# LETTINGS POLICY

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<tbody>
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GENERAL POLICY
It is the policy of the Governing Body to offer every reasonable opportunity for the development of social, cultural and recreational facilities at the school.

All applications for the use of the school premises must be submitted to the Headteacher for approval.

The School will only enter into General Lettings

The school shall not be used for:

- Polling Station
- Meetings of a Political or Religious nature
- Parties - Wedding or Birthdays for NON STAFF. (Staff members permitted by agreement with the Headteacher)

CONDITIONS OF HIRE

- Hirer to acquire any necessary Licence
- 3 days clear notification of cancellation
- Named responsible person on premises at all time during period of Letting
- Additional cleaning charges to be charged to hirer
- Hirer accepts responsibility for damage or theft of School property
- School accepts no responsibility for loss of personal property
- No equipment to be brought onto the premises without prior approval
- Hirer to familiarise himself with escape routes, fire alarms, fire fighting equipment, health and safety regulations and First Aid facilities i.e. location of Medical Room.
- The School has a strict “No Smoking” Policy, which must be adhered to at all times.
- Meet all requirements of FPJS safeguarding expectations (see below)

FACILITIES

The School will only make available the following for lettings:

- Hall
- Music Room
- Playing Field
- Classroom

In the event that the hirer wishes to use School facilities i.e. sports equipment, Amplification systems - the hirer shall advise the school prior to commencement of Letting. If the School kitchen is required, arrangements must be made with the Contractor. The School Medical Room may be used in the event of emergency. The School offers facilities for the Disabled. The School offers parking facilities for 50 cars.

SAFEGUARDING CHILDREN & CHILD PROTECTION EXPECTATIONS

For school lettings that have children and young adults present:

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1 The Governing Body is responsible for ensuring that the school has effective policies and procedures for safeguarding children (s.175 Education Act 2002).
2 When school premises are let to other organisations, the Governing Body will seek assurance that the hirer has appropriate policies and procedures in place with regard to safeguarding children and child protection and that there are arrangements for the hirer to liaise with the school on these matters.
3 FFPJS will only agree to lettings or commissioned provision when organisations meet the safeguarding requirements.
4 Should lettings or commissioned provision fail to maintain the safeguarding requirements, agreements will be terminated.
5 Appropriate forms are administered, checked and signed off by the School Business Manager & Headteacher who have designated authority to represent the school and has received appropriate Child Protection training.
6 Where children and/or young people are present during a letting or commissioned extended provision, organisations will be required to notify the school of changes in: Ofsted registration and/or adults who are regularly present. Any changes will need to meet the same safeguarding criteria applied for on the original application.
Notification should be in writing and attached to the original application checklist, having been approved by the Business Manager.
7 Where there are long-term arrangements in place with organisations, a new set of forms is issued annually, or if there have been minor or no changes since the original application, the original is amended, re-signed and re-dated.

**Safeguarding Evidence**
The school will keep:
(i) A complete list of all lettings for the last 12 months.
(ii) A complete list of commissioned extended school activities for the last 12 months
(iii) Evidence to demonstrate the school and the relevant organisation involved for each letting or extended school activity, have appropriate safeguarding procedures in place.
(iv) Where children and/or young people are involved, that the organisation has an appropriate child protection policy

**INSURANCE**
The Hirer will affect Third Party insurance against any legal liability for loss, damage or proceedings whatsoever, arising under any statute or at common law for damage to property, which shall include the hired premises, or personal injury or death of any person whatsoever, caused during or by circumstances arising from, related to or connected with the hire of the premises on the following basis:

i) Accidental bodily injury including death to third parties and further in respect of damage to their property – not less than £5 million
ii) Accidental damage caused by fire to the premises on hire - £5 million
iii) Accidental damage caused to the premises on hire other than fire

If the Hirer is unable to satisfy the above conditions in i), ii), iii) the Hirer will pay an additional insurance of 10.4% (subject to any Government Budget changes) for regular hirers, based upon the hire charge. Where the hire does not form part of a regular hire, i.e. on a weekly or monthly basis then a minimum charge of £2.60 will apply or 10.4% (subject to any Government Budget changes) whichever is greater. Where this charge is levied, the hirer should note that there is a £250 excess in respect of paragraph iii) thereof.

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COSTS
The school will consider each application made to the school to ascertain the manner in which the booking should be treated.

a) Commercial Lettings (outside school hours) will be charged as follows:
   £50.00 per hour (+£25.00 open and lock up)

b) Community Lettings (outside school hours) will be charged as follows:
   £40.00 per hour (+£20.00 open and lock up)

c) Clubs and tuition using the main Hall directly before or after school (including Extended Schools Facilities) will be charged as follows:
   £15.00 per hour (open and lock up not required)

d) Use of the Playing Field for Clubs or sport tuition will be charged as follows:
   £150.00 per block booking
   (negotiable dependent on activity and number of weeks)

e) Use of the Music Room for music tuition will be charged as follows:
   1:1 tuition £7.50 per hour
   Group tuition £10.00 per hour

Where required, all lettings will incur a charge for an additional 30 minutes to allow for the Site Controller to open and lock up the facilities as detailed above.

All rates and terms are to be reviewed annually by the Resources Committee.

In the event of Long Term Lettings i.e. annually, where there is known to be considerable wear and tear costs, the hirer will pay to the school a retaining fee of £100 at the commencement of the Letting, and thereafter on an annual basis. This will be retained to cover repairs and returned if not used.
Where it is felt appropriate that a special rate should be negotiated, this should be agreed by both the Headteacher and School Business Manager.

TERMS OF PAYMENT
All Lettings will be invoiced in advance on a termly basis.
Payment to be made to the school within 28 days.

All monies received for lettings are paid into the Delegated School Budget.