



LEARNING CHANGES LIVES

## **Lettings Policy**

Approved by the  
Local Governing Body  
January 2023

Next review  
Spring 2025

# **POLICY**

## **Objectives**

The school premises represent a significant capital investment and should be fully utilised.

The school premises are a valuable community resource.

Educational usage constitutes a natural priority.

Profit margin is an important consideration when derived from commercial usage but is not always the objective when facilitating educational, cultural or social activities by designated users.

## **Priority Users**

Statutory users

Community users

Private users

Staff users

The Local Governing Body (LGB) reserve the right to determine some organisations community users. These will usually be organisations that create extra-curricular opportunities for the wider school community e.g. scouts/guides or after school provision. The LGB will agree separate rates for community users. These rates will be reviewed annually. The LGB will agree a discounted rate for staff.

## **Scale of Charges**

On arriving at their scale of charges, the governors have followed the following principles:

Statutory users will be charged an amount commensurate with cost recovery.

Designated users will be charged an amount agreed by the LGB.

Private users will be charged on a cost plus an income margin for the school

There will be parity of treatment for similar users.

## **Costs**

The Caretaker or the person employed to supervise the letting, is paid an hourly rate for the duration of the letting.

The Caretaker and School Business Manager are responsible for managing the lettings process. To encourage the use of the school buildings by the local community and to generate additional revenue

## **General**

The governors recognise that it would be impossible for them to personally vet every applicant or organisation who wishes to make use of the school premises. Accordingly, they have delegated the authority to accept applications for hire from at least two of the following persons:

Chair of LGB

Principal

School Business Manager

Caretaker

Where the above are uncertain as to the suitability of a potential hire, the matter will be referred to The Trust Board

This policy will be reviewed every 2 years in the Spring or Autumn term and the hire charges for the forthcoming year will be agreed.

## Appendices

Appendix 1 - Conditions of Hire

Appendix 2 – Charges and Times of Hire

Appendix 3 – Lettings Booking Form

## Appendix 1

### Terms and Conditions

#### Booking and Payment

The following procedures will always be followed:

All enquiries are directed to the School Bursar and/or Caretaker.

A meeting with the Caretaker is arranged to show the facilities and discuss the conditions of hire.

A date and time frame is agreed (the minimum period for which a charge for hire will be made is two hours).

The charge is agreed (charges are inclusive of the cost of utilities, personnel and parking).

To secure the booking the hirer must complete a Booking Form.

A 10% deposit payment for single lets must be made to secure the reparation of any damage which may be occasioned and as payment for the over-running of the agreed times. The deposit will be returned after the function, less the amount the school may deduct to cover these costs.

A deposit will be agreed for long term lets and this will be returned at the completion of the contract if no damage has been incurred.

On receipt of the Booking Form,

**Single lets** the school will invoice the hirer for the full amount. Payment must be made at least two full weeks prior to the function.

**Long Term Lets** the school will invoice the hirer at the agreed periods and all lets will be payable in advance.

All payments will be made to the school office – cash or cheques (made out to Quest Primary School and supported by a guarantee card) are both acceptable. Receipts will always be provided as proof of payment.

The school will seek to recover costs incurred which are unavoidable and result directly from the cancellation of a booking.

Hirers must state the maximum number of people expected and the school reserves the right to limit the number of people admitted dependent on the type and size of the accommodation hired.

All hiring is subject to the hirer or the authorised representative occupying and vacating the premises at the stated times – should the function over-run the stated time, the hirer will be liable for extra fees.

The Caretaker and hirer will inspect the condition of the area to be hired before the function has taken place on the day of the hiring.

The hirer and Caretaker will inspect the area(s) hired following the function and sign the completion slip on the lettings booking form to confirm that the hiring has been completed within the terms of the agreement. Furniture/resources moved during the let should be returned to their original places.

In the event of the hirer not arriving within 30 minutes of the agreed starting time, the premises will be secured and the let considered cancelled – in this event, no money will be refunded.

If the hiring finishes earlier than the stated time, a responsible person must remain on site until the lettings officer has been informed and locking up can begin.

The school reserves the right to refuse without explanation any application and to cancel the hiring at any time without written notice.

On the termination of the hiring under the above condition, the school shall return all, or part of any money paid but shall not be under any liability for any loss or damage arising out of such termination.

Persons under the age of 18 are not eligible to hire the premises.

### **Health and Safety**

The school complies with the Health and Safety at Work Act 1974 and is responsible for non-employees who are on the work premises.

It is required that any person undertaking a let at the school provide the school with a risk assessment of the activity being undertaken.

The school has asbestos on site and retains a register kept in the school office and available to hirers.

Any hirer who works when pupils are present at the school will produce a current enhanced DBS certificate.

Any accidents however minor that happen during the let should be reported to a school staff member at the time of incident.

The hirer will need to make their own first aid arrangements.

The hirer will be given the fire and emergency procedures for the area that is hired.

It is the hirers- responsibility to take a register of all persons attending their function and to bring this to the assembly point as indicated on the above document.

### **General Conditions must be observed.**

Parking is at the risk of the vehicle's owner, is only allowed on hard surfaces. Care must be taken of the playground equipment, any damage will be charged to the hirer.

The school reserves the right to insist on the ejection of any person who is acting in a disorderly fashion.

In exceptional circumstances, e.g. fire, flood or other emergency situations, the school reserves the right to suspend the hiring until the premises are made safe.

The hirer shall ensure that the noise is always kept to a minimum, especially when exiting the site. All lets should not exceed 23.00 hours (locking up period to 23.30 hours).

In the case of youth and junior organisations, a sufficient number of responsible adults must be in charge for the period of hire and ensure adequate supervision of all areas of the site to which the children have access.

The hirer shall undertake to see that the premises are used in an orderly way and for the purposes only for which they are hired.

The hirer shall reimburse the school the cost of making good any damage to the school's property arising from the hiring.

The hirer shall not use or permit the use of the premises for the sale of goods by way of competitive bidding unless the sale is for the purpose of assisting the funds of a voluntary organisation whose activities are not carried out for profit and the whole, or substantially the whole, of the proceeds are devoted to the funds of the organisation;

The school reserves the right to refuse entry to the premises in the interests of the health and safety of those present.

### **Exclusions**

The hirer may not assign or sub-let the use of the premises to any other person.

Only areas/facilities identified in the Booking Form should be used by the hirer. If additional areas/facilities not agreed prior to the let are used, the hirer may incur an additional charge.

The school buildings and site are entirely a non-smoking and alcohol-free area. Food and drink should not be consumed in the main school hall without prior agreement.

Nails, tacks, screws etc must not be driven into the walls, ceilings, floors or fittings, or sellotape used to affix anything onto the walls, windows, or any other surface.

No alteration or addition to the electrical installation shall be made and no equipment or apparatus is to be connected to it without prior agreement.

PA systems, sound equipment, projectors and screens are not to be used without prior agreement.

No furniture, instruments or equipment belonging to the hirer may be left or stored on the premises without the agreement of the Caretaker and if permission is granted, the hirer's goods are stored at his or her risk.

Notices must not be exhibited on any part of the premises without the prior agreement of the school.

Any hiring is subject to the condition that the premises will not be used for political purposes or the teaching of any political party politics or the public exhibition of films.

The premises are not licensed for public entertainment and consequently the collection of money for admission and advertising any entertainment to the general public cannot be permitted.

The hirer and those attending the function must not enter parts of the site other than those included in the booking agreement.

The school does not undertake any responsibility for:

Loss or damage of any goods or effects belonging to the hirer or any other person present.

Injury to any person attending the premises unless the injury results from the school's negligence.

Any breakdown, leakage, fire or accident rendering necessary the closure of the premises nor for any interruption of the hiring for repairs or renewals consequent on any such breakdown, leakage, fire or accident.

### **Conditions of Hiring the School Kitchen**

This must be agreed with Red Gates School as they have sole responsible for the kitchen.

## Cleaning

This can be arranged with the Caretaker, it should either be the hirer who cleans the premises, in which case the lock up time could be 12.00 a.m. The Caretaker could be asked to do the cleaning and this would be charged at the current hourly rate for the cleaning staff or Caretaker, this is entirely the decision of the Caretaker.

## Alcohol

THE LICENSEE can obtain a Special License for the sale of alcohol from the Croydon Magistrates Court for a private function. A Special Permission can be obtained by a recognised group i.e. Parent Teacher Associations for the sale of alcohol from The Croydon Magistrates Court. The number of these is limited to the organisation not the premises.

A written declaration must be made by the hirer concerning any sale of alcohol and the licence produced to the school before the let.

## Insurance

Hirers of private lets should obtain PUBLIC LIABILITY INSURANCE and this documentation must be produced to the school before the let.

## Security

Hirers who are key holders need to ensure the school security arrangements at all times.

## Appendix 2

### Charges and Times of Hire

The charges made for the hire of the facilities are calculated using the current hourly rate for staff supervising the letting plus an addition to cover wear and tear, energy costs and an income to the school.

Charges for Hire of School Facilities		
Facilities	<u>Hourly Rate</u> <b>Saturday</b>	<u>Hourly Rate</u> <b>Sunday</b>
Main School Hall	£40	£50
Dining Hall and Kitchen	£35	£40
Toilets	£10	£10
Staff Room	£25	£30
Field/Playground with site supervision	£25	£35
Field/Playground as key holder with no site supervision	£15	£20
Cleaning	At an agreed rate	At an agreed rate

Hourly charges Mon - Friday during normal	school hours from 09:00 - 17:30
Main Hall	£35
Other areas	negotiation

The school is not available for hire during the school day, unless for election purposes.

Rates for community use to be agreed by the Principal on an individual basis.

All other exceptional letting requirements and rates to be agreed by the Principal.



**Appendix 3**

**Quest Primary School Lettings Booking Form**

Completed at the time of booking:

Name of Hirer:	Organisation:
_____	_____
Address of Hirer:	Contact No.
_____	_____
_____	
_____	
Date(s) of Hire: From:	To:
_____	_____
Special Instructions e.g. every Sunday:	Total Days:
_____	_____
Exact Times Required: From:	To:
_____	_____
	AM/P M AM/P M
Accommodation Required:	Maximum Attendees:
_____	_____
Information for Caretaker	
E.g. furniture required	
Purpose of Hire (brief description):	
_____	
_____	
Total Cost:*	Deposit (returnable, less additional costs):
_____	_____
* To be paid in full at least two weeks prior to the function.	

I have read through the "Conditions of Hire" with the hirer.	
Signature of the Lettings Administrator:	Date:
_____	_____
I agree to abide by the "Conditions of Hire."	
Signature of the Hirer:	Date:
_____	_____

Completion Slip – to be completed once the event has taken place:

I am satisfied the conditions of hire have been duly observed and that the school has not incurred additional costs as a result of the booking.	
Time Arrived _____	Time Departed _____
Signature of the Lettings Officer: _____	Date: _____
I am satisfied the school has fulfilled its obligations as defined in the "conditions of hire."	
Signature of the Hirer: _____	Date: _____