

Watermill School

Policy for Lettings



		<u>Date</u>	<u>Review date</u>
Agreed by staff	J. Bytheway	Jun 2009	Dec 2013
Reviewed		September 2018	Autumn 2022

Rationale

The aim of this policy is to support extra-curricular provision for young people and community activities of an educational, recreational or cultural nature.

Purposes

To share with the community the school's accommodation and resources for the mutual benefit of all parties. To use income generated for the enhancement and improvement of key facilities.

Guidelines

1. To vet all enquiries for purpose and refuse permission as necessary.
2. To appraise Governors of lettings programme through the relevant Governors Sub-committee.
3. To ensure the goodwill of the immediate community is maintained by appropriate communication and management of lettings.
4. To ensure all lettings are managed in accordance with regulations printed on reverse of each letting form.
5. To set a table of hire fees that avoids any subsidy from any school budget.
6. To define and pay Caretaker costs.
7. To review hire charges at least once a year.
8. To provide for all school events on the basis of direct costs only if applicable.

Procedures

A member of staff will have delegated authority from the Headteacher:

1. To approve lettings of a general or historical nature.
2. To ensure that users are familiar with and responsible for, adhering to licensing regulations concerning the sale and consumption of alcoholic drinks.
3. To ensure that users know that they are responsible for obtaining a license for Occasional Permission as and when necessary.
4. To ensure that users recognize and adhere to all relevant Health & Safety procedures. Copies of the Health & Safety Policy can be obtained from the School Office.
5. To inform and advise staff of the school regarding forthcoming events and the use of areas, rooms and equipment as appropriate.
6. To promote the availability of school facilities on the basis of the pricing strategy agreed by Governors and within the agreed budget.

The policy should be read in conjunction with the school's Health and Safety Policy and other relevant policies.

The Lettings Policy was adopted by the Governing Body in January 2006 and will be reviewed every four years or sooner if necessary.

Watermill School

SCHOOL LETTING - INITIAL REQUEST FORM

Name of Applicant:

Address:

Telephone Number:

Name of Organisation:

..... Activity of

Organisation:

Details of Premises Requested (Hall, Playground, Football Pitch etc):

.....

Day of Week Requested.....

First choice:

Second choice:

Third choice:

Start Time:

Finish Time:

(please allow time for your preparation and clearing up)

Dates Required:

Use of School Equipment (please specify your request):

..... Details of any Electrical Equipment to

be brought:

Participants: Age Range of Participants:

.....

Number of Supervising Adults:

Relevant Qualifications of Supervising Adults:

Where applicable have List 99 and/or CRB checks been carried out? When? By Whom?

.....

Dates during the year when the Hall will be unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances.

The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out (see Terms and Conditions for further details).

The Hirer confirms that arrangements are in place with reference to First Aid (see Terms and Conditions for further details).

The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment (see Terms and Conditions for further details).

Any other relevant information:

I confirm that I am over 18 years of age, and that the information provided on this form is correct.

Signed: Date:

Watermill School

HIRE AGREEMENT

1.The Hirer:

Address:

.....

Telephone :

2.Areas of the School / Building to be Used:

.....

3.Specific Nature of Use:

4.Maximum Attendance:

5.Details of any School Equipment to be Used:

6.Date(s) of Hire:

9. Period(s) of Hire:

10. Fee (specify per hour or per session): £

11. The Governing Body agree to hire the premises to the Hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.

12. The Hirer accepts all the conditions of hire as set out in the attached Terms and Conditions document.

13. The Hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to obtain suitable insurance cover for any loss, damage or injury.

Signatures: (The Hirer)

..... (On behalf of the Governing Body)