



**The Keys Academy Trust**

# Lettings Policy

Date: January 2017

Review: January 2018

## The CoombesC of E Primary School LETTINGS POLICY

It is agreed by the Governing Body that the school premises or part thereof may be hired out in order to maximize the use of the school for security and economic reasons. Use of the school premises during these hours by local/community groups will also increase goodwill and promote good links with the local community and social cohesion.

### **Lettings fall into these categories:**

1. Commercial
2. Local Authority (LA) including school's own use
3. The Coombes Church and School Association
4. Groups or individuals at the school's discretion

### **1. Commercial Lettings**

Commercial lettings should be profit-making ventures with the school making an amount of income over and above any expenditure/costs involved in hiring out part(s) or all of the school.

### **2. Local Authority Lettings**

These are lettings where it has been defined by the LA that charges will be levied at the actual cost involved to hire the school or part of it for that particular period. Such lettings include:

Youth and Community / Further Education

LA required use, eg elections

### **3. The Coombes Church and School Association Lettings**

Governors reserve the right to waive charges in certain circumstances for The Coombes Church and School Association use. Whilst every effort will be made to accommodate these groups this will not be to the detriment of regular hirers or previously arranged bookings.

#### **4. Other Groups or Individuals**

These lettings may fall into any of the above categories depending on the nature of the event. For non-profit making and charitable functions the actual cost rate will be used. One off rates will be calculated by the School Business Manager.

#### **5. Charges**

The charge for lettings shall cover the cost of caretaking/security, heat and light, wear and tear, and administration. An extra charge should be levied when there is likely to be extra cleaning needed, if any additional equipment is required, or if the letting is likely to run over the agreed time. A deposit should be paid in advance for one off bookings. The type of user and proposed function will determine the level of charges (see appendix 1 for a guide to current charges).

VAT is payable based on VAT regulations.

Charges for school lettings will be reviewed annually to take effect 1 April.

#### **6. Insurance**

All users must carry sufficient public liability insurance (currently £5m). Hirers must provide evidence of insurance prior to the event or alternatively hirers will be charged an additional 10.5% of the hire charge (minimum charge of £2.65), for Third Party Insurance to be covered within the School's public liability cover. All damage must be charged to the hirer.

Hirers must have policies and procedures in place to ensure the safety of themselves and others and must carry out appropriate risk assessments, which must be supplied to the school on request.

The School reserves the right to request a hirer to carry out a more detailed risk assessment activity at the hirer's cost and/or to comply with any reasonable risk assessment activity requested by the School in relation to any letting.

Every letting shall be organised and supervised by a responsible adult.

#### **7. School Representative**

The School will nominate a person/approved security service provider as the school's representative during lettings. Hirers should liaise with the School Business Manager when requesting the letting concerning specific requirements such as setting out chairs, equipment etc which may be charged for in addition to the letting rate in appendix 1.

The school representative has authority to take any necessary action to protect the school's interests during sessions.

## **8. Smoking**

The school operates a non-smoking policy. Anyone attending will not be allowed to smoke or inhale e-cigarettes within the confines of the school site, which includes all playground and parking areas within the school boundary.

## **9. Movement of Furniture and Equipment**

Hirers are responsible for ensuring that all furniture and equipment is returned to its original place and that all rubbish is placed in the bins provided. Any need to move furniture or equipment must be agreed prior to the letting.

## **10. Termination of Lettings**

The school reserves the right to terminate any letting or cancel a future booking if the conduct of those attending is not of an acceptable standard or inappropriate use is made of the facilities.

All initial enquiries regarding the use of the school will be dealt with by the School Business Manager in consultation with the Headteacher and others as appropriate. If in doubt as to whether the school should be hired out, agreement must come from the Governing Body representative which in this case would be the Resources Committee Chair. The committee should be consulted about proposed lettings to religious or political groups. The Resources Committee has the right to refuse to hire out the school premises.

Regular bookings will take priority over any one-off hire requests.

Lettings should not exclude the school's own use of the premises.

No letting should be to the detriment of the curriculum.

## **11. Safeguarding and Child Protection**

Hirers providing services to children must have policies and procedures in place to ensure children's safety and any Risk Assessments and DBS certificates required by the Hirer must be supplied to the School upon request.

## LETTING RATES FOR 01 April 2017 – 31 March 2018

Appendix 1

CHARGES PER HOUR FOR SCHOOL HALL

<b>LETTING</b>	<b>BEFORE 6PM</b>	<b>AFTER 6PM &amp; SATURDAYS</b>
1. Commercial, eg Music Groups	£51.00	£59.50
2. Youth & Community, eg Brownies & Guides	£23.90	£23.90
3. Activities of particular benefit to this school, eg French Lessons	£13.30	£13.30
4. School Association fund raising	NIL	NIL

The use of additional classrooms during a letting could be charged at a minimum rate of £12 per classroom.

The storage of equipment on the premises could be charged at a rate according to the area of storage space used.

Hire of the kitchen incurs additional costs as a member of the kitchen staff must be present whilst it is in use.

Negotiation of charges may be considered and all enquiries made in the first instance to the School Business Manager.