



## Lettings Policy (School and Community Use)

### AIM

The aim of this policy is to provide guidelines for the use of school facilities for the benefit of the school and its community. To enable the school management to achieve this aim the Governing Body has drawn up the following policy.

### POLICY STATEMENT

1. The needs of the school (that is of the Head Teacher, staff and pupils), shall be given priority.
2. The Governing Body has the right to refuse any request for hiring. The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
3. All lettings administration must comply with Section M (Community Use of Schools) of the Surrey County Council Finance Manual.
4. **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 all hirers and individuals working on school premises on behalf of the hirer to have a DBS disclosure at an appropriate level (as defined by the Disclosure and Barring Service) and to operate safe recruitment practices. The school will require written evidence of such recruitment and vetting arrangements.**

### LETTINGS POLICY

1. Hirers must apply on an 'application to use school premises' form ED110 and must sign to confirm that they have read and agreed the terms and conditions. A copy of the lettings policy will be issued with the form.
2. A letting will only be confirmed on receipt of the completed booking form, the signed terms and conditions (Annex 2), evidence of vetting and recruitment arrangements and a copy of the insurance certificate (if appropriate).
3. A non-refundable deposit may be requested for lettings.
4. Payment for all lettings shall be made in accordance with the schedule and terms and conditions on Form FIN566. No refunds will be given if the hirer is unable to fulfil his part of the lettings agreement. Payment must be made before the letting commences.
5. Standard rate V.A.T. may be payable.
6. All non-Education users must be covered by insurance. The SCC requirement is that an insurance charge as a percentage of the letting fee will be made if the hirer is not in possession of his/her own insurance policy with current SCC recommended public liability cover (£5 million).
7. Charges for lettings will be reviewed annually in September. Further information regarding fees and lettings procedures can be obtained from the School Business Manager.
8. Surrey County Council operates a No Smoking policy on all its premises.
9. No intoxicating liquor may be brought onto or consumed on the school premises during or in connection with the hiring except with the licensee's formal approval. Where a licence for the sale of alcohol is necessary for a function, the hirer is solely responsible for obtaining such a licence.
10. Care must be taken to ensure that playing fields are not rendered unfit for use by hirers.

11. Staff must consult the Local Catering Service manager of Surrey Commercial Services regarding use of school catering facilities either for school events or for use by hirers including the PTA.

12. Cancellations by hirer in writing with at least 24 hours notice. Cancellations by the school will provided as much notice as possible and where possible will provide alternative accommodation. The LA and school accept no liability in respect of commitments incurred by the hirer due to cancellation.

13. Hirers will be acquainted with the emergency and evacuation procedures (which are on display), including the location of the fire alarms, extinguishers, emergency exits and muster points during a premises familiarisation briefing in advance of actual hiring. Once completed, the hirer takes responsibility for briefing other users associated with their hiring. They must also carry out their own fire drills. Fire appliances must not be tampered with or removed, other than for firefighting purposes.

## **CHARGING**

The Governors formally adopt the general rules, regulations and guidelines set out in the LMS Guidance Manual – Finance, Section M – Community Use of Schools.

The School Business Manager is authorised to let the grounds/ premises provided the annually produced County Council Schedule of Charges (Annexe 1) are used as a minimum. The minimum charge will be for an hour. Governors would expect most lettings to comply with the following :-

a) Lettings to the School PTA will be free of charge.

b) Lettings to bona fide community groups may be charged at cost, to cover caretaking, energy, wear & tear and administration.

c) Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.

d) Lettings to all other hirers will be charged at cost plus a profit margin to be determined by the Governing Body

The school will retain income derived from lettings, and costs to the school of lettings will be met from this income.

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### **Annex 1: Surrey County Council Schedule of Charges 2016/17 Academic Year**

#### 1. Use of a standard classroom (including Graitney huts)

LA standard charge £5.65 per hour

Surcharge for use of a specialist room (e.g. Craft room) £1 per hour

PLUS charge for caretaker including National Insurance & Pension if letting outside their normal working hours (Monday to Friday 8am to 6pm term time).

**School determined fee - £15.00 per hour**

#### 2. Use of hall (including Music Studio)

LA standard charge £11.85 per hour

PLUS charge for caretaker including National Insurance & Pension if letting outside their normal working hours (Monday to Friday 8am to 6pm term time).

**School determined fee - £20.00 per hour**

#### 3. Use of playground or playing field

LA standard charge £3.60 per hour

PLUS charge for caretaker including National Insurance & Pension if letting outside their normal working hours (Monday to Friday 8am to 6pm term time).

**School determined fee - £15.00 per hour**

#### 4. Elections

(a) Candidates' public meetings £3.10 per hour

(b) Polling £52 per day

PLUS charge for caretaker including National Insurance & Pension if letting outside their normal working hours (Monday to Friday 8am to 6pm term time).

Class A and Class B lettings - Charge should equal the cost of the caretaker (including Pension & National Insurance)

## Annex 2

### Crawley Ridge Junior School

#### Terms and Conditions for Clubs for Pupils run between 08:00 and 18:00 Monday-Friday

Name of Organisation \_\_\_\_\_

Contact Name(s) \_\_\_\_\_

Contact numbers \_\_\_\_\_

The following terms and conditions must be formally agreed and consistently met in order to run a before or after-school club on Crawley Ridge Junior School Premises. Please sign at the bottom of the page to confirm your agreement to these terms and conditions and return a copy to the school to secure a letting.

A lettings agreement must also be completed

Lettings charges are payable in advance for the coming school term, on receipt of invoice.

Clubs must provide their own First Aid arrangements by suitably qualified staff. If the school is required to provide First Aid cover this must be arranged in advance with the school. All accidents occurring during the club must be reported to the school office and an entry made in the accident book.

Clubs are to be in charge of keeping their own registers. An up-to-date copy of the register must be issued to the school office and will be kept in the Clubs & Lettings folder.

The person(s) taking the club must ensure that all children have been collected at the end of a session, or have written confirmation from the parent/guardian that a child is allowed to walk home alone.

It is the responsibility of the club to make parents aware of any cancellations – as far in advance as possible - in order that they may arrange for collection after school at the correct time.

The club must take responsibility for any non-payment of fees and contact the parents directly to achieve resolution.

The club should communicate serious behaviour issues to the school office. Clubs may exercise their right to deny a child future entry to the club on grounds of poor behaviour. The Club should liaise with the School regarding the best way to contact the parents in this situation.

All correspondence is the responsibility of the person(s) taking the club. Please issue the school office with a copy of letters sent to parents/guardians. Use of the schools facilities cannot be made available, i.e. for photocopying or writing letters. School may agree to distribute letters on behalf of clubs, please contact the school office for more information.

The premises must be left in a tidy condition and any items of furniture or equipment which has been moved for any reason must be returned to their original positions and no items must block a fire exit at any time. The school will seek full reimbursement for the cost of repair of damage to its premises occurring during a letting.

**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 all hirers and individuals working on school premises on behalf of the hirer to have a DBS disclosure at an appropriate level (as defined by the Disclosure and Barring Service) and to operate safe recruitment practices. The school will require written evidence of such recruitment and vetting arrangements which should be attached to these terms and conditions, on company headed paper if available.**

A copy of the Company's current Public Liability Insurance Certificate with AT LEAST £5million cover must be attached to these terms and conditions, or a request made to pay for SCC cover (15% of lettings fee).

I agree to the terms and conditions stated above

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_