



Lettings Policy 2015-2016

Rationale

The Governors of Church Valley Schools Federation will consider applications to hire:-

- ROOMS & TOILET FACILITIES;

Facilities will only be available for hire to:

- REGISTERED COMMUNITY GROUPS
- CHURCH GROUPS
- CHARITABLE ORGANISATIONS
- COMMERCIAL ORGANISATIONS.

Purposes

1. To ensure availability as agreed, of the school building for community use as well as use by the School and the PTFA, and commercial organisations.
2. To control the use of the school building by the setting of agreed regulations and fees.
3. To ensure that all who seek to hire the school premises are known to the school, fully aware of the regulations which pertain, and the costs involved.
4. To ensure regular review of the policies pertaining to the letting of the school premises.
5. To bring in additional income.

THE LETTINGS POLICIES LAID DOWN BY THE GOVERNORS ARE AS FOLLOWS:-

1. Applications must be made on the form provided at least 28 days before the date of hire.
2. Use of school premises by the School or the PTFA take priority over other lettings. School premises are available for exclusive use of pupils and staff between the hours of 0830 to 1600 during school terms. Extra curricular activities take precedence over outside bookings
3. All activities conducted on school premises MUST BE WITHIN THE LAW.

N.B. It is the responsibility of the hirer to ensure that the correct licences are obtained for draws and lotteries, music and entertainment, sale of alcohol and charitable collections.

4. All groups and organisations must have a management committee (hereinafter referred to as "the hirer") who will take full responsibility for the activity conducted, the registration and conduct of persons attending and to ensure health & safety requirements are met.
5. The names and addresses of 2 responsible members of the said structure must be deposited with the School Finance Officer.
6. The hirer must enter into a written agreement with the Governors of the School and agree to abide by the terms and conditions of such an agreement.

- 7 The terms shall be applied only to the named areas of the school that are to be hired and all other areas shall remain out of bounds.
- 8 All communication must be directed through the School Finance Officer.
- 9 The hirer must undertake to pay for any loss of damage to school property or equipment and must insure against damage to school premises. Governors will require proof of insurance.
- 10 No item of school property shall be removed from the school premises.
- 11 No item of school equipment to be used by the hirer, without prior permission.
- 12 The hirer must undertake to leave the school premises in a clean and tidy condition and remove imported equipment and belongings after each event. The caretaker will ensure that the facilities are left in a good condition at the end of the period.
- 13 The entire school site is designated a Non-Smoking area; the hirer must ensure that no smoking occurs in any part of the school premises during the period in which it is being used.
- 14 No storage facilities will be made available to the hirer.
- 15 The use of the school telephone will only be permitted in an emergency.
- 16 Viewing of school premises must be conducted by prior appointment with the School Business Manager.
- 17 All contracts and agreements for the supply of goods or services connected with an event on school premises must be in the name of the hirer.
- 18 The Governors will not enter into any correspondence with or conduct negotiations with any supplier of goods or services to the hirer.
- 19 The Governors will not accept responsibility for any cost incurred by the hirer as a result of cancellation.
- 20 The Governors will accept no responsibility for injury to a person or persons during a letting on school premises or damage to their property.
- 21 The hirer must give at least 14 days notice in writing of cancellation of a booking.
- 22 The Governors reserve the right to serve notice of not less than 14 days on any hirer who fails to comply with the terms and conditions of hire.
- 23 In any situation of extreme misuse of school premises the Governors will have the right to terminate the hire agreement immediately.
- 24 Special requests not covered in this document may be put before the Value for Money Committee for consideration.
- 25 The Governors reserve the right to refuse an application. No appeal will be allowed.
- 26 Multi-lets take priority over individual one off bookings.

Conclusion

The governors will determine charges for the hire of the school premises and will review such charges

annually in the spring term.

This Policy Statement will also be reviewed on an annual basis and the governors may institute changes in the light of situations arising from the hiring out of the premises.



Reviewed: January 2015

Next review: January 2016

Church Valley Schools Federation

LETTING RATES APRIL 2015 - 2016

1. COMMUNITY LETTINGS

The rate is:

For 1 specified room £5 for the 1st hour, £10 for 2 hours, £15 for 3 hours, £18 for 4 hours.

For block bookings please contact the finance officer for a discounted rate.

Caretaker costs - £13.00 per session.

ICT SUITE/EQUIPMENT £12 per hour or part thereof. Includes internet.

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Plus 50% of the charge for each additional room used concurrently with the main letting.

2. COMMERCIAL AND PRIVATE LETTINGS

Room hire for 1 specified room £8 per hour, £16 for 2 hours, £20. for 3 hours, £24 for 4 hours.

Caretaker costs - £13.00 per session.

ICT SUITE/EQUIPMENT £30 for the first two hours or part thereof. £15 per additional hour or part thereof. (Includes use of internet).

plus £6 per hour for each additional room used concurrently with the main letting, subject to a maximum of 20 people.

3. REGISTERED CHARITIES

Registered charities may be offered a 10% discount to the basic rate for commercial/private lettings at the discretion of the Governors.

4. LETTINGS POLICY

All lettings must meet the conditions set out in the Lettings Policy of the Governors, which should be read in conjunction with these rates.

INFORMATION FOR THE 'HIRER'

Telephone: Telephone is available in the school office - **only permitted in an emergency.** Press 9 for outside line.

First Aid: **PLEASE CHECK WITH CARETAKER WHEN HIRER IS ADMITTED INTO THE SCHOOL.**

Toilets: All are available for use.

Keys & Security: Prior arrangement with caretaker – for unlocking, locking and security arrangements.

Caretakers' responsibilities:

Each school/site caretaker should have a check-list of the 'hirer' of the following locations:

- First Aid equipment
- Landline telephone
- Toilets
- Emergency exits
- Key-fobs, etc.

Major Emergencies

Fire: The buildings are protected by smoke detectors and alarm system is in place. If alarm sounds all persons should evacuate the building by the nearest fire exit. These exits have a door release switch, which needs to be depressed to free door for conventional unlocking - no attempt should be made to search for or extinguish the fire. Upon exiting the building please phone fire brigade from other source. Do not re enter building before given permission by Fire Brigade!

Water: Major leaks - please contact the caretaker.

Electricity: Contact the caretaker. Do not use matches or candles.

Accidents: All accidents should be reported at the earliest opportunity to the school office during normal school hours.

Insurance: Lettings are covered by an indemnity insurance policy.

Premises committee ratified 09-January 2015

Full Governing Body ratified 28-January 2015