



# Lettings Policy

**BLEAN PRIMARY SCHOOL**

**Policy Review date: May 2024**

**Headteacher: Mr I Rowden**

**Chairs of Governors: Mr H Samuelson**

**Date of Next Review: May 2026**

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

1. Raise income for the school
2. Better integrate the school in to the local community
3. Satisfy some of the needs of local individuals, groups and organisations
4. Help fulfil the Government Extended Schools initiative
5. Increase the use of facilities which may be of necessity underused by the school

## **Bookings**

Bookings are made through the representative of the school as authorised by the Governing Body and confirmed in writing.

1. School and PTFA activities have priority
2. No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
3. The contract may be updated annually or termly
4. Payment is in advance for all lettings with individual arrangements for regular users
5. Outline charges are set by the Headteacher/Governors and reviewed annually
6. Specific charges are set at the time of the contract
7. A diary is kept covering all school, PTFA, and outside use of the premises and grounds after school, in the evenings, at weekends and during the school holidays

Users must 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

## **Roles and Responsibilities**

The member of the office administrative team is responsible for the construction and regular update of the lettings diary.

1. The PTFA secretary and individual teachers are responsible for arranging through the Business Manager a term in advance of any events outside teaching hours which will use the school premises.

2. Opening and closing the school is undertaken by the Site Manager or by prior arrangement with an authorised member of the keyholding staff.
3. Supervision of delegates and the activities 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.
4. When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with
5. Post letting checks are made by the Site Manager and reported to the school authorised representatives.
6. The authorised representative will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues

## **Health and Safety**

The school will make quite clear that as part of the contract for using the school premises the health and safety responsibilities for the duration of the session rest with the organiser. The school will accept responsibility for the fabric of the building and any facilities or equipment stated as part of the hire, at the beginning of the hire. The hirer is responsible for any damage to the equipment or facilities of the school and will be expected to make good the damage caused.

The hirer will also be expected to comply with the school policies for the use of the following facilities

Use of classrooms  
Use of the school hall  
Use of the meeting room  
Use of the Learning and Development Centre  
Use of the grounds

The school will not allow lettings for any organisation which promotes or is associated with terrorism and radicalization.

## **Monitoring and 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, administrative costs, Site Manager and other staff wages.

## Appendices

### For Short Term Hire

(Long Term hire can be made by special agreement with the school)

Use of Classroom/Meeting Room Evenings (3.30pm – 6pm)/school holidays (8.00am – 4.00pm)

|                          |              |
|--------------------------|--------------|
| KCC Organisations        | £30 per hour |
| Commercial Organisations | £50 per hour |

Use of School Hall Evenings (3.30 pm – 6.00pm)/school holidays (8.00am – 4.00pm)

|                          |              |
|--------------------------|--------------|
| KCC Organisations        | £40 per hour |
| Commercial Organisations | £75 per hour |

Catering by arrangement with the school – there is no use of school catering equipment by external organisations due to licensing regulations.

Use of Sports field Evenings (3.30pm – 6.00pm)/school holidays (8.00am – 4.00pm)

|                          |              |
|--------------------------|--------------|
| KCC Organisations        | £30 per hour |
| Commercial Organisations | £50 per hour |

Learning and Development Centre

Can be hired by special arrangement

**Please note that alternative times can be arranged for the use of all the facilities by special arrangement.**

(Long Term hire can be made by special agreement with the school)

### Long Term Hire for Club use

The charge for a club letting is 20% of the clubs earnings from charges (i.e parents charges: for Music lessons, Sport Clubs, Team Theme etc). An additional charge may apply if non-standard opening and closing caretaking duties are undertaken. The user is expected to adhere strictly to the agreed times or subject to a caretaker being available.

## **Terms and Conditions**

**Booking forms** for hire must be completed in advance and sent to the school with the necessary deposit. Deposits are 100% of the cost of hire for one off bookings, and the equivalent of the first two week's hire for a series booking. Bookings are payable in advance on invoice and the deposit will be deducted from the final invoice.

**Cancellations** will be charged as follows:

|                  |                   |
|------------------|-------------------|
| 2 – 4 weeks      | 25% of hire cost  |
| 3 days – 2 weeks | 50% of hire cost  |
| Less than 3 days | 100% of hire cost |

Blean Primary School reserves the right to cancel a booking at short notice in the event of circumstances affecting the efficient running of the school, in this instance a full refund will be issued by the school.

### **Damage**

The hirer shall not permit or suffer any damage to be done to the hired premises or any furniture or equipment therein and shall make good to the satisfaction of the school, and pay for any damage thereto (including accidental damage) caused by any act or neglect by himself, his agents or any person on the hired premises by reason of the use thereof by the hirer.

### **Safeguarding**

For external hire and activities which include children, the organisation will need to verify that all necessary safeguarding checks are in place, including an enhanced DBS and the name of the Safeguarding Lead.

### **Insurance**

Non KCC organisations will need to evidence their public liability insurance cover. KCC insurance cover will be applied to non-commercial hirers at additional cost unless details of public liability cover are supplied at time of booking along with a copy of the policy.

Blean Primary School will not be liable for:

- Any damage or loss of any property brought on to or left on the hired premises either by the hirer or by any other person.
- Any loss or injury which may be incurred by or done by or happen to the hirer or any person resorting to the hired premises by reason of the use thereof by the hirer.
- Any loss due to breakdown of machinery, failure of electrical supply, fire, flood or government restriction which may cause the hiring to be interrupted or cancelled, and the hirer shall be responsible for and shall indemnify the school, its servants and agents against all claims, demands, actions and costs arising from the hirer's use of the hired premises or from any loss, damage or injury suffered by any person arising in any manner whatsoever out of the use of the hired premises by the hirer.

### **Charges**

Charges are set out in the appendix to the school lettings policy.

The school reserves the right to amend the charges.

### **Restrictions on use**

Lettings are only for the purpose agreed in the contract.

Users must only enter the premises and have left the premises completely by the agreed times on the contract.

Time over the agreement will be charged (£10 for each 5 minutes over the agreed time)

The school cannot provide telephone facilities.

THE SCHOOL HAS NO LICENCE FOR ALCOHOL.

The hirer/hirers during the hiring shall be responsible for:

- Taking all measures necessary to ensure that the permitted number of persons using the hired premises is not exceeded
- The efficient supervision of the hired premises and for the orderly use thereof, including the observance of the Governor's policy of no smoking/vaping anywhere on school premises or on the school grounds
- Ensuring that all proper safety measures are taken for the protection of the users of the premises and equipment, including adequate adult supervision where young people are concerned
- Familiarising themselves and the users of the premises with the fire alarm positions, the location of firefighting equipment and the establishment's exit routes.
- Ascertaining the location of the nearest emergency telephone
- The provision of a suitable first aid kit
- Compliance with the Food safety Act where necessary

### **Parking**

Users of the school maybe able to park in the school car park during evening, weekend and holiday hires via prior arrangement.

The school accepts no responsibility for damage to or loss from cars parked in its car park.

Cars must be parked in the allotted areas.

Users will be expected to respect the school's neighbours and arrive and depart in a quiet and orderly manner.