



Templemoor Infant and Nursery School Lettings Policy

Policy Adopted	22 nd May 2013
Committee	Resources and Safety
Last Reviewed	22 nd May 2018
Next Review Date	22 nd May 2023



Templemoor Infant and Nursery School Lettings Policy

PRINCIPLES

We are committed to letting various parts of the school premises (e.g. Halls, Classrooms, etc) and to maximise the income received from these lettings for the benefit of the school and its pupils. We aim to:

- generate additional income to Templemoor Infant & Nursery School for the benefit of its pupils
- allow lettings to two main categories
 - a) community use and
 - b) commercial use
- ensure there are clear 'Conditions of Hire' and 'Scale of Charges'
- ensure insurance and Health & Safety requirements of lettings are met in full.

PRACTICES

With the aforementioned aims in mind, it is the Policy of this school that:

- use of the premises for school functions will take priority over lettings
- The Headteacher/School Business Manager will set charges for lettings guided by these principles
- If the hire is for the room only (plus the use of tables and chairs), the hire is exempt from VAT
- VAT will be charged if any equipment is used (such as interactive whiteboard or computer equipment)
- Sporting activities are subject to VAT unless the hire is for block bookings of 10 lets or more, the series of lets are billed as a whole and the facilities are let to a school, club association or an organisation which is an affiliated club but NOT a commercial club
- lettings to bona fide community groups may be offered at discounted prices
- where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school
- lettings to all other hirers will be charged at cost plus a profit margin determined by the Headteacher/School Business Manager
- the school will retain income derived from lettings, and costs to the school of lettings will be met from this income
- 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 in to disrepute
- the school premises will not be let for functions where a Public Entertainment Licence is required
- decisions whether to permit lettings will be made by the Headteacher
- all persons hiring the school premises will be expected to conform to the relevant Health and Safety regulations
- all persons hiring the hall will receive a premises induction including practices relating to fire
- there will be an annual review of lettings charges.

Templemoor Infant & Nursery School – Conditions of Hire

1. If the original hours of hiring are exceeded, then an additional charge equal to twice the hourly rate, will be made for each excessive hour or part thereof (e.g. 10 minutes overtime, the charge will be for 2 hours, 70 minutes overtime the charge will be for 4 hours, etc).
2. The hiring times must be from the time that the first person requires entry until the time the last person leaves the school grounds, and must include preparation and clearing up time.
3. All entrances to the school to be kept clear of vehicles at all times.
4. All doors must remain closed and not propped open, particularly the outside entrances.
5. Cars are parked at the owner's risk.
6. Hirers are requested not to park on Nursery Close.
7. All fire exits to be kept clear at all times.
8. The school retains the right to refuse or cancel any application or letting at any time in line with point 21.
9. The school may cancel or terminate at any time, any hiring if there is any omission from or misstatement in the application form: or if the premises are hired or used for any purpose for which they have not approved; or if payment is not made on time.
10. The hirer will be responsible for:
 - a) any damage which may be caused to the school premises or its contents by any visitor or
 - b) any loss or injury suffered by any person as a result of this hiring and the hirer shall indemnify the school in respect of any such damage, loss or injury.
11. The hirer shall be responsible for the behaviour of all their visitors at all times.
12. No smoking to be permitted in the school building or grounds.
13. No noise, which is audible outside the school building, may be permitted and the hirer shall ensure that all visitors enter and leave the school premises quietly. Excessive noise may cause hiring to be terminated.
14. No booking shall be extended beyond the hour of midnight.
15. All areas used by the hirer must be left in a tidy condition.
16. The hirer shall not cause, or permit, any person connected with the hiring to drive any nails, screws or other fixings to the walls or floors; or into any furniture or fitting; or do or permit to be done anything likely to cause damage to the building or any such furniture or fittings.
17. The hirer shall pay to the school on demand the cost of reinstating or replacing any part of the premises, or any property whatsoever belonging to the school, in or upon the premises, which be damaged, destroyed, stolen or removed during the period of hiring.

18. No dogs will be permitted except Guide Dogs.
19. Electrical equipment is not included in hire charges. All electrical equipment used by the commercial hirer or commercial equipment (e.g. DJ equipment) must be PAT tested. Domestic equipment (fused to a 30amp plug) should be in good working order with no signs of damage. Plugs/extension cables must not be overloaded and wires/flexes must be fully extended, properly maintained and safely located.
20. The use of additional heaters is not permitted.
21. Cancellation by either party must be notified within 14 days of letting, the hirer will still be responsible for the letting charge if cancellations are not made within this time.
22. The school reserves the right to withdraw availability of the school facilities and cancel the agreement in accordance with clauses 8 and 21.
23. All commercial hirers must have appropriate levels of public liability insurance (certificates must be seen).
24. There will be an annual review of letting charges.

Preventing Extremism and Radicalisation - When an agreement is made to allow non-school groups or organisations to use the school premises, appropriate checks will be made before agreeing the contract. It is the responsibility of the school to ensure the premises will not be used for any purpose which may be deemed contrary to English law. Usage will be monitored and in the event of any behaviour not in keeping with the Schools Preventing Extremism and Radicalisation Policy, the school will contact the police and terminate the agreement.

Equal Opportunities – School premises must not be let to any individual, group or organisation that does not subscribe and adhere to the schools statement on equal opportunities.

Political Use – School premises must not be let for political use, the only exception to this is as a polling station.

I acknowledge receipt of and agree to comply with the Lettings Policy and conditions of hire

Signed on behalf of _____	
Print Name	
Date	

PLEASE RETURN ONE SIGNED COPY TO THE SCHOOL BUSINESS MANAGER

**TEMPLEMOOR INFANT & NURSERY SCHOOL
LETTINGS CONFIRMATION**

Contact

Name of Hirer	
Company	
Address	
Phone Number	
Email Address	

Letting

Date	Hire Times	Room	Frequency
Purpose of Letting:			
Dates letting not required:			

Agreed Charges

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Agreed Terms (Template – other terms to be added as appropriate)

<ul style="list-style-type: none"> • Payment required 1 month in advance by bank transfer (or as agreed) • Premises (including the car park) will be opened 15 minutes before the hire start time and locked 15 minutes after the hire end time • Hirer is given access to [list rooms]. • Storage space is not included in the letting. • Other areas of the school are not to be used by customers unless there is a fire • Hirer is given permission to remove school property from the hall into another area of the school to create space prior to each letting but is responsible for returning the items as found. Health and safety should be considered and fire exit routes remain clear. • Hirers will receive an induction to the premises including fire practices and what to do in an emergency.

Templemoor's Letting Policy is enclosed with this form and must be read before agreement to hire is made in writing.

Signed	
Print Name	
Date	

**TEMPLEMOOR INFANT & NURSERY SCHOOL
CHILDREN'S PARTIES**

Name of Parent	
Name of Child	
Address (Moorlands children only)	
Phone Number	
Email Address	

Prices

2 hours	2 hours 30 minutes	3 hours	3 hours 30 minutes	4 hours
£40.00	£47.50	£54.00	£59.50	£64.00

Date of party	
Start and end time	

Agreed Terms

- Payment required 1 month in advance (or as agreed) by cheque or cash
- Premises (including the car park) will be opened 30 minutes before the hire start time and locked 30 minutes after the hire end time
- Hirer is given access main hall, adult toilets, kitchen
- Storage space is not included in the letting.
- Other areas of the school are not to be used by customers unless there is a fire
- Hirer is given permission to remove school property from the hall into another area of the school to create space prior to each letting but is responsible for returning the items as found. Health and safety should be considered and fire exit routes remain clear.
- Hirers will receive an induction to the premises including fire practices and what to do in an emergency.

Templemoor's Letting Policy is enclosed with this form and must be read before agreement to hire is made in writing.

Signed	
Print Name	
Date	

For Office Use Only:

<i>Date Deposit received</i>		<i>Date Payment received</i>	
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