

LUTTERWORTH HIGH SCHOOL



LETTINGS POLICY

Reviewed: By the Personnel & Finance Committee – Summer Term 2016

Adopted: By the Governing Body

Signed: Chair of Governors: ___Janet Jones_____

Date: ___09/06/2016_____

Signed: Head Teacher: ___Julian Kirby_____

Date: ___09/06/2016_____

LUTTERWORTH HIGH SCHOOL LETTINGS POLICY

Rationale

The governors have agreed to supplement the budget by encouraging the letting of the school premises where possible, provided that any letting must not be detrimental to the school or its pupils.

Guidelines

All lettings will be at the discretion of the governing body or its representatives, who may refuse lettings if they consider it in the interests of the school to do so.

Safeguarding

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. If you are working with children it is a requirement that the hirer has their own child protection policy and procedures.

Charges

- All charges will be subject to an annual review by the governing body. The minimum increase will be in line with inflation.
- The calculation of charges will include consideration of the real costs of heat, light sewerage and water, and the cost of caretaking for the event.
- Lettings to staff and charitable groups will be considered for discounted rates.
- Other charges are agreed by the governing body and may include an element for profit above actual costs.

Hiring of facilities process

The Detailed Lettings Policy, including charges and booking indemnity is included as Appendix 1.

Policy prepared: November 2017

Lettings Policy

1. Introduction.

- I. The overriding aim of the Governing Body is to support the Academy in providing the best possible education for its students. Any lettings of the premises therefore, to outside organisations, will be considered with this in mind.
- II. All hiring's will ultimately be at the discretion of the Governing Body or its representative who may refuse a hiring if they consider it is in the interests of the school to do so.
- III. The purpose of this policy is to ensure that any group or person hiring the school facilities does so in a manner that is safe and acceptable.

2. Aim

The Governing Body will:-

- i. Ensure that the process of hiring the premises is consistent, fair and equitable.
- ii. Provide any hirer with full information, application form and an up to date list of charges
- iii. Ensure that hirers are fully aware of their responsibilities for example: emergency procedures, child protection, health and safety etc.
- iv. Not allow the hiring of its premises to any group or individual who has racist objectives or policies.
- v. Not allow a letting to any organisation that goes against the ethos and standards of the school.
- vi. Have relevant procedures in place to monitor and evaluate procedures in place to ensure that the policy is working effectively.
- vii. Delegate to the Site Manager/Operations Manager the responsibility for deciding whether or not a Premises Officer is required to be on site for the duration of the letting, taking account of the health and safety, security and nature of the activity.
- viii. The Academy will retain income derived from lettings as business income and any costs attributable to such lettings will be met from this source. The Academy will not enter into a letting arrangement where the full costs of the letting are not met by the income derived from the said letting.

3. Facilities for Hire

The following facilities are available within the Academy for hire to members of the local community:

Indoor

Main Hall
Gymnasium
Classrooms as meeting rooms
Dance Studio
Learning Hub

Outside

Tennis Courts - summer term only
Netball Courts

4. Charges

The Governing Body will be responsible for:-

- i. Setting a scale of charges that is competitive with other local provision.
- ii. Review charges and hiring policy annually and make any changes as necessary

The charges will take into account all costs to the Academy including additional premises officer hours, cleaning, admin, wear and tear and an element of profit. Charges are exclusive of VAT at present as the Academy is not VAT registered. This position could change in the future and all organisations will be informed and charges altered accordingly.

Governors will categorise hirers into 3 broad headings:-

- I. Charitable groups/Not for profit organisations - institutions which work very closely with the Academy and whose activities are likely to support the students of the Academy. These lettings will be charged as stated
- II. Private Users - those hirers who require the building for their own purpose - 10% levy on charges advertised.
- III. Commercial Users - those hirers who are running a business from the School premises - 20% levy on charges advertised.

5. Insurance

The Academy is insured by QBE Insurance to cover public liability for hire of the premises. All hirers must carry sufficient Third Party Liability insurance for their activity taking place on school premises.

6. Health and Safety/First Aid

All persons hiring the Academy Premises will be expected to conform to the relevant Health and Safety regulations.

- I. The Academy fire, emergency and evacuation procedures are available from the on duty premises officer.
- II. It is the hirer's responsibility to ensure that their members are fully aware of evacuation procedures.
- III. Any dangerous incident, injury or damage to any of the Academy property must be reported to the on duty premises officer without delay.
- IV. Groups must have available a trained first aider, evidence to be provided.

7. Booking arrangements

All bookings must be made in advance. Appropriate forms are available from the Academy offices. Invoices will be raised as detailed below, and receipts issued on receipt of payment. It is expected that payment will be made prior to the booking taking place if a one off or within 14 days of the invoice for regular bookings.

8. Cancellation of a booking

The terms and conditions of the letting should require at least one week's notice of the cancellation or alteration for one off bookings (24 hours notice for regular bookings). If such notice is not received the lettings fee continues to be payable and will be charged to the hirer. The Academy reserves the right to cancel any letting at short notice should circumstances dictate.

9. Equipment

Unless requested at the time of booking and where permission has been granted in writing, hirers must not use any of the school equipment.

10. Scale of Charges 2017/2018

	Price per hour	
	Tuesday and Wednesday only	Weekend Rates
Indoor Facilities		
Classroom - space only	£10.00	P.O.A
Dance Studio	£15.00	P.O.A.
Learning Hub	£25.00	P.O.A.
Gymnasium - space only	£15.00	P.O.A
Main Hall - space only	£15.00	P.O.A
Table Tennis (Including tables)	£15.00	P.O.A
Outdoor Facilities		
Tennis courts **	£6.00	P.O.A.
Netball courts**	£11.00	P.O.A.

Equipment Hire: Equipment is NOT included in any hire unless clearly stated above. If users require equipment this will be charged in addition to the hourly fee above. A rate will be negotiated accordingly.

P.O.A.: Price on application

** Available by arrangement in summer months only

Charges for lettings will be calculated at the above rates. The minimum hire period will be one hour.

APPLICATION FOR HIRE OF PREMISES

Name of Applicant:	
Address:	
Telephone:	

If hiring on behalf of an organisation please state:

Name of Organisation:	
Position of Hirer:	
Object/Aim of organization:	
Purpose for which premises are required:	

I wish to apply to hire the premises as detailed in the schedule below for the purpose shown above and in consideration of the hiring granted I undertake on behalf of both myself and of the organization represent to indemnify the Leicestershire County Council and the Governors in the manner overleaf and to observe the conditions of hire contained therein

Signed:.....

Date.....

Facility required – please write clearly:			
Day required:		Time Required:	
Commencement Date:		Last Day of booking:	
School Holiday Requirements			
Cost per week	£ /hour	Hours Required	Total Cost

BOOKING CONDITIONS AND INDEMNITY FOR HIRE OF SCHOOL PREMISES

1. All bookings must be accompanied by a signed indemnity form prior the booking taking place.
2. Cancellations should be made in good time by either party – the latest time for weekday bookings is 4pm on the day prior to the booking and for weekends, 4pm on the preceding Thursday. (Tel 01455 552710)
3. During the period of hiring, the Hirer shall be responsible for all damages, losses, claims and costs arising out of the use of the premises and shall indemnify the Academy and the Governors against any expense, liability, loss, claim or proceedings including claims for personal injury to or death of any person, whatsoever, whether arising under any Statute or Common Law or out of the course of or caused as a result of the hiring, except where due to the negligence of the Academy or the Governors.
4. The wearing of any footwear which may damage the floor surface is prohibited.
5. Use of outdoor pitches is at the discretion of the school. Bookings are accepted only on the basis that they may be cancelled by the school at any time if pitches are unsuitable for play.
6. To indemnify Lutterworth Academy against the consequence of any authorised performance of a copyright work during the period of use of the School and to supply 2 copies of any programme of music as required by the Performing Rights Society.
7. To be responsible to the Governors of the Academy for the proper use of the premises and to pay on demand to the Academy compensation for any damage beyond reasonable wear and tear which may be done to premises, furniture or equipment.
8. The Hirer must comply with the following conditions:
9. To pay any fees chargeable for the use of the premises. Invoices will be sent out monthly in arrears for regular bookings. Invoices must be settled within 14 days. For one off bookings hirers will be required to pay in advance. Cheques must be made payable to **Lutterworth High School**.
10. No preparation to be applied to the floors
11. Intoxicants shall not be brought onto the premises without the prior written approval of the Governors which may be subject to the following conditions:-
 - a. Consumption of alcohol without sale will be permitted subject to the Governors being satisfied that excessive quantities of alcohol will not be made available and that an excessive number of persons will not be attending the function for the purpose of consuming alcohol,
 - b. If the sale of alcohol is proposed this will only be permitted under the authority of an Occasional License granted by the appropriate magistrate court which must be produced 14 days prior to the hiring.
12. The Hirer will comply with the terms of the Public Entertainment License conditions applicable to the premises or hiring/function where there is to be any dancing, music or entertainment of a like kind.
13. There must be no interference with school equipment without prior permission.
14. The premises shall be vacated at the end of the hiring time specified. Late vacation will incur additional charges.
15. Regular hirers are required to complete a new booking form each year in September.
16. No booking will be accepted from any person under the age of 18 years.
17. **Safe use of portable electrical equipment**
 - a. All electrical equipment brought onto the Academy premises for use by the hirer shall be suitable for a 240 volt 50 hertz electricity supply, must be in sound mechanical and electrical condition and fitted with the correct fuses.
 - b. All electrical equipment brought onto the premises by the hirer must be plugged into those sockets where available which are marked to show they are protected by residual current devices.
 - c. The Authority will not be liable for any accident caused by defective equipment brought onto the premises by the hirer. Hirers are encouraged to provide and use their own portable residual current devices for their own protection.
 - d. It is advisable for all appliances to be PAT tested.