

Stannington First School



Lettings Policy

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STANNINGTON FIRST SCHOOL



LETTINGS POLICY 2017-2019

In order to comply with Northumberland County Council guidelines the following policy applies to lettings to non-school groups. This policy is to ensure the safe use of County Council facilities by the public.

Philosophy

The Governing Body at Stannington First School actively encourages community use of the school buildings. We believe that the school is part of our community and as such is there to provide a service for the children within that community. It recognises, however, that this must not conflict with either the interests of its pupils or the work of staff. We aim to allow lettings that support this aim without disturbing the running or fabric of the school.

Types of Groups

All groups using the school should be non-political. Users other than those listed below, are not normally permitted.

- A. General community associations
- B. Child based associations
 - Paid small business activities
 - Voluntary extra-curricular activities.

Categories for Free use of School Premises

- Staff meetings for educational purposes
- Courses for staff
- Classes organised by school
- Managers' and Governors' meetings
- Non-profit making pre-school play groups
- Fund-raising events for school
- School sports events /sports coaching
- Any other categories at the discretion of the Head Teacher and governors

Charging Tariff

Standard Hiring Charges (includes caretaking and energy costs)

	Activity and Community Room	School Field and Playground
Weekdays	£15 per hour	£10 per hour
Weekend	£25 per hour	£15 per hour

- Charges are made to cover costs and not undercut the Village Hall
- All charges, including a deposit of £20 must be paid in advance of each letting unless another payment arrangement has been agreed in advance
- Additional rooms will be charged pro rata
- All charges will be reviewed annually
- Special charges will be fixed at the discretion of the Governors for extraordinary lettings eg. lettings of the whole school or within school holidays
- The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. The Governing Body will review charges annually
- ***In the event of the school needing to cancel an agreed letting, the school/Governors will not be liable for any compensation (financial or otherwise) other than the return of any deposit money received.***

Implementation

Before a letting is agreed, Governors will consider:

- The risk of possible damage to equipment and furniture
- The risk of personal injury
- School security and confidentiality
- Commitments of school caretaker
- The hirers must be willing to meet with school officials and provide details of their aims and objectives.
- A Letting of School Premises Booking Form and Letting Agreement must be completed by all applicants. Signed copies of the booking/agreement forms, if approved by the school, will be returned to the hirer.
- For long-term lettings, application forms will be reviewed on an annual basis and are subject to change.
- Hiring conditions must be adhered to at all times, a copy of which will be attached to the Letting Agreement.
- Bookings are made through the school office and confirmed in writing with the policy signed to show acknowledgement of all the conditions.
- Outline charges are set by the Governors and reviewed annually. Any specific charges are set at the time of agreement.
- The caretaker will keep a record of the lettings and fill in the lettings agreement booklet after each session. This will need to be signed by the hirer and the caretaker.
- Supervision during the letting is the responsibility of the Hirer. The Hirer is also responsible for the security of the area of the school being used and for any first aid issues arising during the period of letting. All entrances and exits will be kept locked **at all times** (except emergency exits) in accordance with the school safeguarding procedure.
- The hirer is to only use the premises for the use specified in the Booking Form and Letting Agreement and not to sublet or permit a third party to use or share the use of the premises.

Insurance

The groups should have the appropriate insurance to cover their own property, damage to the school and for their work and activities with children.

Access to School

Areas which can be let:

1. The Activity and Community Room
2. Fields and grounds - by negotiation

In the event of any dispute as to a period of hire then the Governing Body will at its own discretion rely on the timings recorded for the Alarm Code Entry System ("System") from the time of deactivation of the System to the time of reactivation of the System as proof of the period of hire. Any unpaid periods of hire shall be invoiced to the hirer and paid in full by return. The decision of the Governing Body shall be final and binding in all respects.

The Governing Body may terminate any agreed letting with a hirer by giving immediate notice in writing to the hirer in the event of any unpaid invoices by the hirer or any breach by the hirer of the terms and conditions of this Policy. The decision of the Governing Body shall be final and binding in all respects.

The access code for the System will be changed on the first school day of every month and the hirer will be notified of the new access code. In the event that any invoices for hire are unpaid by the hirer then the new access code will not be released to the hirer until those invoices have been paid in full.

Out of Bounds areas are:

1. Kitchen
2. Staffroom
3. Head Teacher's Office
4. Main Office
5. School hall

Storage

Storage is not available unless specifically negotiated.

Health and Hygiene

Food may not be prepared on the premises to provide meals.
No hirer should sell alcoholic drinks without obtaining the school's permission and an appropriate licence.
The hirer must provide First Aid equipment to deal with any emergency.

Equipment

The hirer is responsible for ensuring that any equipment s/he brings is safe and used in a safe manner.
Any damage must be reported to the School Office and payment made to cover all the cost.

Safety and Security

- The hirer must have adequate insurance and ensure that safeguarding arrangements are in place, including DBS checks for staff and volunteers. It is the hirer's responsibility to provide a letter of confirmation of the DBS checks to the school manager. The hirer should maintain and look after the fabric of the building and is responsible for the safety of the group within the building.
- At the end of the hiring the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition and any contents temporarily removed from their usual position properly replaced, otherwise the Governing Body shall be at liberty to withhold the deposit.
- Smoking and dogs are not allowed on the premises in line with the school's No Smoking and Health & Safety Policies.
- Any hirer who uses the school must be properly insured and relevant insurance documents must be attached to the application
- Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
- The key will be held by in a key-safe outside the building.

Policy adopted:

Signature of Chair of Governors:

Review Date: