



St Peter's Church of England Middle School



LETTINGS POLICY

For the hire of St Peter's school facilities

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Lettings Policy

Policy

It is the policy of the Governing Body of St Peter's Church of England School to maximise the use of the school for the benefit of the local community for the purposes of social, cultural and lifelong learning without detriment to the school or its site.

Preamble

To this end groups and individuals may hire certain of the school's facilities, subject to availability and in accordance with the terms and conditions for hire as determined by the School Governors. The Governors delegate the day to day decision making to the Head of School (who may delegate this to the School Business Manager), who will arrange for the necessary accounting and administrative procedures. The Governors delegate to the SBM the authority to negotiate agreements and charges as appropriate. The SBM will ensure that each customer will have a sales ledger account established for them on the School Finance System which will be used to invoice all lettings against the Lettings Planner. The Governors are willing to hire to recognised groups and bodies including sports clubs and teams, aerobic, keep-fit groups and local societies. The hiring of facilities by individuals for weddings etc. will be at the discretion of the Head of School.

Responsibilities

The responsibilities of the school and the Hirer on entering into a letting agreement are laid out below. Arrangements must be made for the effective exchange of information between both the school and hirer or provider of the activity or service. The extent and content will depend on the activity or service being provided and the relationship between the school and the provider.

The Terms and Conditions for Hire and Use must be signed by Hirer and School before any let can proceed.

The School will:

- Ensure that any facilities provided are appropriate and fit for purpose for the user. The same standards should be applied as during normal school hours for those areas being used outside the norm. All aspects of the Workplace (Health, Safety and Welfare) Regulations apply whenever a workplace is being used and all aspects of the Regulations need to be applied.
- Agree a system to facilitate communication with school staff if and when needed. Provide access for Hirers to appropriate whole school policies and procedures including Health and Safety, Child Protection, Accident/Incident Reporting and Equal Opportunities. Consider all applications, providing that Hirers adhere to and are able to comply fully with the terms and conditions set out in this policy and any documents referred to herein.
- Due regard must be given to the Working Time Regulations where multiple employment is undertaken.



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- Should any activities involve lone or remote working, appropriate control measures and supervision must be in place in line with school policies and procedures. All St Peter's Policies can be found on the school website under 'Governors and Policies.'
- Ensure that there are adequate provisions made to deal with all foreseeable emergencies. Ready access to telephone provision is essential, even if this is merely to require and ensure hirers have their own functioning mobile phones at all times.
- Accident, incident and near miss reporting procedures should be notified to the Hirer in accordance with HSE and RIDDOR procedures together with adequate incident investigation and follow up action.
- Any equipment, materials and substances provided by the school must be suitable for the activity and the people who will be using it. There needs to be an inspection and defects reporting regime to ensure that equipment is properly maintained and replaced.
- The school will ensure that all items of PE equipment are externally checked for safety compliance on an annual basis.
- Ensure that toilets and other facilities are available and adequate for the numbers, gender, and any special needs of the proposed users.

The Hirer will ensure that:

- All activities are appropriately planned, scrutinised and discussed with the Site Controller a minimum of 4 weeks before the booking.
- A minimum of one weeks' notice is provided to the Site Controller of any school resources required. The responsibility for damage to any school property remains with the Hirer.
- Suitable and sufficient risk assessments for each activity are undertaken. Please ask the school in advance if you require a risk assessment template.
- All participants are adequately supervised during the session, encouraged to attend promptly, remain for the duration and leave the site promptly at the end.
- Young people must never be left unattended. Parents/carers or an alternative agreed contact must be informed immediately if any young person leaves a session.
- Staff and participants are fully aware of fire procedures and other safety and security arrangements. Lettings hirers will
- Relevant records are maintained which can be made available to the school if required, including a register of attendance and a record of activities per session.
- Details of emergency contacts and medical needs for each participant (where parental responsibility is being assumed by the Hirer) are available during the letting.
- The Hirer will record any accident, incident or near miss in accordance with HSE and RIDDOR procedures and notify the School with adequate incident investigation and follow up action.



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- The school operates a strict No Smoking policy. If the Hirer or any of its members or associates is found or reported to be smoking on the school site, the Hirer's letting may be terminated with immediate effect. No notice will be given.
- Premises and resources are to be left in the condition in which they are provided. If any damages result from a letting, the Hirer will be invoiced accordingly for replacement/repair.
- Staff are suitably qualified and experienced and have undergone Enhanced Disclosure and Barring Service (DBS) checks. It is the Hirer's responsibility to check DBS checks are in place and to provide details to the SBM for retaining on the school single central record.
- Procedures are in place to deal with issues which concern a child's safety and wellbeing, or if a Child Protection issue arises. If the activity is taking place during school hours, the designated Child Protection Officer must be informed immediately. The necessary Child Protection and Safeguarding standards must be applied to all those supervising and assisting in the provision of the delivery of the activity.
- Staff are aware that they cannot offer guaranteed or unconditional confidentiality. If a child discloses any information relating to their own safety or that of any other young person, the designated Child Protection Officer must be informed immediately.
- If the Hirer is a childcare provider not employed by the school or local authority, they should have appropriate policies and procedures in place with regards to safeguarding children, including the related obligations under the Childcare Act 2006 of Disqualification by Association.
- Adequate first aid provision is essential, the level of which is dependent on the activity and dependant on the activity and subject of a risk assessment.
- Hirers must ensure that equipment, materials, and consumables brought onto site, including electrical equipment, do not present unacceptable risks to users.
- Hazardous substances and materials must be suitably risk assessed in accordance with the statutory requirements (COSHH and Management regulations) and the necessary control measures put in place.

Charges

Charges will be reviewed on 1 March annually. All long-term lettings will be invoiced to the Hirer one term in advance in order to secure long-term lettings preferential rates offered by the school. 'Long-term letting' refers to a letting of 6 weeks or more in continuous duration.

The level of charges will be determined by the type of use and proposed function.

a) For community groups using the school for a regular letting (at least 8 times per year booked in advance).

b) For single commercial functions.



Lettings Policy

Details of current charges are attached.

Lettings Category

School's Own Use:

The school's own use of its premises outside the Site Staff's normal working day for meetings of the governing body, staff and PTA, including fund raising functions, will always take precedence over external and community Hiring.

Church of England Use and Parish Church Council:

The use of the school premises by the Church of England and Parish Church Council; including for social functions, will be made available at no cost. The Parish Church Council will ensure that the premises are left clean and tidy. Any costs resulting from the school needing to clean rooms used by the Church and PCC will be chargeable at cost to the Church or PCC.

Local Authority, Parish Council and lettings for Elections:

The use of the school premises by Service Units of the Borough and Parish Council where the service is being provided for the benefit of the local community will be charged at flat rate to cover administrative costs. These will typically be the Site Controller hourly cost and /or call-out charge for locking up.

Commercial Lettings:

For private functions, commercial organisations and events will be charged at market rates.

Community:

Community groups which are non-profit making, voluntary or a charity will be supported by the school. A reduced rate for long-term bookings may be available at the discretion of the Head of School.

Insurance

The Hirer must carry Third Party Insurance against any legal liability for the loss, damage, demand or proceedings whatsoever, arising under any statute or at common law for damage to property, which shall include the hire premises, or personal injury or death of any person whatsoever, caused during or by circumstances arising from, related to or connected with the hire of the premises on the following basis:-

- Accidental bodily injury including death to third parties and further in respect of damage to their property – not less than £5 million.
- Accidental damage caused by fire to the premises on hire - £5 million.
- Accidental damage caused to the premises on hire other than fire.
- Hirers must produce evidence of such insurance prior to the event and for long term lettings a current copy of the insurance policy should be lodged with the School Business Manager.



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Third party insurance can be arranged for an additional charge of 10% of the hire fee for one-off lettings.

Use of Own Equipment

If hirers are providing their own equipment for use by the Hirer, its members and associates, the equipment must be insured under the Hirer's insurance contents policy. Please note that the school has extremely limited storage facilities. Any equipment left on school site by the Hirer must be stored safely. The School will accept no responsibility for loss or damage to equipment owned by the Hirer.

Use of School Equipment

The use of the school's equipment is restricted only to that which is documented between the parties on the individual letting agreement. Any damage to school property or abuse of the school's resources may result in immediate termination by the school of the letting agreement with no notice to the Hirer.

The use of the school sports hall is made available on the basis that PE equipment will be made available to the Hirer on payment of a surcharge of £5 per booked session. This must be pre-paid with the booking fee and is to cover wear and tear of equipment.

Application to Hire

An Application to Hire Form is attached and should be completed and returned to the school at the time of booking. For single lets, payment in full is required at the time of booking. Confirmation or otherwise of the booking will be given in writing (copy attached). Detailed terms and conditions are included in the application form and the hirer is expected to strictly comply with these. The hirer is required to pay for any damage to school property or equipment, and for any additional cleaning arising out of the letting. A separate invoice will be issued when necessary.

Payment

Regular lettings will be invoiced termly in advance and payment is required within the invoice terms and conditions specified. Non-payment within the specified time period may result in the school cancelling the letting booking. No payment will be made by the school for loss of income of the hirer.

Commercial bookings will be subject to a 10% non-refundable deposit which will be invoiced using the School Finance System by the School Business Manager or Finance Officer. This is payable upon confirmation and cannot be returned in the event of cancellation by the hirer. No booking will be secured without this initial deposit. The school does not charge VAT for any lettings. The balance of the hire fee plus any additional charges, (e.g. use of equipment) will be invoiced after the event. Invoices must be paid in full within 14 days.

Cancellation arrangements

In the event of a cancellation by the hirer the following refunds (or credit note against future bookings for regular lettings) shall apply.



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Period of notice	Refund Amount
15 days or more	90%
8 – 14 days	50%
0 – 7 days	No refund

School's Representative

The school's Site Controller is the school's representative and Hirers should liaise with him concerning specific requirements such as setting out chairs, equipment etc. The Site Controller has authority to take any necessary action to protect the school's interest. In the absence of the Site Controller liaison should be via the School Business Manager.

No Smoking Policy

The school operates a no smoking policy and all members of the public attending any function at the school are asked to respect this policy. Any one not doing so may be asked to leave the premises.

Alcohol

Alcohol may not normally be consumed on the school's premises, but this restriction may be waived in special circumstances. Where agreement is given for the consumption of alcohol, the hirer must accept responsibility for compliance with the licensing laws and must obtain the necessary licence in advance of the event taking place.

Public Performances

If the premises are suitable and are to be used for dance, concert or stage performance, the hirer is responsible for obtaining the necessary licences.

Parking

Parking is provided for the hirer on designated hard surface areas only. No parking is permitted on grass verges or playing fields, except with the express permission in writing of the Site Controller or School Business Manager. The hirer is responsible for all parking arrangements whilst using the school premises. Hirers are responsible for ensuring that parents collecting children from clubs DO NOT park on the school grounds when delivering and collecting their children from events. Due care and consideration must be given to neighbours of the school when arriving and leaving.

Limitations on use of premises

The school is unable to enter into any commercial letting arrangement to use all or part of the premises during school hours.

Because of the limited parking facilities and size of buildings, unless special arrangements have been made, the maximum number of people who may attend any function at the school is 100.

The school is unable to offer the use of the kitchen or its equipment for letting.



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Availability

The minimum let is 90 minutes. During term time the premises are not available for letting until after the end of the extended school day at 5:00pm and in order to cause the least inconvenience locally, any letting within the school must terminate by 10:15pm. It is expected that users will have vacated the premises and school site by 10:30pm and that any music etc. will be terminated well in advance to allow vacation.

Enquiries

All lettings enquiries should be directed to the School Business Manager or by email to Lettings@st-petersoldwindsor.org.uk. The school is not able to provide full scale catering facilities for weddings, dinners, birthday parties etc.

Cancellation by St Peter's Church of England School:

St Peter's Church of England School reserves the right to cancel a letting at its discretion. Although every effort will be made to avoid this situation, it may be necessary to respond to local or national emergencies, in the event of which a full refund of hire fees will be made but we accept no liability for loss sustained directly or indirectly by the hirer, arising from the cancellation. The School's decision regarding cancellation will be final.

Lettings Rates

Facility	Time	Long-term letting rate	Community Charge *	Commercial Charge
Gymnasium & changing rooms	90 minutes	£25.00	£33.75	£45.00
	Per additional hour	£15.00	£22.50	£30.00
Sports pitch	90 minutes	£20.00	£26.25	£37.50
	Per additional hour	£15.00	£17.50	£25.00
Tennis Courts	90 minutes	£15.75	£15.75	£19.25
	Per additional hour	£10.50	£10.50	£12.75
Floodlights (charged during period of official British winter time)	90 minutes	£4.50	£4.50	£4.50
	Per additional hour	£3.00	£3.00	£3.00
Classroom (school holidays only)	Hourly rate 8:00 – 17:00	£20.00	£23.00	£35.00
	Hourly rate 17:00 – 22:30	£30.00	£35.00	£35.00
Music Practice rooms	Per hour	£2.50	£6.50	£6.50
School Hall	90 minutes	POA	£35.00	£50.00
	Per additional hour		£23.00	£23.00

* The school defines community use as that provided by a school, local club or association, non-profit making organisation, voluntary organisation or a charity



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St Peter's Church of England School Lettings Policy Booking Form

Name of Organisation:						
Purpose of Booking:						
Name & Address of Person Responsible for Hiring:				Contact Details:		
				Telephone:		
				Email:		
Letting Details (please use second sheet if necessary)						
Date	Time From	Time To	Facility and or Required	Charge for first 90 minutes	Charge for additional hours	Total Charge
Total Hire Charge						
Public Liability Insurance Fee – 10% of Total Hiring Charge (if applicable)						
Total Charge Please make payment by online banking to: Lloyds Bank Plc, Sort Code: 30-						



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99-72 Account Number: 21866260 and quote 'Letting' (Cheques to be made payable to 'Oxford Diocesan Schools Trust T/A St Peter's C.E. School')	
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The minimum period of booking is 90 minutes. This may be supplemented with one hour increments at the agreed rate. Regular Lettings will be invoiced and payments may be made directly via BACS to the schools bank account.