

TADWORTH PRIMARY SCHOOL



LETTINGS POLICY

SUMMER 2017

TADWORTH PRIMARY SCHOOL

LETTING POLICY

1. It is the policy of the Governors that School premises and facilities shall be available for use by outside bodies at the discretion of the Headteacher subject to their not being required for use by any organized activity within the School. It is a basic principle that premises and facilities are provided for use in the normal educational and extra-curricular life of the School, hence any use by external bodies, groups, or individuals will always be of a lower priority than any internal use.
2. For the purposes of this policy, the use of School premises and facilities by organised bodies formed with the sole purpose of supporting the School, e.g. the PTA, will be deemed to be use by the School itself. Use by other bodies associated with the School e.g. clubs, associations etc. will be deemed to be use by external bodies.
3. Use of premises and facilities by the School will not be the subject of any charge. Use of premises and facilities by group or association or individual will be subject to the charges detailed at Annex A, which will be reviewed, annually, by the Finance Committee.
4. The school car park does not form part of the letting agreement but may be used for lettings outside of the school day entirely at the owners risk.*
5. The booking of all use of premises and facilities, by both internal and external agencies, beyond those detailed in the School timetable and School termly calendar will be the responsibility of the Site Manager, who will maintain a booking diary for that purpose. It is the responsibility of all individuals organising events not scheduled in the School timetable or School termly calendar which involve the use of School premises and facilities to submit to the School a copy of the booking request form at Annex B. Booking will be based on a first come, first served basis.
5. Upon the receipt of a booking request form, the School will inform the person making the request whether or not the booking is confirmed. However where requests are received from external agencies or persons not known to the School, a deposit of 50% of the estimated final invoice will be required before the booking will be confirmed. In addition, if the hirer wishes to be covered under the Surrey County Council insurance policy, then the insurance premium must be paid in full to the Bursar prior to the booking being confirmed.
6. The Site Manager will safeguard the premises and facilities of the School by all reasonable means during any booking, and will immediately report to the School any damage caused.
7. Following the booking, the School will raise an invoice for the charges set out at Annex A plus any additional damage charges. The term "damage" shall be deemed to include, but not limited to, the causing of unreasonable cleaning requirements following any booking. Any invoice not settled within 30 days of presentation will be the cause of debtor pursuit action by the Bursar, by legal means, if necessary.
8. The hirer must produce to the Bursar a copy of their insurance policy at least five working days prior to the date of hire. The insurance policy must be a comprehensive policy which covers the following risks (which list is not exhaustive): public liability including death, personal injury and disease, and property damage up to £5,000,000.00. If the hirer fails to produce the copy insurance policy within the time stipulated above, then the School will arrange for the hirer to be covered under the schools policy, and all costs incurred, including the cost of the additional

premium and any administration costs of the school or the insurer, will be recoverable by the school in addition to the hire charge. Alternatively, the hirer can elect cover under the Schools insurance policy, subject to payment of 15% of the letting fee, in advance, (which for the avoidance of doubt will be payable in addition to the letting fee) subject to a minimum fee of £5.00 per letting (or such other fee as stipulated by the insurers). This cover will not be available to anyone hiring a professional entertainer, or for any meetings for political parties. Further the hirer must comply at all times with the obligations and restrictions of Surrey County Council and/or their insurer from time to time and must not do anything which will render the insurance policy void or voidable. An insurance policy is not required where the letting is held for the attendance of Tadworth Primary School children only, as cover in these circumstances is provided under the School policy. Tadworth Primary School reserves the right to cancel any letting where no insurance policy has been provided, or where the additional 15% costs have not been paid upfront.

9. The Governing Body is aware of its responsibilities for safeguarding children and so, when letting out the school premises, have due regard to safeguarding policies and practices and the school's Prevent duty on anti-radicalisation. It is the hirer's sole responsibility to ensure they have a list of any children attending their club together with contact details (parents' names, address of contact, telephone number) in case of emergency. The hirer must be first aid qualified or have in place a system in case of accidents or emergencies. The School accepts no responsibility whatsoever for any accident and is under no obligation to provide, or have available, on the School premises a first aider for use by clubs other than the School's normal obligations under Health and Safety during School time.

The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. The Governors require that for all hirings involving groups working with children, an appropriate level of disclosure has been obtained from the DBS for the individuals working on the school premises. Where a DBS/CRB disclosure includes convictions, or other relevant information, the hirer is required to undertake an assessment of risk to determine whether that individual is suitable to work with children and young people

TADWORTH PRIMARY SCHOOL

Terms and Conditions of Letting

1. There will be at least one week's notice for any cancellation of a booking made by the Hirer.
2. Payment of any charges due will be made on demand
3. If the Site Manager is in attendance and the Hirer provides additional personnel to prepare for a letting then these personnel shall be subject to the general direction and control of the Site Manager.
4. The premises must be vacated no later than the time booked (which shall in any case be no later than 2330 hrs, unless an extension has been agreed.) and left in good order, clean and tidy.
5. A Hirer must not sub-let to another party.

6. Where a licence for the supply of intoxicating liquor is necessary for a letting the responsibility for obtaining such a licence is solely the Hirer's. A copy of the licence must be given to the School before the date of the letting.
7. No preparations are to be applied to floors. The wearing of footwear likely to cause damage to floors is forbidden. Any person found wearing such footwear will be asked to leave the premises.
8. Seating accommodation in any rooms booked may be used, but the Hirer must make his own arrangements for any additional furniture required for the letting and for removing it before the School re-opens.
9. In cases where statutory requirements must be met (e.g. lettings for music, singing, dancing, or stage plays) the Hirer must provide full information to the School.
10. There must be no infringement of copyright and in the case of musical entertainment, the requirements of the Performing Rights Society must be fulfilled.
11. All losses or damage, however, caused and of whatever nature to School premises or equipment whether provided by the School or any other body or person, shall be the responsibility of the Hirer. Hirers shall ensure that they have adequate insurance to cover their responsibilities, including Public Liability insurance if applicable. A copy of the insurance policy shall be provided to the School prior to the letting.
12. Smoking is not permitted in School buildings.
13. The School premises cannot be used for the following purposes:
 - a) Livestock shows
 - b) As Committee Rooms for a candidate at an election
14. Hirers will have access only to the particular room(s) let to them, including the use of a cloakroom and WC accommodation. In no case is access permitted to any other part of the premises including particularly accommodation set aside for specific use of staff.
15. Any dispute on the use of School facilities or School equipment out of normal School hours shall be referred to the School Governors via the Bursar.
16. Power of Revocation
 - a) The Governors reserve the right to revoke, without notice, any contract for the hire of School premises
 - b) Governors are empowered to withdraw, without notice, permission to use School grounds or buildings when such areas are unfit for use.
 - c) The School has the right to cancel a booking at any time up to 24hours before the event, save in cases of emergency where no notice may be given.
 - d) The Governors reserve the right to review the hire charges on an annual basis and give one months' notice to the hirer of any increase.

17. Application for the hire of facilities is to be made only on an official School letting application form.

* For the purpose of this policy, the school day is recorded as 8.00am – 4.00pm, Monday to Friday during term time.

Policy Reviewed	Summer 2017
Policy agreed and adopted by governors	25 May 2017
Review date	Summer 2019

ANNEX A to LETTING POLICY

SCHEDULE OF LETTING CHARGES

The following charges will apply from 1 September 2013:

	School Clubs	Other events
Classrooms:	£8.50 per hour	£11.50 per hour or part thereof per classroom £55.00 per day per classroom
Hall:	£18.00 per hour	£23.50 per hour or part thereof £130.00 per day
Any sports pitch:	£8.50 per hour	£11.50 per hour or part thereof £80.00 per day

The charges for the premises and facilities scheduled above are inclusive of Caretaker (security) and normal cleaning costs. The charges do not include the use of any facilities other than those specified, e.g. the use of the Main Hall does not imply the use of any sporting equipment or musical instrument located therein. The rates for such extras are available on request for inclusion in booking but any unauthorized use will result in the imposition of an excess charge. If use of the stereo system is required, rates are available upon request.

The charges for the premises and facilities scheduled above do not include the use of kitchen areas. Entry to kitchens is normally prohibited under Health, Hygiene and Safety regulations.

