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Lettings Policy

What is this policy for?

This policy sets out how we promote and facilitate the use of school premises for the benefit of the school and community. It describes our conditions for hire.

The vision for lettings

At Hutton CE Primary we want to utilise the resources to their maximum in order to provide additional income for the school, whilst not impacting on the daily life of the school.

When do lettings occur?

Lettings can occur after the school day finishes (after 4:30pm), at weekends or holiday periods provided it does not impact on the running of the school buildings. (E.g. does not impact on repair or maintenance work). Or at other times by agreement with the head teacher.

How are lettings managed?

- Any person or organisation wishing to use the school premises must complete a lettings application form (see Appendix A). Regular lettings must complete a new form at the end of every other term (3 times a year). No letting shall be considered approved or any change confirmed until done so in writing by the Executive Headteacher or the Head of School.
- Any organisation wishing to use the school premises, either building or school field, must provide an up-to-date copy of their public liability indemnity insurance.
- Any person or organisation must agree to abide by the conditions of hire, which are attached to the lettings application form and displayed on the school notice board (see Appendix B).
- A 10% non-returnable deposit is required with return of the lettings application form.
- VAT may be charged on some lettings (in line with HMRC guidelines).
- All charges must be paid by the due date. For casual lettings, this is 7 days before the proposed date of use. For regular lettings, payment arrangements will be agreed before the beginning of the lettings.
- No refund will be made for cancellation of the booking by the hirer.
- Applications and charges will be reviewed annually.
- **First Aid facilities or access to a telephone for calling assistance during lettings are not provided for the hirer. Hirers should make their own arrangements in this respect.**
- The hirer is specifically forbidden to use, or allow the use of the hired premises or grounds for any illegal or immoral purposes and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.
- The emergency procedures to be followed by the hirer are attached (Appendix C).
- A table of charges for the hire of the school premises are attached (Appendix D). The Local Governing Body is responsible for the setting of the scale of charges, and any variations.
- Safeguarding is the responsibility of the hirer during lettings. Please refer to North Somerset Safeguarding guidelines.



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Community Involvement & Collaborations

The school wants to continue to play an active part in the local community, and is involved in many collaborations with organisations in the community. The school facilities cannot be made available if, through repeated use, the resource would be damaged or worn where repair costs would be greater than the revenue from the letting.

Monitoring and Evaluation

The policy will be monitored by the Head of School and Site Manager.

Policy written: December 2020

Policy review: December 2022

Ratified by the Local Governing Body and signed by chair or vice chair:

Jane Barry

29/11/21



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| APPENDIX A | | LETTINGS APPLICATION FORM | |
|--|--|-----------------------------|-------|
| Lettings Reference: | NOTE TO APPLICANT: BEFORE COMPLETING THIS FORM, READ THE NOTES 'CONDITIONS OF HIRE' ATTACHED. | | |
| Section 1 | | | |
| Accommodation/Facilities required: Sports Hall Changing room Kitchen Field | | | |
| Purpose of Hire: | | | |
| Date: | | Times: | |
| Section 2 | | | |
| Name of applicant: | | | |
| Address of applicant: | | | |
| Telephone Numbers: | | | |
| Name of Organisation: | | | |
| Is the organisation on the register of approved youth organisations held by the director of Community Leisure? Yes / No. | | | |
| If yes please state registration number: | | | |
| Signature of Applicant: | | Date: | |
| Section 3 | | £20/hour or part thereof | |
| Rate chargeable for letting | | Evidence Provided | |
| Public Liability Insurance of £5m is a requirement of North Somerset Council for all users of the Council's facilities, and a copy of such insurance needs to be provided as evidence of existence. | | £ | |
| VAT charged in line with HMRC policy | | £0.00 | |
| Total Lettings Charge | | £ | |
| Section 4 (School use only) | | | |
| This application for letting is Approved/Not approved. | | | |
| Signed: | | Designation: Head of School | Date: |
| Section 5 (School use only) Time allowance: | | | |
| Date Keyholder informed: | | Booked: | |



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Appendix B

CONDITIONS OF HIRE

PLEASE READ CAREFULLY

- 1 The person signing the application form shall be considered the hirer and must be over 18 years of age. The hirer must personally sign the lettings form and may not assign or sub-let the premises.
- 2 The premises will only be used for the event described in the letting form.
- 3 The Executive Headteacher or Head of School or their representative may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises.
- 4 The hirer shall be responsible for ensuring that all activities take place in a safe manner.
- 5 The behaviour and safety of persons on the premises for this booking are the responsibility of the hirer.
- 6 The Governing Body/school shall not be responsible for any loss or damage to any property arising out of the hire.
- 7 The hirer (their insurance) shall be responsible for all damage or loss to any fixtures, fittings, sports or other equipment or property occurring during the period of the hire.
- 8 The hirer must familiarise himself/herself with the emergency procedures for fire, first aid, accidents and defects reporting and carry them out to the best of his/her ability. The hirer must carry a phone to enable access to emergency services.
- 9 A qualified person must be present during all sessions that are considered to be of a hazardous nature e.g. karate, gymnastics, judo etc. or where the club/organisation is a youth group. It is the responsibility of the hirer to check the qualifications of those supervising such activities.
- 10 The hirer is responsible for the adequacy, suitability and safety of all equipment brought onto the premises.
- 11 The hirer must comply with the legal requirements concerning consumption of intoxicating liquor, music, singing and dancing licences, theatre licences and copyright. The hirer must not apply for licences without the specific approval of the Governing Body.
- 12 The hirer must ensure that there are sufficient stewards located in areas which will prevent unauthorised persons from entering the premises and to ensure that guests are restricted to the area hired for the function.
- 13 It may be necessary for the school to cancel or postpone the event. If this occurs, the hirer can make no claim against the school or Governing Body for any loss he/she may sustain.
- 14 Authority to accept or cancel a booking shall rest with the Executive Headteacher or Head of School.



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- 15 The premises must be left in a clean and tidy state and all equipment must be put back after use. If the premises are not cleaned to the satisfaction of the Site Manager, the hirer shall be responsible for any payment necessary to have them cleaned.
- 16 Chalk, resin or polishing materials must not be used on floors.
- 17 The lighting arrangements of the premises must not be supplemented or altered.
- 18 The Keyholder shall be present to unlock the premises at the beginning of the hiring and lock up again at the end. He/she will not be available during the period of the hire, except in extreme circumstances.
- 19 Smoking is not permitted in any part of the school or its grounds.
- 20 Car parking is only allowed in the allocated parking spaces. All roadways **must** be kept clear. 'No parking' signs **must** be respected.
- 21 The hirer must have and maintain for the duration of the hire, insurance cover arranged with a reputable company, to provide a minimum third party indemnity of £5 million. It is the responsibility of the hirer to effect this cover and whatever other insurance he/she requires to cover his/her liabilities and to provide evidence of this insurance with the completed letting application or to pay the additional amount based on 10% of letting fee or £26 whichever is the lesser amount.



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APPENDIX C

EMERGENCY PROCEDURES

FIRE INSTRUCTIONS

Prior to the use of the premises, the hirer shall:-

- Ensure relevant escape routes are unlocked and available for use.
- Ensure all persons are familiar with the layout, the fire routine and the locations of any designated assembly points.
- Locate the nearest fire alarm call points, fire-fighting equipment and emergency telephone provided by the hirer.
- Be prepared to supervise the evacuation of the premises and the subsequent checking that all persons are present.

If you discover a fire:-

Immediately raise the warning by operating the nearest fire alarm.

Attack the fire with the nearest available fire appliance BUT DO NOT REMAIN IN THE BUILDING IF THERE IS IMMEDIATE DANGER TO YOUR LIFE.

On hearing the fire alarm:

Leave the building at once by the nearest available exit. If possible, close windows and doors. Do not re-enter the building for any reason until the all-clear is given.

Go immediately to the assembly point which is: THE TOP PLAYGROUND (by the stage).

Calling the Fire Brigade:

- During normal school times 9.00 am to 3.30 am arrangements already exist to call the fire brigade.
- At all other times the hirer is responsible for ensuring the fire brigade is called.
- If in doubt, call the fire brigade anyway.

After use:-

- Always after using the premises, the hirer shall carefully check there are no apparent fire risks and all doors and windows are closed and secured.

FIRST AID ARRANGEMENTS FOR HIRER

- The provision of adequate first aid facilities, including First Aid Kits and trained personnel, is the responsibility of the hirer who should ensure that there is adequate equipment and facilities to suit the activities of the hiring.
- In order to give practical assistance to hirers, a school First Aid kit can be found in the kitchen area.



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EMERGENCY TELEPHONE

- The hirer is responsible for providing a telephone or utilising the Public phone box situated on Main Road (left out of school gates).
- In the event of an emergency during school hours, a telephone is located in the school office.

ACCIDENTS/INCIDENTS

- All accidents causing injury, and incidents with potential for injury, must be reported to the school as soon as possible. This can be done via the school caretaker or through a fax/phone call to school the next day.

GENERAL INFORMATION:

School Telephone number 01934 812852

School Fax Number 01934 811820

Site Manager:

Mr Dave Baker 07977 444241



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Appendix D

SCALE OF CHARGES

| | | |
|-------------------|------------------|------|
| Minimum charge | | £20 |
| Week days | 4.30pm to 6.30pm | £40 |
| Weekends/Holidays | 9:00am-1:00pm. | £50 |
| | 2:00pm to 6:00pm | £50 |
| Weekends/Holidays | 9:00am -6:00pm | £100 |