



Beaupré
COMMUNITY PRIMARY SCHOOL

Lettings Policy

This policy was approved

May 2023

This policy should be reviewed annually

“Together unlocking the potential of every child; inspiring children and changing lives”

Introduction

It is the policy of the school Governors to maximise the use of the school buildings and grounds, as the school is seen as a resource for the community. We see those community users as being part of our network of skills, talent and resources that can be used to support teaching and learning.

Guidelines

- All bookings, whether regular users or one-offs should be made through the school office, in writing/email.
- Any individual or group wishing to use the school on a one-off basis will be asked to complete a contract and pay in full, immediately thereafter.
- All lettings will be at the discretion of the Governing Body, or its representatives, who retain the right to refuse lettings if they consider it to be in the best interests of the school to do so.
- All charges will be subject to periodic review by the Governing Body. The minimum increase will be in line with inflation.
- All Hirers must comply with the full regulations as set out on the application form.
- Lettings after midnight will not generally be sanctioned. In the event of such a letting being agreed, the Governors stipulate that the hirer pay a bonus charge to the Caretaker, such charge being agreed in advance.
- Charges are available from the office. These charges, whilst being generally competitive with others in the area, are based on an average cost to cover heating, lighting, water, sewerage and caretaking costs throughout the year.

Fire Prevention Guidance

- Hirers must be aware of the Fire Regulations and the Security Arrangements for the premises.
- A copy of school's floor plan showing fire points, exits and extinguishers is attached. Hirers are expected to familiarise themselves with these in the interest of their own Health & Safety.
- Hirers must provide their own mobile phone for emergency use, as the school offices will be locked.

The Capacity of Accommodation

Hall – Performances (stage/chairs) 175 – this is the number of chairs available but is the max number permitted including people on the stage etc.

Dining – 120 (14 tables of 8)

Assembly or event with no furniture 350

Cancellation

- All cancellations should be made at least **48 hours in advance**, in writing to the school office.
- Charges will apply if 48 hours' notice is not given (exceptional circumstances will be considered).
- It is the absolute right of the Governors to refuse any booking.

The Caretaker

The Caretaker will be paid at the appropriate rate as agreed by governors. Permanent lettings will be at the discretion of the caretaker and the times that they can work.

Lettings to Outside Organisations

- All letting charged to Councillors and Community Groups are made without profit.
- All letting charges to outside organisations are costed according to Governors wishes. VAT is applicable when letting the school premises for sporting events for less than 10 sessions unless the hirer qualifies for VAT exemption. To qualify for VAT exemption clubs must comply with the following conditions as laid down by the Department of Customs and Excise.
- Where VAT is chargeable in addition to the letting fee, a separate VAT invoice should be issued to the VAT registered group, if requested, at the time payment is made to the school and must not be issued in advance of payment being received.
- Calculations required formulate a lettings charge are made up of the following:-
 - a) cost of Caretakers wages
 - b) cost of oil, electricity, sewerage, water

Outside Sporting Events

Where the Caretaker undertakes additional duties in connection with school activities on Saturday or Sunday he/she shall receive payment for time involved at the appropriate overtime rate for the duties undertaken. For activities not relating to the school, the appropriate lettings agreement payment will apply.

Payment

- Invoices will be forwarded on a half termly basis for regular bookings.
- Payment by BACs – payment details will be detailed on all invoices.
- Where one-off bookings and additional holiday bookings are made, these will be invoiced immediately thereafter.
- Invoices are payable strictly within 14 days from the date of the invoice. **Late payment may incur additional charges.**
- Failure to comply with the above may result in future bookings being withdrawn.

Facilities Available

- School Hall – see maximum capacity above.
- Children's Kitchen
- Playing Field

If you wish to hire more than one area an additional price will be charged.

Hirer's Responsibilities

- No nails or fastening of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture.
- Electrical equipment must NOT be brought into the premises unless it has been checked and has a current certificate to confirm that it complies with the Electricity at Work regulations.
- The hirer shall pay the cost of reinstating or replacing or repairing any part or parts of the premises which has been damaged, destroyed, stolen or removed as a result of negligence of the hirer or his invitees during the period of hire.
- All hirers must leave the room hired in the condition they found it.
- The hirer must arrange insurance to cover the terms of indemnity set out above and produce for inspection, written confirmation of insurance.
- The hirer is responsible for ensuring that any activity or service they provide is undertaken by competent persons e.g. trainers, leaders etc. and that the activities, where appropriate, have been subject to a suitable and sufficient risk assessment.
- The hirer must ensure that any activity or service they provide meets Cambridgeshire's Child Protection requirements by providing a copy of their Child Protection Policy and Procedures.
- The hirer shall obtain the appropriate personal licenses as required by the Licensing Act 2003.
- Beaupré School operates a 'no smoking' whole school policy.

Car Parking

- Parking must be restricted to the designated parking area.
- Access to the rear of the school must not be obstructed by parked cars.

Applications

1. Two copies of the form are sent: both are signed and returned to the school.
2. The letting is approved by the Resources Committee or Headteacher on behalf of the Resources Committee and the Caretaker are informed. If the Caretaker is not able to carry out the duties involved, a 'key holder' will be sought. Payment will be made at the same rate as the Caretaker.
3. One copy of the letting application form is returned to the applicant.
4. The hirer is informed on the letting fee which is payable half termly. Payments are made directly to the school and should be received within 14 days of the date on the invoice. A £5.00 administration charge may be added to reminder invoices.
5. Applications should not be accepted from anyone under the age of 18, unless an undertaking to be responsible for the fees is received in writing from a guarantor.
6. Public Liability cover should be obtained and a copy provided with your contract.

Unsuitable Hirers

If the school is concerned about any applications received, the Governors should be consulted.

Political Favour

Governors should avoid displaying political favour when considering applications from political parties.

General

- The Governors reserve the right to refuse entry to every part of the premises at any time when duly authorised so to enter.
- The wearing of footwear of any kind which is liable to cause damage to the floor of the hall is prohibited.
- Beaupré School is not responsible for any items stored/used within school.
- Hirers must ensure they have sufficient staff to provide adequate supervision so that club members are not wandering around the school building or into classrooms and the security door is not left open or unattended.
- The hirer must report any accident or damage which occurs during use of the premises.
- Hirers should provide their own First Aid equipment.
- Hirers should not allow unsupervised children access to any other areas that are not being hired.
- Hirers should ensure they keep access to the building clear for emergency services and access routes for emergency vehicles.

Letting of School Playing Field – Fitness of Facilities Health & Safety Issues (Winter Games)

Pitches must not be used if waterlogged. This is particularly important if surface water exists, players could be faced with the danger of choking if they are face down in a maul for any period of time. The school needs to be satisfied that, through regular inspection, goal posts are secure both in the ground and at the various joints and that, generally, they are in a fit state of repair.

As well as considering Health & Safety issues identified, consideration must also take into account the prospective additional maintenance costs when determining whether a playing field should be regarded as fit for use. Repair costs could escalate if the field is used when unfit.

The additional marking of the school pitches, contact should be made through the school, giving at least 5 days' notice. There is an additional charge for this work and consideration must be taken into the overall cost of such a letting.

Access

If there is a problem about access, the Caretaker; Mr. Dawe should be contacted. His details are provided at booking.