



Lettings Policy

September 2016

Philosophy

We wish to ensure that the most effective use is made of the school premises. We believe that our school should be a centre for lifelong learning and a resource for parents/carers and the wider community. We recognise that the facilities could generate resources for the school. This policy sets out the criteria for making decisions on requests for use by external organisations.

Status

Recommended

Roles and responsibilities of headteacher, other staff, governors

The **headteacher** will:

- establish a central booking system
- apply the criteria agreed by the governing body and consult the Premises/Finance Committee on requests for bookings which do not meet them or where there is a potential conflict of interest.

The **governing body**, with advice from the headteacher, will:

- balance the desire to generate income against the desire to support "worthy" groups within the community
- take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school
- ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils
- consider issues of political balance
- consider the implications of all requests received for the health, safety and security of pupils and staff
- consider the implications for workload of all staff of any decisions it makes
- take advice from the LA on the charges to be levied.

Additional Considerations

1. The Headteacher and Governing body only may approve a request for hire from community members, parents, and group leaders.
2. The hiring arrangements are made by the school Office Manager after approval has been given. Appropriate forms will be completed.
3. The hiring agreement must make clear which area of the school is being hired i.e. field, hall, kitchen etc.



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4. An up to date list of hiring charges are kept in the school office. Charges will be subject to the advice from Herts. C.C, which is updated annually. An additional charge may be made to cover the overtime costs of the caretaker for unlocking, locking up and cleaning and other associated tasks.
5. The 'Friends of Cherry Tree' should ensure that the school office has copies of minutes of meetings, and therefore is notified of forthcoming event dates.
6. The Office Manager should ensure that all hire dates are recorded in the office and Head Teacher's diaries and inform the caretaker.
7. The Office Manager should ensure that all hirer's are given a copy of the hiring/letting guidelines.

Short term hire costs as from Sept 2016

- **Hall and dining room** - £120 (including insurance and VAT) for 4 hours
- **Kitchen** - £25 one off payment
- **Additional hours** (over the 4 hours) - £10
- **Site Manager** - £9.70 an hour (lock, unlock, prepare and put back)
- **Reductions** of at least 50% are available for community groups and staff members.
- **Football pitch**
Yearly Pitch hire - £405 (Large Pitch -September to April)
£180 (Small Pitch - September to April)
One off evening pitch hire - £45 Long Term Hire Costs
Community room - £5.10 per hour

Deposit: All hirings will be subject to a pro rata deposit of 50% of the total hire cost. This is returnable dependant on the facilities being left in a satisfactory condition.

Arrangements for monitoring and evaluation

The Premises/Finance Committee of the governing body will receive reports from the headteacher on a yearly basis of the schedule of use of the school outside of the school day, the number of groups involved and the net profit from such activities. The committee will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.

Date for review

Sept 2017

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Appendix 1: Lettings Guidelines

Hirers Checklist

- Contact the school for clarification of any points made below.
- Sign the application to hire form (LT01) confirming your full compliance with the terms and conditions listed below and return to the school.
- Pay a refundable deposit of **50% of the total cost** for your letting when the letting is booked.
- Ask the school for details of their public liability insurance scheme if you would like this.
- If you are providing your own insurance, send a copy of your cover note to the school with your application to hire form. A minimum of £5 million cover must be provided, otherwise a 5% surcharge will be added to the hire cost to obtain cover on behalf of the hirer.
- If we do not receive a copy of this then the hire cannot go ahead.
- If alcoholic drinks are to be served you must:
 - inform the school at the time of booking
 - obtain a drinks license from a Local Magistrate if you are selling drinks giving at least 2 months notice
 - notify the local police one week before the event
 - ensure that no alcohol is supplied to persons under 18

Care of the Premises

The hirer shall indemnify the school from, and against, all costs, claims, expenses or damage incurred or suffered by the school either directly, or indirectly, out of the use by the hirer or the hired accommodation and equipment at the school.

Reasonable care should be taken to protect any surface or equipment, which is likely to suffer damage as a result of the hire. The governors wish to emphasise that it is the responsibility of the hirer to ensure the maintenance of order, and in particular the clearing of the premises at the end of the function. Should additional cleaning be required following a let, a charge will be levied to cover costs and taken from the hirer's deposit.

Any misconduct by any person attending the function may result in the hirer and his/her organisation being refused further bookings. If the premises are not fully vacated by the time given for the function to end, a surcharge will be made for the extra time and taken from the hirer's deposit.

Cost - School / Grounds

The standard hire package is for the cost of one hall and/or dining room; with different rates for weekdays and weekends/bank holiday. Up to date costs are available at the school office.

Accommodation may be made available at significantly reduced rates to groups who include **Cherry Tree Primary School** children in their activities. At the discretion of the headteacher a deposit may be waived for such activities.

Payment

The *Governors* reserve the right to refuse any application or terminate the agreement at any time for non-payment.

Single bookings:

When the let is booked the hirer shall pay a 10% non-refundable deposit. Payment of the balance of the let must be made not later than ten working days before the date of the function. This will not be returned in the event of a cancellation by the hirer.

Block bookings:

Payment should be made to the *Office Manager* a month in advance.

Private Property

No responsibility can be accepted by the *Governors* or the school for loss of, or damage to, any property, which may be brought onto the premises as a result of the hiring. All electrical items brought onto the site must be electrically tested to an approved standard.

Installations and Use of Premises

The hirer must not interfere with any electrical wiring, switches, lights or any other installation of the school without written consent from the *Governors*.

No nails, screws, adhesives or adhesive tape can be fixed to the floor, walls, ceilings or any part of the building nor shall any platform or other erection, or any decoration be put up without the written consent of the *Governors*.

Hirers must comply with the non-smoking policy.

No application will be granted for any purpose that may jeopardize the insurance of the school.

Use and Times

The hirer shall not use the accommodation and / or services for any purpose other than that specified on the application to hire form (LT01 attached), and shall neither

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enter the premises before, nor leave them after, the times stated on the application form without prior arrangement with the Headteacher.



APPLICATION TO HIRE ACCOMMODATION AND/OR SERVICES (LT01)

NOTE:

- (1) Submit applications to the Headteacher at least 14 days in advance of hiring.
- (2) Use a separate form for each date unless the accommodation required is the same.
- (3) Please complete form in BLOCK LETTERS.

SCHOOL: _____ SCHOOL NO. _____

FULL NAME OF ORGANISATION: _____

NATURE OF FUNCTION: _____

DATE(S) REQUIRED _____

SEATING REQUIRED FOR: _____ (See Condition No.5 of TERMS AND CONDITIONS BOOKLET - LT02)

	Tick If Req'd	Preparation Time		Function Time		Clearing Time		For Office Use	
		FROM	TO	FROM	TO	FROM	TO	£ CHARGE	VAT
Accommodation									
Hall									
Committee Room									
Lecture Theatre									
Classroom(s)									
Dining Room/Refectory									
Kitchen/Pantry									
- beverages/washing up									
- meals									
Gymnasium									
Sports Hall									
Changing Room/Showers									
Tennis Courts									
Playground									
Playing Fields									
Swimming Pool									
SERVICES									
Stage Lighting									
Amplifying Equipment									
Piano									
Other Equipment if available									

*** PUBLIC LIABILITY INSURANCE**

The Hirer is required to hold Public Liability Insurance, and to let the school have a copy of the cover notice prior to the hiring. If this is not produced, then the school will arrange cover in advance of the hiring and a charge will be made.

No hiring should take place without this insurance cover arranged either by the Hirer or through the school.

CHARGE PER OCCASION	
*HIRER INSURANCE FEE	
TOTAL VAT	
TOTAL CHARGE	
DEPOSIT REQUIRED	

N.B. if any of the above services are to be used, the Head must be satisfied that a competent operator and/or electrician is in charge before such use commences. An extra charge is made for these services.

I have read the Terms and Conditions booklet, which I accept on behalf of the organisation named above. I wish to apply for the use of the accommodation and/or service specified above and any special conditions required. I agree to pay the charge according to the scale in force at the date of hire, payable 10 days prior to the event taking place. I am over 18 years of age.

SIGNED (ORGANISER) _____ NAME _____

ADDRESS _____

DATE _____ CONTACT TELEPHONE NO. _____

NAME AND ADDRESS OF PERSON TO WHOM ACCOUNT SHOULD BE SENT IF DIFFERENT TO ABOVE:-

FOR OFFICE USE

AUTHORISATION OF HIRE signed _____ DATE _____



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DATE RENDERED _____ A/C No. _____

