



Lettings Policy

Reviewed – July 2017
Next review – July 2020

Coxheath Primary School

Lettings Policy 2017

Philosophy

Provided that there is no interruption to, or curtailment of, school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for the school.
- Better integrate the school into the local community.
- Satisfy some of the needs of local individuals, groups and organisation.
- Increase the use of facilities which are of necessity under used by the school.

Implementation

Bookings are made through the representative (Alison Vant, Finance Officer) of the school and confirmed in writing.

- School and PTA activities have priority.
- No bookings are confirmed more than four months in advance although provisional bookings may be made at any time.
- Users sign a contract that covers:
 - Terms and conditions relating to type of and length of use.
 - Cancellation.
 - Damage.
 - Insurance.
 - Charging.
 - Restrictions on use.
 - Licensing for the sale of alcohol, or public performances.
 - Parking.
- The contract may be updated annually or termly.
- Payment must be made in advance for single lettings
- Outline charges are set by the Governors and reviewed annually.
- Specific charges are set at the time of contract.
- A diary is kept covering all school, PTA and outside use of the premises and grounds after school, in evenings, at weekends and in holidays.
- Child Protection issues are addressed (See Appendix 2 – conditions of use)

Roles & Responsibilities

The "school authorised representative" is responsible for the construction and regular update of the lettings diary.

- The PTA Secretary and individual teachers are responsible for informing the authorised school representative a term in advance, of events outside teaching hours, which will use the school premises.
- Opening and closing the school is undertaken by the caretaker, or a casual caretaker, or by prior agreement with an authorised member of staff.
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used.
- Post-letting checks are made by the caretaker and reported to the school authorised representative.
- Follow-up of unsatisfactory lettings is made. Due attention is to be paid to avoid undue wear and tear on the buildings and equipment.

Monitoring & evaluation

The success of lettings can be equated to the additional income raised for the school, less the cost of any reasonable wear and tear made during lets to the furniture and fabric of the school, costs of additional heating and caretakers wages.

LETTING CHARGES – Applicable from 1st September 2017

School Hall	
Youth and Local Community Groups / Registered Charities	
Regular Users (at least one a month)	£20 per session
Occasional Users (less than once a month)	£30 per session
Friday Evening Session	£45 per session
Saturday Evening Session	£65 per session
Other Organisations and Groups	
Regular Users	£30 per session
Occasional User	
Morning Session	3 Hours - £50.00
Afternoon Session	3 Hours - £50.00
Evening Session	3 Hours - £55.00
Friday Evening Session	4 Hours - £75.00
Saturday Evening Session	4 Hours - £95.00

ADDITIONAL INFORMATION

Payment is required prior to the date of the letting.

- The above charges are for the hire of the School Hall and toilets. Additional rooms, at extra cost, can be hired subject to availability.
- Friday and Saturday evening session charges apply from 1800
- The cost of hiring the school field is £30.00 per session, or as agreed for regular users
- Unless otherwise stated, a “session” is defined as three hours which includes preparation and clearing up. Requests for additional time can be negotiated and an extra charge may be levied.
- Where only pupils of Coxheath Primary School attend the activity e.g. After School Club, the Executive Headteacher / Head of School has the discretion to charge a lesser amount.

ADDITIONAL INFORMATION

Payment is required prior to the date of the letting.

Appendices:

1. Lettings pro forma
2. Conditions of Letting – to be signed and copy returned to school for file

COXHEATH PRIMARY SCHOOL

HIRE OF PREMISES

Confirmation of request for hiring premises

Name of Organisation		
Name of Responsible Person		
Address		
Contact Telephone Number		
Purpose of Hiring		
Number of Persons Attending		
Accommodation Required Please tick	Hall (inc. toilets)	School Playing Field
	Classroom(s)	Kitchen
Access to Disabled Toilet Required. Please tick	Disabled Toilet	
Date(s) Required		
Period (please add start and end times)	Morning	Afternoon
	Evening	All Day
School open	From:	Locked at:
Risk Assessment	A generic Risk Assessment form is provided and must be submitted prior to date of hiring. Please contact the school if you require help in completing this	
Insurance	<p>KCC Insurance will be provided for non-commercial organisations unless details of your own insurance are supplied; i.e. a copy of your current insurance certificate.</p> <p>A minimum of £5 million Public Liability Insurance cover per accident is required from commercial organisations. Proof of cover is required</p>	
Signature:		Date:

Please note:

- **Hire fees and deposit (if applicable) must be paid prior to the required hire date.**
- **Caretaker services are only available to open and close the premises.**
- **The responsible person is to ensure that the facilities within the school are correctly used and that the school is left in a clean and tidy state.**
- **Cheques should be made payable to Coxheath Primary School**
- **The signatory accepts fully the Conditions for Letting (attached)**

Conditions of use for a Letting

1. Use of School premises for a letting must be agreed in advance and confirmed in writing by both the user and the authorised representative of the school. It must be recognised that school use of the premises takes priority and that there may be occasions when arrangements have to be changed (where possible these will be advised at the time agreement is reached).
2. Payment must be made before the date of the letting and cheques should be made payable to 'Coxheath Primary School'. In the event of payment not being received the school may cancel the hiring.
3. The scale of charges is reviewed regularly by the Governing Body.
4. If the user wishes to cancel a specific booking or set of bookings, five clear working days notice must be given of the cancellation, in which case the school may charge a cancellation fee of a quarter the total fees due. If less than five days notice is given, the whole of the fees may be charged by the school. When regular weekly/monthly bookings have been made, cancellation will result in a negotiated fee according to the opportunities available for letting the facility.
5. The school reserves the right to cancel any hiring without giving a reason. The school will try to give at least five working days' notice but this might not always be possible due to unforeseen circumstances.
6. Damage or loss of any kind sustained to the premises, fixtures and/or fittings, furniture and/or other chattels therein arising out of or in connection with the use of the school shall be made good at the expense of the user within one month to the satisfaction of the school.
7. The Governing Body does not allow smoking anywhere on the school site.
8. All individuals / groups / organisations hiring school premises must have Public Liability Insurance (currently with a minimum limit of indemnity of £5million per incident)
For non-commercial hirers, cover can be arranged through the Hirers' Liability Policy which is included in the hire charge (subject to relevant VAT charges*).
Use of the premises cannot go ahead until the school is satisfied that the hirer has met fully the insurance requirements.
The user will be responsible for the first £350 of each claim.
9. On days when school is in session, no article (such as pianos, tables, flowers, etc.), may be delivered at the school before 4.30pm on the day of use, unless arrangements are made with the School for their earlier delivery.
10. We expect the highest commitment to safeguarding children and young people. It is therefore expected that if either children under the age of 18 or adults under the age of 25 with learning difficulties attend the club / activity, then user's will ensure that both themselves and anyone (employed or volunteering) to help with the letting have a current DBS check. The school will only confirm such bookings once it has seen a valid DBS check for the hirer.
11. It is the user's sole responsibility to control entry of all visitors at the external entrance and to ensure that only those people known to them are allowed access to school premises. The entrance and any other external doors that are unlocked must be controlled by responsible adults at all time during the period of the letting. On completion of the letting a check must be carried out to ensure that all windows have been shut and secured and all visitors have left the premises.
12. The number of persons using the premises shall not exceed the number authorised. For example the School Hall shall not exceed 120 persons.
13. No guarantee is given in respect of the number of chairs available at the school. No transfer whatsoever of furniture or equipment may be made from one room to another by the hirer without the permission of the school.
14. The user shall not cause or permit any nuisance or disturbance to other occupiers or users at the school, nor to occupiers of neighbouring properties.
15. The user should be aware of the appropriate action to be taken in the event of fire or other emergency. They should know where extinguishers are located and how to use them, how to obtain assistance from the emergency services and the location of fire exits.
16. The hirer is to inform the school (Caretaker) of all major accidents or incidents requiring either emergency services to attend, or a person requiring medical treatment following an accident.
17. The use of any materials for preparing floors for dance and the wearing of shoes likely to damage the wooden floors is prohibited.
18. No screws, nails, or fixing material e.g. Sellotape, Blu Tack, shall be used on the walls or furniture, and no placards shall be fixed to any part of the building or premises without prior permission. Those

responsible for the hire of the school building shall prevent anyone standing on the chairs, desks or tables.

19. The premises shall not be used for any purpose other than that for which permission has been granted.
20. No public performance of a play nor any cinematography exhibition nor any public dancing, singing, music or other public entertainment of the like kind shall be performed in the premises unless any necessary license for the same shall first have been obtained from the Maidstone Borough Council and all the necessary measures taken to fulfil the conditions of that license. It may be that a School Public Performance License will cover the situation but this aspect must be cleared in advance.
21. When School Meals facilities are to be used by hirers the County Council's regulations on the use of School Kitchens, Sculleries and Canteens must be observed; a copy of these regulations is obtainable from the Area Education Office 03000 412209.
22. The hirer must also provide a food hygiene certificate and, pay £100 refundable deposit. The deposit is to cover the cost of any cleaning should the kitchen not be left clean and tidy.
23. The hirer must have permission from the school before arranging for alcoholic drinks to be consumed on educational premises. The hirer is responsible for obtaining any license necessary if intoxicating liquor is to be sold during the hiring, e.g. "Occasional Permission License" from the clerk to the local Magistrates Court.
24. To meet the requirements of the Copyright Designers and Patents Act 1988, any musical performances on the premises are to be notified to the Performing Rights Society Ltd. Where ballet, opera or choral works are to be performed advance permission must first be obtained from the Performing Rights Society Ltd.
25. Vehicles should not be allowed on the playing fields and no parking which restricts the caretakers' or emergency services access will be permitted. Parking on the roadway where double yellow lines are displayed is not permitted. Control of parking is the responsibility of the user. No responsibility can be taken by the school for any damage to vehicles sustained whilst in the school grounds.
26. All rubbish, empty containers, crates, etc must be removed from the premises by the user immediately after the letting has taken place and before the caretaker locks up. Furniture and equipment is to be left as found unless other arrangements have been agreed with the school.
27. The responsible person is to ensure that the facilities within the school are used correctly and that the school is left in a clean and tidy state. The school reserves the right to charge the hirer for any additional costs incurred in respect of tidying and cleaning the premises.
28. No landlord and tenant relationship shall be created.

All correspondence in relation to the hiring of the premises should be addressed to:

Coxheath Primary School
Stockett Lane, Coxheath
Maidstone
Kent ME17 4PS

School Telephone Number:
Office: 01622 745553

Note: The charge payable by the hirer of the premises includes an amount to cover payment for the caretaking duties. If additional work (additional cleaning, delays in locking up) is found to be necessary the hirer must meet the extra costs involved.

GENERAL STATEMENT – HEALTH & SAFETY AT WORK ACT

The Health and Safety at Work Act 1974 (as amended) imposes duties not only on employers in respect of their employees but also on persons having control over places of work or places where plant or substances are used and on anyone who by virtue of a contract has an obligation in relation to such a place. The duties are to ensure so far as is reasonably practicable, that the facilities, the means of access to and egress from, are safe and without risk to health. (A copy of the school health and safety policy is available on request and users must comply with these).

Risk assessments

A risk assessment may need to be completed by the user, especially where the activity presents a greater risk than life in general. The requirement for such will be waived if the school considers the letting activity does not present an unacceptable level of risk.

The user must sign this document as evidence that they have read and agree the above conditions. If you require any further information, please contact the school.

Users Signature:

School Signature:

Copy to User
Copy to School File