

# Platt C.E Primary School

## Lettings Policy



### **Philosophy:**

Our school aims to be part of our community and enhance the opportunities for all by providing access to our facilities. Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for the school
- Better integrate the school into the local community
- Familiarise individuals with the school, who may become pupils or their parents
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the school

### **Implementation:**

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

- School activities have priority
- PTA events that raise significant funds for the school are the next priority.
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time. Confirmation must be given before to ensure the booking stands.
- Outline charges are set by the Headteacher/Governors and reviewed annually.
- Specific charges are set at the time of the agreement and must be paid in full.
- The VAT liability of the letting is determined at the time of the agreement.
- Payment is in advance for all single lettings.
- Payment is in instalments for a series of sports facilities lettings that comply with VAT exemption regulations.
- The agreement should be updated and reviewed at least annually.
- A diary is kept covering all school, PTA and outside use of the premises and grounds after school, in evenings, at weekends and in holidays.

### Applications

Potential lettings users should be asked to complete an application form or submit a written request detailing their requirements. On receipt you will need to confirm that the accommodation and equipment requested is available when required and agree the caretaking times and availability as necessary. The potential user, who must be over the age of 18 years, must be made aware of the Conditions of Use requirements and be able to meet them to the

satisfaction of the school. Before calculating the charge for the letting account should be taken of all the cost to the school of the lettings.

**Users sign an agreement 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 school authorised representative is responsible for the construction and regular update of the lettings diary.

- The PTA and HT meet termly to agree dates for school use outside of the school day. This will where possible be made around regular bookings. All PTA activities must provide their own risk assessment and named lead .
- Opening and closing the school is undertaken by prior agreement with an authorised member of the staff, or with an authorised person named on the agreement.
- Supervision 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. Areas of access are agreed beforehand and should any access to non agreed areas occur an additional charge will be incurred.
- When a risk assessment is completed by the user and agreed by the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with.
- Post-letting checks are made by a member of staff during the opening of the school and reported to the school authorised representative.
- 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.

**Lettings Process**

Applicant completes booking request form or sends request letter

School considers all aspects and if acceptable sends:

- Hire agreement letter
- Hire agreement form
- Conditions of use

**Monitoring & Evaluation:**

Lettings should be evaluated to assess the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating and caretaker's payments.

A copy of this policy together with the letting agreement to be given to any person or party letting the school premises. We reserve the right to reduce fees on a discretionary basis if attendance is lower than 5 pupils for a club

**Refundable Damage / Disturbance Bond:**

Some bookings require a Refundable damage/disturbance bond of £200.00 to be paid in addition to the hire charge. This will be confirmed at point of booking and (if applicable) is to be paid at least 1 month prior to the booking date.

**Refund of the Damage / Disturbance Bond:**

The bond will be refunded within 14 days after the booking date provided that no damage or loss has been caused to the premises and/or contents, the hall has not been left in an exceptionally dirty condition, all rubbish relating to the event has been taken away and there have been no complaints made to the school about noise or other disturbance during the hire.

Any amounts withheld from the refund of the bond are at the discretion of the school. When no Refundable damage/disturbance bond has been charged we reserve the right to charge £50 for any damage to the hall or our property.

Bank details are required for repayment of the Refundable Bond and will be requested at time of hire.

## **APPENDIX: 1**

### **CONDITIONS OF USE FOR A LETTING OF PLATT CE PRIMARY SCHOOL**

#### **Conditions of Use for a Letting**

Use of School premises for a letting must be agreed in advance and confirmed in writing by both the user and the authorised representative of the school. The agreement will include the fee, appropriate VAT and any other charges payable. These are reviewed in advance of the second and succeeding years. It must be recognised that school use of the premises takes priority and that there may be occasions when arrangements have to be changed (where possible these will be advised at the time agreement is reached). Formal confirmation of bookings will be made termly when school requirements have been finalised.

If the user wishes to cancel a specific booking or set of bookings, five clear working days notice must be given of the cancellation, in which case the school will charge a cancellation fee of a quarter the total fees due. If less than five days notice is given, the whole of the fees may be charged by the school. When regular weekly/monthly bookings have been made, cancellation will result in a negotiated fee according to the opportunities available for re-letting the facility.

Standard rated VAT is payable on lettings of sports facilities unless the letting is to a school or club that meets with the ten sessions rule and more generally the VAT regulations in full, in which case the lettings will be exempt from VAT. Therefore a refund for a cancellation may break the series and result in VAT being chargeable on all the lettings. Full details of the VAT regulations are available from the HMRC website in the Internal Guidance Manual for Land and Property section 18.

Damage or loss of any kind sustained to the premises, fixtures and/or fittings, furniture and/or other chattels therein arising out of or in connection with use of the school shall be made good at the expense of the user within one month by the school or, by agreement, by the user and to the satisfaction of the school.

The users are required to make arrangements for suitable insurance cover (currently a minimum of £5 million for each and every claim for public liability) with a reputable company in respect of claims which might be made against them by a third party for accidental injury including death or accidental loss, or damage to property arising out of, or in consequence of, the letting and to cover the school, and must produce proof of the policy before the letting is contracted.

However, if non-commercial users are unable to provide insurance cover which meets the council's requirements, cover must be arranged through the KCC Hirers Liability Policy, for which a contribution towards the cost of the KCC Hirers' Liability Policy equal to 3.15% of the total hire charge will be levied in addition to the hire charge itself. The user will be responsible for the first £350 of each and every property damage claim.

The charge for a letting payable by the user includes an amount to cover payment for standard opening and closing caretaking duties and may include additional duties if agreed prior to the letting. The user is expected to adhere strictly to the agreed times or, subject to a caretaker being available, be prepared to pay additional overtime.

It is the user's sole responsibility to control entry of all visitors at the external entrance allocated and to ensure that only those people known to them are allowed access to school premises. The entrance and any other external doors that are unlocked must be controlled by responsible adults at all time during the period of the letting. On completion of the letting a check must be carried out to ensure that all windows have been shut and secured, and all visitors have left the premises.

The user shall not cause or permit any nuisance or disturbance to other occupiers or users at the school or to occupiers of neighbouring properties.

The user should be aware of the appropriate action to be taken in the event of fire or other emergency. They should know where extinguishers are located and how to use them, how to obtain assistance from the emergency services and the location of fire exits.

The Health and Safety at Work, etc. Act, 1974 (as amended) imposes duties not only on employers in respect of their employees but also on persons having control over places of work or places where plant or substances are used and on anyone who by virtue of a contract has an obligation in relation to such a place. The duties are to ensure as far as is reasonably practicable, that the facilities and means of access are safe and without risk to health. Users must comply with the school health and safety policy, a copy of which is available on request. If agreement is given for the use of the school meals facilities/canteen, KCC regulations must be observed.

All rubbish, empty containers, crates, etc must be removed from the premises by the user immediately after the letting has taken place and before the caretaker locks up. Furniture and equipment is to be left as found unless other arrangements have been agreed with the school's authorised representative or caretaker.

The use of materials for preparing floors for dances and the wearing of shoes likely to damage floors, especially in any hall and any gymnasium, is prohibited.

The premises shall not be used for any purpose other than that for which agreement has been granted nor shall any areas of, or furniture/equipment in, the school but not included in the letting agreement be used without express permission; in such cases an extra fee may be payable.

The user must have written permission from the school before arranging for alcoholic drinks to be consumed on the premises. Under The Licensing Act 2003 the users are responsible for Temporary Event Notices (TENs) to the district/borough council and local police. Alcoholic drink may not be brought onto the premises while students are present and are to be cleared from the premises when the event ends.

## **Safeguarding and Child Protection**

It is expected that all groups letting any part of the school site will have their own Child Protection Policy, our School policy should accompany any letting request. Each adult who will come into contact with young people or vulnerable adults as a coach, teacher or group leader must have a relevant DBS declaration AND relevant coaching certificates/qualifications where appropriate. As part of the lettings process, we will need to see copies of the DBS declarations for each adult connected with your group who will be working with young people or vulnerable adults. We will also need to see copies of qualifications. Without these, we are unable to accept any booking from any group working with young people or vulnerable adults. The headteacher is responsible for ensuring that the person(s) running the activity is both technically competent to run the activity and suitable to be responsible for children, including DBS checks as appropriate. A copy will be kept on file of any qualifications, references etc.

No public performance of a play, cinematography exhibition, public dancing, singing, music or other public entertainment of the like shall be performed in or close to the premises unless any necessary licence for the same shall first have been obtained from the appropriate authority and all necessary measures taken to fulfil the conditions of the licence. It may be that KCC blanket PRS (Performing rights Society) or PPL (Phonographic Performance Ltd) Licences will cover some situations but this aspect must be cleared in advance with the school. Temporary Event Notices (TENS) are required not only for any sale/supply of alcohol, but also for regulated entertainment (eg. live and recorded music and performance of dance) and late night refreshments. Vehicles should not be allowed on the playing fields and no parking which restricts the caretakers' or emergency services access will be permitted. Consideration of separating vehicles and pedestrians on site should be considered where the activity poses additional risk. Parking on the roadway where double yellow lines are displayed is not permitted. Control of parking is the responsibility of the user. No responsibility can be taken by the school for any damage to vehicles sustained whilst in the school grounds.

No landlord and tenant relationship shall be created.

## **PRO FORMA HIRE AGREEMENT LETTER**

Date: xxx

To: *Full Name and Address of potential hirer on school headed letter paper*

Dear Hirer

### **LETTING OF SCHOOL FACILITIES**

Thank you for the lettings request. I can offer the following:

#### **Dates/Times/Facilities/Space/ Equipment/Furniture**

*As shown on the enclosed Hire Agreement Form. Or full details of all space including WCs/ car parking/items/equipment included in the let etc and Day(s), Date(s), Times from start to finish (not times of function but to include preparation and clearing up time - eg. when the caretaker is needed)*

#### **Charge(s)**

*As shown on the enclosed Hire Agreement Form. Or £15 per hour (Mon – Fri) or £20per hour (Saturday/Sunday) min 2 hour charge, for use of the facilities. Any AV equipment or other specialist equipment must be provided by the hirer. The school reserves the right to consider any additional costs incurred by the school for a specific booking, such as caretaker attendance, which will be assessed at time of booking and included in the quote provided to the hirer*

A Refundable damage/disturbance bond of £200.00 to be paid in addition to the hire charge. This will be confirmed at point of booking and (if applicable) is to be paid at least 1 month prior to the booking date. Bind refunds will be issued within 14 days of hire where conditions are met. Bank details will be required to facilitate the refund of the bond.

#### **Insurance**

*Proof of insurance cover from your insurer or broker will be required.*

#### **Risk Assessment** (optional paragraph if appropriate)

*The activity you will be carrying out requires a risk assessment to be completed by you. Please complete the HSE's "Five steps" form or other suitable pro forma and return to me with the signed Hire Agreement Form (or by xxx date)*

#### **Agreement**

*Your use of the School facilities is subject to the "Conditions of Use" as attached. Please sign and return the Hire Agreement Form (and risk assessment if applicable) as soon as convenient.*

*If you have any problems or questions or wish to arrange a visit please contact me.*

Yours sincerely

Headteacher

Attached: Hire Agreement Form & Conditions of Use

**HIRE AGREEMENT FORM**

<b>From Headteacher:</b> <b>School:</b> Platt C of E Primary School		HIRE AGREEMENT No:
<b>Name of Hirer:</b>		
<i>Further to your application I am pleased to offer the following facilities:</i>		
<b>Accommodation/ Furniture/Equipment</b>		
<b>Use to be made of facilities</b>		
<b>Date(s) &amp; Time(s)</b>		
<b>Charge</b>		
<b>Insurance arrangements</b>		
<b>Caretaking arrangements</b>		
<b>Risk Assessment required</b>	<b>Yes / Not required</b> (delete as appropriate)	
<b>Headteacher's Signature:</b>		<b>Date:</b>
Your use of the school facilities is subject to your agreeing to the <b>Conditions of Use</b> as attached. Subject to your agreement would you please sign and return the form as soon as possible		

<b>To:</b> ..... <b>Headteacher</b>  ..... <b>School</b>		HIRE AGREEMENT No:
<i>I am satisfied with the details shown above and in the letter and confirm that we accept the <u>Conditions of Use</u>. We have the appropriate insurance cover / require KCC Insurance cover (delete as appropriate)</i>		
<b>Name:</b>		
<b>Organisation:</b>		
<b>Address:</b>		
<b>Risk Assessment:</b> (if required)	Attached / Not required (delete as appropriate)	
<b>Signature:</b>		<b>Date:</b>



**PTA EVENT REQUEST FORM**

<b>School Name</b>	Platt CE Primary School		
<b>Type of event</b>			
<b>Set up time</b>			
<b>Event start time</b>		<b>Event finish time</b>	
<b>Accommodation required</b>			
<b>Access via</b>			
<b>Name of person in overall charge</b>			

<b>Facilities Required</b>			
<b>No of tables</b>		<b>No of chairs</b>	
<b>Heating</b> Yes/No		<b>Hot Water</b> Yes/No	<b>Urn</b> Yes/No
<b>Projector</b> Yes/No		<b>OHP</b> Yes/No	<b>Extension cable</b> Yes/No
<b>Screen/ Whiteboard</b> Yes/No		<b>Sound</b> Yes/No	<b>Stage Lighting</b> Yes/No
<b>Cloakrooms</b>			
<b>Parking Arrangements</b>			
<b>Other</b>			

<b>PTA member responsible for clearing up</b>	
<b>PTA member responsible for bar Licence</b>	
<b>PTA member responsible for ticket sales</b>	
<b>Risk Assessment required?</b> Yes/No	
<b>Person responsible for assessment</b>	
<b>Caretaker advised</b>	

<b>Signed</b> ..... (On behalf of the PTA)
<b>The school approves the arrangements for the above activity</b>  <b>Signed</b> ..... (Headteacher/authorised person)

