs, claims and demands arising out of any accidents and/or loss which may occur on the said premises during their use by me/us provided that the same is not due to any negligence, omission or default of the Governors and/or the County Council, their officers, servants or agents.

Under no circumstances shall the permanent electrical installation be altered or otherwise interfered with. Permission for hirers to erect any temporary wiring for specific function or purpose shall only be carried out on approval by both the Lancashire County Property Group and the Licensing Section of Lancashire County Council. Further, I/We undertake to check and inspect the facilities to ensure that they are clear and free of hazardous material, debris and spillages prior to use.

It is further acknowledged and agreed that I/we will indemnify the Governors and/or the County Council in respect of all actions, costs, claims and demands arising out of any breach of copyright as defined in the Copyright Act 1956, or under any other enactment in that behalf for the time being in force in respect of any performance of any literary, dramatic, or musical work, which takes place or which is given while the said premises are being used by me/us, our servants or agents.

I/We hereby undertake to provide at my/our own expense during the period hire of any swimming pool suitable and sufficient lifeguard personnel as based on the guidance of the Health and Safety Executive and as detailed in the "Instructions for the Use of Swimming Pools".

Under no circumstances does this letting give the user exclusive possession.

(The hirer should produce evidence that this indemnity is protected by adequate insurance cover).

Signature \_\_\_\_\_

Designation \_\_\_\_\_ Date \_\_\_\_\_

SCHOOL USE ONLY

1 This application for the use of school premises is acceptable to us:

YES	NO
-----	----

*(delete as appropriate)*

2 The Governors have determined that this will be:-

(a) A free letting

YES	NO
-----	----

*(delete as*

(b) A chargeable letting at a cost of £..... per hour/session Plus VAT where applicable

3 Lettings income will be collected \* by the school / by the Authority on our behalf. \* *(delete as appropriate)*

Signature.....  
(Headteacher)

**Written Agreement of Safeguarding Responsibilities for a Third Party Provider using a School Site**

Description	Yes/No – Evidence?
1. Does the provider have a Child Protection Policy in place with appropriate arrangements for sharing and reporting any safeguarding/welfare concerns and records to say that staff had read and understood the policy?	
2. Does the provider require it's staff/volunteers to have annual Safeguarding Training and receive regular updates? Is Prevent training undertaken?	
3. Can the provider evidence appropriate safer recruitment and vetting arrangements including DBS clearance that are consistent with guidance in Keeping Children Safe in Education 2023.  Providers can seek advice and resources to enable them to comply in this area via the DFE	
4. Can the provider provide evidence that relevant staff have been checked under the Disqualification under the Child Care Act 2006 requirements? (If appropriate)	
5. Can the provider evidence an appropriate arrangements/ risk assessment for the activity including, but not limited to, arrangements for - <ul style="list-style-type: none"> <li>• Gaining relevant background about any health conditions inc allergies and how any medical conditions will be managed.</li> <li>• Contingency arrangements for a child who becomes ill or is not collected at the end of the session</li> <li>• Communication between provider and the school (access to mobile phone etc)</li> </ul>	
6. Does the provider have a Code of Conduct for its staff / volunteers that is consistent with Guidance for Safer Working Practice for Adults Who Work With Children and Young people (2022)	
7. Does the provider have a complaints procedure and management of allegations procedure?	
8. Is the provider affiliated to a local or national professional body?	
9. Does the provider have an appropriately trained First Aider?	
10. Does the provider have relevant insurance?	
11. Has it been made explicitly clear to parents and all stakeholders that the third party providers are responsible for the safeguarding of children in their care.	
12. It has been made explicitly clear to the provider that the school conforms to guidance from Keeping children safe in Education, September 2023 in view of reporting any concerns?	

Completed by .....(Name) ..... (Provider)

Received by ..... (Name) ..... (School)

Date .....