



# Lettings Policy

## Heathlands School



### **Policy Review**

This policy will be reviewed in full by the Governing Board.

The policy was agreed by the Full Governing Board on 6 July 2022.

**Next Review due July 2024.**

Signature ..... Date .....  
Co-Headteacher

Signature ..... Date .....  
Governor

## **1/ Introduction**

The Governing Body seeks to promote the use of the school premises outside of normal school hours, in line with HCC guidance. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils and ensuring their well-being. Any lettings of the premises to outside organisations will be considered with this in mind. Special consideration will be given to the needs of residential pupils and staff who are routinely on site outside normal school hours.

## **2/ Aims**

In occasionally allowing the school premises to be let the Governing body has two aims:

- To develop the school as a resource for use by the wider community
- To provide modest additional income for the school

## **3/ Arrangements**

3.1 The School Business Manager is responsible for the administration and management of lettings. Applications for lettings must be made to the School Business Manager.

3.2 The school reserves the right to refuse a letting, without having to provide a reason for the decision. Applications where a public Entertainment Licence is required will be considered by the Head Teacher

3.3 Lettings will be prioritised as follows

- a) activities that directly benefit the pupils of the school
- b) activities that benefit the wider school community e.g. parents/ carers and their families
- c) activities that are broadly connected with the aims of the school

3.4 No lettings will be considered unless there is Public Liability Insurance cover. The school takes out annual cover at a cost of 10% of the letting charge. The cost is charged to the Hirer unless other suitable cover is provided. The school must see the cover note prior to the letting if hirers take out their own public liability insurance

3.5 All persons hiring the school premises will be expected to conform to relevant Health and Safety regulations and will be required to follow the instructions of the School Business Manager or other authorised school personnel at all times.

3.6 Hirers are responsible for ensuring that all licences, permits and safety permits or other legal notices are in place before the letting occurs. Where required or requested these must be given to the school in advance of the letting.

3.7 The School Business Manager must be consulted before the name of the school is used in any promotional or marketing materials for an event or activity.

3.8. Hirers must only use the equipment and rooms as agreed in writing with the School Business Manager. Users of the premises must remember that the school's primary function is educational. Work and equipment should not be touched and furniture moved only where necessary then replaced in its original position.

3.9 Hirers must not interfere with services and/or installations. Nails, screws and permanent adhesives must not be fixed to any part of the building. The SBM will inform all indoor hirers of any asbestos-containing materials.

3.10 At the end of the let, it is the hirer's responsibility to leave the accommodation in a satisfactory condition. Failure to do so may result in an extra charge for cleaning/caretaking.

3.11 All exits and entrances to the school must be kept clear of obstruction.

3.12 Hirers are expected to have a complaints policy for any activities they operate on Heathlands School Premises.

3.13 Smoking is not permitted anywhere on the school site

3.14 Sub-letting of any kind is strictly prohibited.

3.15 Hirers will be given an emergency contact number for the caretaker.

#### **4/ Special Considerations**

4.1 Use of the Kitchen facilities requires prior consultation with the school catering service and compliance with safe food handling guidance.

4.2 If hirers wish to use decorations, erect platforms, use loudspeakers or other equipment this should be specifically discussed prior to the letting being agreed with the School Business Manager

4.3 Hirers must inform the school at the time of booking if alcohol is to be provided and apply for their own licence in respect of the sale of alcohol on the school premises.

4.4 Car parking on site should not be assumed by the hirer. This should be specifically discussed with the School Business Manager at the time of booking. Use of the school car park will be dependent on the day and time of the event.

#### **5/ Safeguarding**

5.1 Hirers providing services to children, whether pupils at the school or others, must have policies and procedures in place to ensure children's safety, and must provide evidence of these to the school as required e.g. a signed copy of their current Child Protection and Safeguarding Policy, DBS/ISA Checks. Ensure safeguarding requirements are included in any transfer of control agreement, as a condition of use and occupation of the premises. Failure to comply with this will lead to termination of the agreement.

5.2 Hirers will be responsible for any third parties who may be present during the letting ensuring that these persons are also familiar with and conform to safeguarding policies.

5.3 Hirers are responsible for undertaking all necessary risk assessments related to their events and activities and may be required to present copies to the School Business Manager.

#### **6/ Fee Structure**

Letting out facilities will generally be standard-rated, although the letting will be VAT exempt

A **10%** deposit of the overall fee is required to be paid to secure a booking. The remaining amount is to be paid **10 days** before the event.

Hirers should give at least **5 days'** notice if they wish to cancel their booking.

6.1 A flexible fee structure gives a charging range depending on whether or not the hirer is a regular community hirer, a one off community hirer or a corporate hirer.

6.2 Occasional “free” lettings will be agreed for specific organisations who have direct contact with the school and are operating for the benefit of the school e.g. Heathlands PTA, meetings of educational professionals.

6.3 The facilities available for hire and costs are listed in Appendix 1. Costs may be reviewed on an annual basis.

6.4 Regular hirers will be given a minimum of two months written notice of the school’s intent to increase the letting charge.

#### Appendix 1

VENUE	FEE	Facilities included
BSL Centre Seminar Room	£50 half day	<ul style="list-style-type: none"> <li>- laptop access points</li> <li>- interactive smart board</li> <li>- four flat screen TV’s with DVD access</li> <li>- Tea/coffee facilities</li> <li>- Toilets</li> </ul>
BSL Centre Training room	£40 half day	<ul style="list-style-type: none"> <li>- interactive smart board</li> <li>- large flat screen TV with DVD and Video player access</li> <li>- visualizer if requested</li> <li>- Tea/coffee facilities</li> <li>- Toilets</li> </ul>
Main School Hall Inclusive (no external hirers)	£25 - £40 per hour	dining room area and toilet facilities
Dance/ Drama Studio (no external hirers)	£15 - £20 per hour	Toilet facilities to be used in BSL centre
Astroturf and changing rooms	£50 per game/session	Two basic changing rooms with toilets (no showers)
Art Room (no external hirers)		
<b>* Prices are for Corporate Hirer’s – 10% reduction will apply to One off Community Hirer</b>		
<b>20% reduction will apply to regular Community Hirer’s</b>		