



Southdale

C of E Junior school

Shining like stars in the universe

Lettings/Hire Policy

(Policy SD32-23)

Approved by: Southdale Governing Body **Date:** 18 May 2023

Last reviewed : May 2023

**Next review due
by:** May 2024

Southdale C of E Junior School Lettings/Hire Policy

The letting of Southdale C of E Junior School premises is under the control of the Governing Body.

The Head teacher will be responsible for all matters concerning lettings. Facilities will only be let where they are not needed for school purposes.

The aim of the lettings policy is twofold: to generate income for the education of pupils; and to enable the provision of community facilities, which benefit pupils and their families.

No facility will be let to any person or organisation for a purpose, which in the opinion of the Head teacher is inconsistent with the aims and values of the school.

No letting will be subsidised from the resources provided for the education of the pupils. All hirers will be required to demonstrate to the satisfaction of the Head teacher that they have adequate insurance to compensate the school for any damage they may cause; the Head teacher should consult the Council's Insurance Officer as to the adequacy of the insurance.

Requests for lettings must be notified to the Head teacher with details of

- Hirer's name;
- Facilities required;
- Activity for which letting is required;
- Date(s), duration and frequency;
- Evidence of adequate Public Liability Insurance

Lettings will be chargeable under one of two categories:

- b Cost recovery: this rate will apply to groups providing non profit-making facilities to the Community including pupils and/or their families, which in the opinion of the Head teacher are supportive of the aims and ethos of the school. A charge covering the full cost will be levied including energy, any additional cleaning, caretaking, an allowance for wear and tear, and administration. Where these costs can be shared between groups hiring facilities simultaneously the charge may be reduced to a level where costs are recovered;
- c Income generating: this rate will apply to all other lettings. In addition to recovering costs as in (a) above, lettings will be charged at such a rate as to generate income for the school, the expected level being cost plus 25%. Negotiation of charges is at the discretion of the Headteacher.

HIRE CHARGES FOR THE USE OF NAME OF SCHOOL PREMISES

Room	Rate per room Weekdays	Rate per room Saturdays
Hall and Changing rooms	20% of daily bookings/£25 per hour	N/A
	Minimum letting one hour	N/A

* Charges are per hour or part of an hour, e.g. 3 hours 30 minutes would be charged at 4 hours. Lettings are for a minimum of 1 hour.
Classrooms are not available for hire unless agreed by the Headteacher.
Negotiation of charges is at the Headteachers discretion.

Invoicing and Payment

1. The hire of the premises shall be in accordance with the School's scale of charges and payment must be made 2 weeks in advance of the letting. If payment has not been received one week prior to the date or to the first date of a series then the letting will be deemed to be cancelled. Any deposit will not be refunded.
2. For lettings on a regular basis, payment must be made termly in advance. Terms referred to are School term dates.
3. In all cases, the hire shall be conditional upon the completion of an application form by which the Hirer undertakes:
 - a. to abide by the regulations.
 - b. to make good any damage to premises, furniture or equipment arising from any act for which the Hirer is responsible.
 - c. to accept the decision of the School and its Governors should questions arise on any point.
 - d. The hirer must clean up after the use of the facilities.
4. When the facilities are to be used by a group of people or members of a club a nominated contact person, and contact details must be notified to the school. This person will be responsible for settling, on behalf of the group or club, all invoices related to the hire of the premises.
5. Please make any cheques payable to **Wakefield MDC**.
6. Invoices will be raised and sent to the nominated individual who is responsible for the hiring of the facility.

7. Certain bookings are exempt of VAT charges. If further clarification is required then please contact the school.
8. The charges for the use of the facilities are set and reviewed annually by the Governors. In special circumstances, and dependant on the extent of the partnership the outside body has with the School, these may be revised. If you would like to investigate the possibilities of a reduced cost hiring please contact the school.

General

9. When the school hall is hired for public entertainment or meetings the hirer shall ensure that sufficient stewards are available at exits and entrances. The maintenance of order shall be the entire responsibility of the Hirer. The number of persons attending a function should be in line with the current Fire Regulations which state :
 - a. For the Hall, a maximum number of 200 seated persons.
 - b. For meeting in classrooms, a maximum of 40 persons is allowed.
 - c. For meetings and activities in other rooms maximum occupancy will be agreed following negotiation with the School.
 - d. Compliance with these regulations will be the responsibility of the Hirer.
10. No intoxicants are allowed on school premises if any person is under 18 years of age. If intoxicants are to be brought onto the school premises, it shall be the Hirer's responsibility to ensure that the necessary licence is obtained and to show the licence in advance to the School Business Manager. Without a valid licence, the booking will be null and void and the deposit will be lost.
11. The school hall is licensed for MUSIC, SINGING and DANCING.
12. The Hirer must assume responsibility for providing any chairs or seats additional to those in the rooms hired and must undertake the removal of such chairs or seats before the commencement of school the following day. No responsibility for the acceptance or removal of any property can be taken by the school or the Governors. A fee will be charged for storage of any property not removed at the end of a hire period.
13. If the position of any moveable furniture is altered during the course of a letting, the Hirer shall be responsible for replacing any items ready for the commencement of school on the following morning.
14. The liability of the school is limited to loss or damage to property or injury to persons arising out of the negligence of the Schools, its servants or agents.
15. The school shall not be liable for any loss or damage to property or injury to persons arising out of the negligence of the Hirer.
16. The Hirer must arrange suitable insurance to cover personal liability and to protect any equipment/property brought on to the premises, plus arrange for third party liability.
17. The Caretaker will ensure that the Hirer is made aware of the Fire Drill Regulations.

18. The Hirer must provide their own First Aid Kit and qualified First Aid personnel. The hirer must have their own charged mobile phone available for use in the event of an emergency.
19. Items of school equipment such as stage lighting, projectors and piano may be used only by prior arrangement with the School Business Manager. An appropriate additional charge will be levied. No alterations or additions shall be made to lighting or electrical installations.
20. No chalk polishes or other preparations shall be used on school floors. Shoes likely to damage the floor (e.g. stiletto heels) must not be worn.
21. No activity is to be permitted that is potentially dangerous to participants or third parties (e.g. hang gliding, parachute jumping and skate-boarding). Under no circumstances can the school's PE equipment can be used unless it is included as part of the hire agreement. The hirer should complete their own risk assessment and provide a copy to the school.
22. The proper car parks must be used and vehicles must not be driven onto the grassed areas. Please be considerate to our neighbours when parking around school. Any damage caused in this way will be the responsibility of the Hirer as in Paragraph 3.
23. The Hirer shall not sub-let any part of this accommodation.
24. The accommodation shall be open to inspection at all times by the School's staff, Governors and the officers of the Authority.
25. Southdale has a strict NO Smoking Policy and this must be adhered to in all of the buildings and surrounding areas.
26. The Hirer is responsible for any damage caused to the premises during the period of hire.
27. Hirers may be asked for a returnable bond to cover any damage/extra cleaning caused by the letting.
28. Hirers expecting to use their own electrical equipment, powered by school's supply must ensure that such equipment is covered by an appropriate safety certificate. All such certificates should be made available for inspection by the school caretaker. Electrical items must not exceed a 1kw (one kilowatt) rating.
29. There will be no access the school staff room at any time. The staff room will be locked along with all classrooms and the laptop trolleys will also be locked. The hirer will have access to the dining room facilities but not the kitchen.
30. The name of the Caretaker in the case of an emergency is Mr S Dundon and his contact number is 07794465934.

Sporting Facilities

31. Groups using the sports area are respectfully requested not to arrive earlier than ten minutes before the allotted start time and end their session with sufficient time to clear the venue for the next Hirer's start time. Please ensure the playing surface are left suitable for use by the subsequent Hirers.

32. The Hirer is requested to ensure that participants refrain from smoking, chewing gum and spitting when using the facilities. In addition no food, glass bottles, animals or bicycles must be taken into these areas.
33. Due consideration must be shown to other persons using the facility simultaneously.
34. The Hirer must ensure that correct footwear (i.e. non-marking trainers/plimsolls) are worn. These should be changed into upon arrival and not worn outside as small stones become embedded in the tread and damage the floors to the detriment of all users.

APPLICATION FOR USE OF PREMISES

SINGLE LETTING

I would like to apply for use of the following accommodation -----

On ----- 201X

From----- am/pm to ----- am/pm

1. Purpose for which accommodation will be used?

2. Give approximate number attending. -----

3. Specific Contract Arrangements _____

I/We agree

- (a) To pay the agreed fee of _____
- (b) To pay Southdale C of E Junior School the cost of making good any damage to the premises, furniture or fittings arising out of our use of the premises.
- (c) Ensure the premises are left clean and tidy
- (d) To abide by the decision of the School should any question arise on any point
- (e) To have valid insurance on behalf of the hirer.

Signed----- On behalf of -----

Address -----

Telephone No ----- Date -----

Office use only

Has a valid insurance document been evidenced YES/NO

Signed _____

Name _____

Position in school _____

3. If the hirer is bringing in their own electrical equipment these should be clearly showing the PAT test date Caretaker to check this.

Name of Caretaker _____

Type of equipment being used which is PAT Tested _____

Date of PAT Test _____

Signed _____ Date _____

4. Caretaker to confirm that they have explained the location of toilets, fire procedures and emergency contact number to hirer.

Name of Caretaker _____

Signed _____ Date _____

APPLICATION FOR USE OF PREMISES

REGULAR LETTING

I would like to apply for use of the following accommodation -----

On ----- 201X

From----- am/pm to ----- am/pm

1. Purpose for which accommodation will be used?

2. Give approximate number attending. -----

3. Specific Contract Arrangements_____

I/We agree

- (a) To pay the agreed fee of_____
- (b) To pay Southdale C of E Junior School the cost of making good any damage to the premises, furniture or fittings arising out of our use of the premises.
- (c) Ensure the premises are left clean and tidy
- (d) To abide by the decision of the School should any question arise on any point
- (e) To have valid insurance on behalf of the hirer.

Signed----- On behalf of -----

Address -----

Telephone No ----- Date -----

Office use only

3. Has a valid insurance document been evidenced YES/NO

Signed_____

Name_____

Position in school_____

4. If the hirer is bringing in their own electrical equipment these should be clearly showing the PAT test date Caretaker to check this.

Name of Caretaker _____

Type of equipment being used which is PAT Tested _____

Date of PAT Test _____

Signed _____ Date _____

5. Caretaker to confirm that they have explained the location of toilets, fire procedures and emergency contact number to hirer.

Name of Caretaker _____

Signed _____ Date _____