

# Lettings Policy



**Headteacher**

December 2023

Review: December 2024

## Trinity St Stephen Lettings Policy

The Governors of Trinity St Stephen CE (Aided) First School have decided the following procedures when making school facilities available for hire by the local community and general public.

### 1. Objectives

To benefit the local community by making school land and buildings available outside the hours that they are required for school purposes, and to generate income for the school.

### 2. Considerations

- a) The cost incurred must be covered by the hirer, including the cost of additional Covid related costs, with a mark up to generate a profit for the school.
- b) The impact on the following will be considered for each let:
  - the pupils and staff of the school
  - those living near the school
  - the reputation of the school.

The Headteacher has discretion to accept or refuse any application for a let after considering these aspects.

### 3. Categories of Let

Lets will be considered under the following categories:

- Internal/school connected
- External, community related
- External, commercial or not community related.

### 4. Pricing

The cost of lettings will be reviewed annually by the Headteacher and Governors, and a schedule of prices prepared. The Headteacher will have discretion to vary the charge for any individual let. The Headteacher will have discretion to charge a deposit payable in advance of any let and to authorise the retention of any part or all of the deposit if the School has incurred additional costs because of the actions of the hirer or those using the School for the let. For individual, single lets a deposit of £100 will be required.

### 5. Insurance

All users from outside RBWM (including Youth and Community Groups) must carry sufficient insurance (currently £5 million public liability and £10,000 property excluding fire, which should be £2 million). Hirers must produce evidence of such insurance prior to the event or alternatively 10.4% will be added to the invoice to be included within the school's public liability cover.

## **6. General Terms**

In order to cause the least inconvenience locally any letting within the school must terminate by 10.30pm. It is expected that users will have vacated the premises and school site by this time.

The School operates a no smoking policy. Anyone attending a function will not be allowed to smoke within the confines of the school buildings and grounds. No animals are allowed on the premises.

The hirer is responsible for ensuring that the school building is left in a clean and tidy state, and if furniture has been moved it must be returned to its original position. The kitchen and toilets must be checked and left clean and tidy, and waste paper bins emptied. All lights must be switched off and doors and windows closed before vacating the building. Please ensure that all external doors are shut securely.

For security reasons, all external doors must be kept shut at all times. It is not permissible to prop the front door open during the letting.

Car parking within the school grounds is at owner's risk and generally limited to 15 spaces. Adequate access for the emergency services must be maintained at all times.

## **7. Sale of Alcohol**

Alcoholic drinks may only be sold on the premises if a specific Justices licence has been obtained. A copy of the licence must be given to the school.

## **8. Agreement Form**

The hirer is required to sign the standard Royal Borough of Windsor & Maidenhead agreement form (the Hall Hire Agreement); the form may be open ended for multiple lets by the same hirer. Detailed terms and conditions are included in the Contract for the Hire of School Accommodation form and the hirer will be expected to strictly comply with these.

## **9. Deposits**

A refundable deposit of £100 will be required from hirers wishing to use the school for single functions. In the event of damage to school property or equipment or in the event

of additional cleaning being required, the deposit will be adjusted accordingly and only the balance, if any, refunded to the hirer. If the additional costs exceed the deposit, an additional invoice for the balance will be issued.

## **10. Payment**

Regular lettings will be invoiced termly, and payment is required within 30 days. For single event lettings payment is required at least 5 days before the event is due to take place. At least 3 days' notice of cancellation is required otherwise the hirer will be invoiced for the full hire charge. Items subject to VAT will be shown separately on invoices.

## **11. First Aid and Health and Safety**

The hirer is entirely responsible for all first aid and health and safety issues.

## **12. Child Protection and Safeguarding**

Under the Keeping Children Safe in Education September 2021 it is recognised that it is the duty of governors to ensure that any provider hiring our facilities to provide children's activities must provide appropriate evidence that they have appropriate Child Protection and Safeguarding policies and procedures in place. Appropriate evidence may be the following:

Proof that leaders/coaches are DBS cleared

Child Protection Policies and procedures are shared at the time of agreeing the let

## **13. Cleaning**

The school must be properly cleaned after use. All frequently touched surfaces, toilet areas and the kitchen must be wiped down with antibacterial wipes or spray. Hirers can agree to carry out this duty or pay an additional charge for the school cleaners.

## **14. Cancellation**

The school reserves the right to cancel the use of the school facilities due to unforeseen circumstances. Where this is necessary hirers will be given as much notice as possible of the cancellation.

**Lettings Charges  
Rates per Hour**

	Category A	Category B	Category C
School Hall	£15.00	£50.00	£50.00 includes insurance
Classroom	£12.00	N/A*	N/A*
Playground	No set scale – cost set depending on circumstances		(included in cost of hire)
School Field			

*\* N/A indicates letting not permitted for this category*

Category A – Internal/school connected, community related , External, community related

Category B– External, commercial or not community related

Category C – parties (school community only); use of the school hall, playground, school field. Insurance is included in the price

Hire of school equipment (e.g. piano) is at the discretion of the Headteacher.  
VAT is chargeable on the hire of equipment.