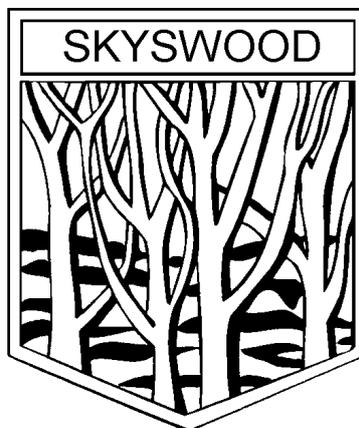


Skyswood Primary & Nursery School

Lettings Policy



September 2020

Review Date – September 2021

Aims of Letting

1. To enable the wider community to use the facilities at Skyswood Primary & Nursery School beyond normal school hours.
2. To raise additional income for the school.

Governor Responsibilities

The Law states that governors control the use of the school premises outside normal school hours, but they must comply with any directions given by the Local Authority.

The Local Authority has a legal requirement placed on them to provide accommodation for certain bodies, i.e. community language classes, as outlined in Section P of the HCC Property Matters guide.

The Local Authority controls the use of (community) school premises during normal school hours, but the day-to-day management is the responsibility of the Headteacher. If there is a surplus of accommodation during the normal school day then the Headteacher can let those facilities on a normal letting basis (i.e. governors cannot enter into a lease or tenancy agreement).

The governors of Skyswood Primary & Nursery School are keen to promote the Local Authority policy in encouraging the community use of school buildings and facilities. However, the Headteacher and governors reserve the right to reject applications.

Daily control of school lettings is the responsibility of the Headteacher (and his/her staff), who is authorised to negotiate fees within the limits determined by the Governing Body.

The secretary is responsible for maintaining records for each organisation / individual hiring Skyswood Primary & Nursery School premises.

Charging Rates

The governors determine their own charges for all lets outside the Free Letting Scheme taking into consideration basic running costs, e.g. heating, caretaking and cleaning, etc. These rates are reviewed by the Resources Committee on an annual basis, usually as part of the budget setting process, and the new rates approved through the Governing Body as recorded in their minutes. The new rates are normally implemented from the start of each academic year.

The school is expected to apply the governor approved rates for all hirers to the school. However, to promote community use and to meet the Extended Schools agenda, the Headteacher and governors may use their discretion to give an agreed discount to hirings that have a direct positive impact on the children and the community of Skyswood Primary & Nursery School, such as Breakfast or After School Clubs. This must be discussed with the Resources Committee prior to agreement by the full Governing Body.

Procedures for Booking and Payment of Lettings

- Receipt of any enquiry from a potential hirer.
- Determine whether the needs of the would-be hirer would be reasonably met by the school.
- The potential hirer is informed of fees, eligibility of grant or free let and insurance procedures and then sent an application form LT01.
- The application form, insurance details and Terms and Conditions booklet are sent to the potential hirer LT02.
- On receipt of the completed application LT01, send an invoice.
- Payment of the balance of the full amount of the charge for the use of the accommodation and services will be made not later than ten working days before the date on which the accommodation and services are to be used by the hirer
- Payment for the regular letting to an After School Club will be made half-termly in advance. The payment will reflect agreed hire charges as laid out in the After School Club contract.
- The hirer will be issued with a site plan, identifying areas accessible within their contract.
- For regular bookings the school will inform hirers of any dates where the facilities are unavailable (e.g. due to Parent Consultation Evenings). Notice will be given as far in advance as possible.

Exceptions to the procedures above will only be made to those hirers of long standing who have regularly settled their accounts quickly and have a good record of treating facilities sensibly. The governors may decide to offer preferential rates to some categories of hire.

Insurance

All hirers must have Public Liability Insurance of a minimum of £5 million. A copy of the current insurance certificate must be taken, along with the expiry date. If the hirer does not have this insurance, school will add the cost of Public Liability Insurance to the hiring rate to cover this expense, assuming the school is adequately covered.

Value Added Tax

- VAT is imposed for certain sports lettings where the sports hall is hired
- All VAT collected is recorded in the school's accounting system

No Smoking Policy

Skyswood Primary & Nursery School is a non-smoking educational site and all hirers must abide by this.

Respect for Facilities

As part of any contract for hire of premises there must be an agreement that the areas hired will be left in an appropriate state (as on arrival). It is the hirer's responsibility to remove any litter and check the facilities on completion of hire to ensure that there is no 'lost property' and that hired areas are left in an appropriate condition. It is the duty of any hirer to report and replace any accidental damage (eg to school displays or equipment.) School equipment should not be used unless identified as part of the hiring agreement.

People using the school facilities should be given clear guidance by the hirer as to the areas that they are permitted to use. Under no circumstances should visitors use classrooms or areas that are outside of the hiring agreement. This includes the school kitchen, which will be locked during all lettings other than identified school functions.

Terms and Conditions Booklet Form LT02

This booklet contains useful and comprehensive information including a hirer's checklist and is sent to each hirer.

The above policy is based on advice and guidance contained in the HCC Premises Manual from which more detailed information can be obtained.

Hire Charge Rates for 2020/21

Main Hall

First Hour	£35
Additional Hours	£20

Dining Room

First Hour	£25
Additional Hours	£16

Specialist Rooms

(e.g. Demountable classroom, ICT suite)

First Hour	£30
Additional Hours	£18

Playing Field (inc football pitch)

Per Hour	£25
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Playground

£25

Letting fees for block bookings will be negotiated.

Hire charges must be fully paid in advance of each session of hire

LETTINGS INDEMNITY FORM

INSURANCE COVER – to comply with the conditions of the hiring agreement.

Please complete where applicable:

- I maintain a Public Liability Insurance Policy and have provided the school with a copy of the current insurance certificate.
- I wish to be covered by Skyswood Primary & Nursery School's Public Liability Hirers' Insurance Policy during the period of hire and agree to pay the premium cost of 5% of the hire with the hire charge.
- I understand that there is an excess payable by me of £150 relating to each and every claim for loss or damage to Skyswood Primary & Nursery School's property arising from my hire of the premises.
- I hereby undertake that in the event of claims arising during my hire of Skyswood Primary & Nursery School's premises I shall not admit liability to the claimant but immediately forward such claims with a brief report on the incident to the Headteacher of Skyswood Primary & Nursery School.

Signature _____ Date _____

DECLARATION - Please read before signing:

Any licenses necessary and the Theatres Act 1968 and the Cinematograph Acts 1909 and 1952 have been or will be observed and any requirements of the Licensing Justices, where necessary, have been or will be met. I agree to pay the charges due as required and hereby certify that the premises and grounds will be used only for the purpose stated:

Signature: Date:

NAME (BLOCK CAPITALS)

Mr/Mrs/Miss

For School Use Only:

It is confirmed that the accommodation required is available for the time and date(s) requested.

Signature: Date: