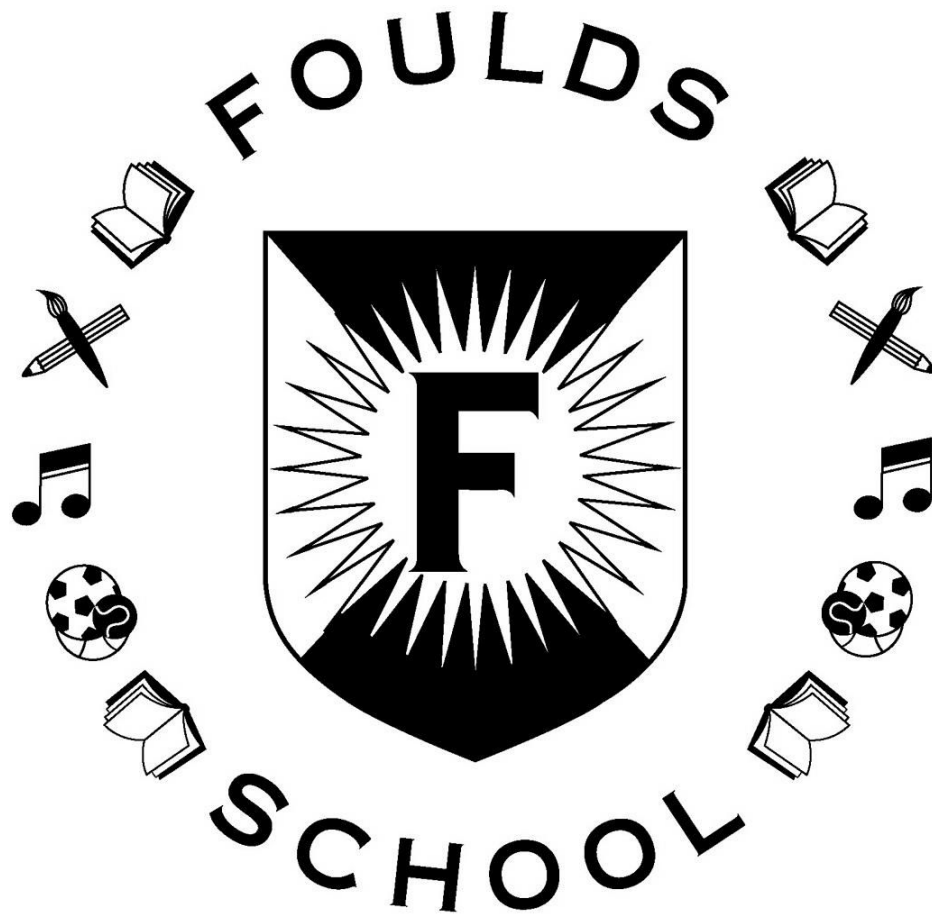


FOULDS PRIMARY SCHOOL



Lettings Policy

Summer 2018

Updated: Summer 2018
To be reviewed: Summer 2019

Rationale

The Governing Body welcomes the use of the school's facilities by groups within the local community. This will generate income, which will be used to benefit the education of pupils at Foulds. Provided there is no detriment to the primary purpose of the school and the welfare of local residents, facilities can be made available to school staff, parents and friends of Foulds school as well as community groups.

Equal Opportunities and Inclusion

It is the aim of the school to operate a fair and inclusive policy at all times. We welcome enquiries from potential hirers and will consider all applications, regardless of the potential hirer's gender, ethnicity, physical disability, ability, linguistic, cultural or home background. We recognise that certain groups and individuals may be discriminated against and therefore are strongly committed to positive action to ensure the building and grounds are fully accessible to all potential users. In general, the Governing Body welcomes sports and exercise classes, educational classes and cultural, religious and social activities. This policy operates in accordance with the PREVENT duty. Lettings may be made to individuals, groups or organisations subject to the following exceptions:

- Political parties or organisations of a party-political nature.
- Trade unions other than educational professional associations, who may hire the premises for an event directly involving the school's community or staff.

Aims

- To safeguard the needs of the pupils within the school above consideration of potential lettings at all times.
- To provide a fair system for determining lettings.
- To maintain a safe and secure environment for all users of the site.
- To ensure the school is well maintained, clean, tidy and ready for use at all times.
- To encourage community use of the school.
- To maintain a good reputation for the school within the community by ensuring high standards of behaviour by those using the premises during lettings.

Roles and Responsibilities

The Governing Body

- To develop the lettings policy in accordance with legislative and Local Authority requirements.
- To agree with the Head Teacher what facilities can be used for lettings
- To set lettings charges.
- To ensure the policy and lettings charges are maintained and reviewed. This will be delegated to the Finance and Premises committee.
- To delegate the day-to-day management of the lettings policy to the Head Teacher or Deputy Head Teacher.

The Head Teacher

- To ensure the lettings policy and procedures are followed.
- To oversee lettings with regard to commitments of the Site Manager and ensure a healthy work/life balance for those directly involved with lettings and to agree/sign –off the Site Manager's overtime.
- To monitor the success of lettings and take immediate action should any difficulties arise, mediating in disputes if necessary.
- To advise the Governing Body of lettings and review profit and loss.

The School Secretary

- To communicate the lettings conditions and procedures to potential hirers.
- To inform the Head Teacher of all lettings bookings and any issues arising.
- To administer lettings in accordance with the policy.
- To keep up to date records of all lettings and to monitor profit and loss.
- To maintain a diary of lettings.
- To book, confirm and invoice lettings.
- Collect income and arrange for it to be banked promptly.
- To ensure the following documents are given to all potential hirers; pricing, lettings conditions, lettings booking form & acceptance form, fire safety and evacuation procedures.
- Administer the process to gain approval from the Head Teacher for any refunds due when the school has to cancel a let.
- Authorise refunds of deposits.

The Site Manager

- To prepare the site (school or outside environment) for a letting at least half an hour before the letting commences, if required
- To supervise and be available to hirers throughout the period of the letting, if required
- To make the school ready for pupil use by cleaning any areas used by the hirers and clear away rubbish immediately after a letting.
- To record in the premises book and report any health and safety concerns, accidents or near misses to the Head Teacher as soon as practically possible.
- To secure the premises as soon as possible after a letting has finished, if required
- To complete overtime/additional cleaning claim forms.
- To liaise with the School Secretary regarding additional charges and flag any necessary withholding of deposits.

Implementation

The policy, procedures and conditions for hire will be made available to potential hirers immediately on enquiry about a letting. Details will be available via a printed brochure and on the the school's website:

www.fouldsp.org

School Areas for Hire and Facilities Included

1. The main hall and stage area
2. The kitchen area and classroom area within the resources room
3. The classrooms
4. The canteen
5. The children's and disabled toilets as designated by the Site Manager
6. The playground areas
7. The car park¹

These may be amended from time to time as agreed between the Head Teacher and Governors

Telephone Access

The party should ensure they have left a mobile number with the School Office/ Site Manager and have a means of being able to contact the Site Manager in case of emergency.

Times of Lettings

The school will be available for lettings as follows:

Weekday evenings between 3.30pm – 10.00 p.m.

Saturday between 8.30am – 11.30pm

Sunday between 10.00am – 4.00pm

Holiday periods 8.30am - 5.00pm

Charging

- Lettings will normally be paid for by the hour. The hourly letting charge is set and reviewed annually by the Resources Committee.
- Standard hire charges may be waived or reduced for members of staff at the discretion of the Head Teacher.
- Special rates may be negotiated individually for longer term agreements
- There will be no charge for the PTA.
- Payment and dates will be agreed before the date of hire. Failure to make payment in good time will result in further bookings being rejected until the account is settled.
- A refundable deposit will be required in respect of any possible damage to school property. Cheques will be held by the office and returned/destroyed or banked at the end of the letting period.
- Cheque guarantee details must be supplied.
- Charges for school clubs are not included in the pricing table (Appendix A) and will continue to be set by the office in line with existing arrangements. The Governors will review this annually.

¹ Limited car parking facilities are available for evening (i.e. after 6.00 p.m.) holiday or weekend lettings only.

Booking Procedure

The initial lettings enquiry is passed onto the School Secretary to confirm that the booking is appropriate. The prospective hirers are given an application form, conditions of hire, price list and drinks/ music licence guidelines (if appropriate). The pricing details are confirmed by the School Secretary.

On return of the completed application form from the hirer, the School Secretary prepares the following paperwork:

Single let: A booking confirmation is sent to the hirer together with an acceptance form to complete and return. An invoice is sent requesting a refundable deposit of £50 which will be retained until the hirer is no longer a customer.

Block Booking: A booking confirmation is sent to the hirer together with an acceptance form to complete and return. An invoice is sent requesting a refundable deposit of £50 which will be retained until the hirer is no longer a customer. Further invoices are sent at appropriate intervals (monthly/termly) listing dates of the block booking. Payment terms are monthly in advance.

Acceptance: By signing the acceptance form, the person signing is acknowledging and agreeing to adhere to all terms and conditions for the use of school premises.

The booking dates are listed in the lettings diary kept in the school office.

Any requests for amendments to the booking must take place at least 10 days prior to the date of the let. The hirer must not assume that the amendment will automatically be agreed. Confirmation of any amendments will be sent to the hirer in writing and an additional administration charge of £10 may be payable.

Receipts are issued for all lettings. A copy of the receipt is kept with a copy of the invoice. Relevant staff complete the overtime claim forms on a monthly basis for authorisation by the Head Teacher. Copies of the overtime claim forms are filed with the lettings paperwork.

Payment Procedures

All lettings are to be paid in full, at least 10 (ten) working days prior to the let taking place. Failure to pay the invoice and returnable deposit will result in the application for the let becoming void.

A deposit of £50 for bookings will be levied and will be returnable after the let, provided there is no damage and no additional cleaning required. In the event of either damage or additional cleaning, an invoice will be raised and the amount deducted from the deposit or a request for an additional payment will be made. Any balance of the deposit will be refunded to the hirer by cheque.

Refunds and Cancellations

After a booking has been confirmed and final payment made, no refunds will be given on cancellation unless there are exceptional circumstances.

Where a booking is confirmed and cancelled before final payment is made, the deposit will not be refundable.

If the school cancels the booking through no fault of the hirer, the whole deposit will be refunded. Any complaints must be made in writing to the School office and will be reviewed by the Head Teacher.

Health and Safety

- All hirers should ensure they have Public Liability Insurance (PLI) of minimum £2,000,000. A copy of the policy must be kept on file in the school. Where the hiring party does not have their own PLI, a charge for insurance of 7.35% will be applied in addition to the lettings charge.
- At the end of the financial year, a cheque will be drawn for the money collected towards public liability insurance and sent to the Insurance Department at LBB.
- Hirers are responsible for ensuring that their activities are appropriately supervised.
- A basic first aid kit is available from the Site Manager on duty.
- All hirers should make themselves familiar with the emergency evacuation procedures, the location of the nearest emergency exits, fire extinguishers and fire alarms. Copies of the emergency evacuation procedure are posted in all areas.
- Any special requirements for a particular hire, such as footwear or use of school equipment such as PE apparatus, should be discussed at the time of hire. Unauthorised use of school equipment or apparatus may be regarded as grounds for terminating the letting.

Monitoring and Evaluation

For long-term lettings, there will be a review of the success of the letting at the end of each term between the Site Manager and the Head Teacher. The Head Teacher will immediately address any issues arising. There will be a review after each one-off letting.

Foulds School High Barnet

LETTINGS CONDITIONS

1. All lettings are subject to the approval of the Governing Body, delegated to the Head Teacher, and are conditional on the hirer accepting all aspects of the school's lettings policy. The governors may refuse any application, or terminate any agreement that contravenes this policy.
2. When a booking for hire is accepted, the total cost of the letting will be calculated and made known to the hirer in writing. Any hirer who does not vacate the premises at the agreed time will be charged for the additional letting time.
3. Hirers may not sub-let their agreement to third parties.
4. All hirers must be covered for Public Liability (hirers) insurance. Unless the hirer can prove existing cover of at least £2 million, this insurance will be arranged on behalf of the hirer by the school, in which event a surcharge of 7.35% will be added to the cost of the let.
5. The school or Local Authority shall not be liable for any loss, theft, damage or injury in respect of the property of the hirer, or any person coming onto the premises as a result of the letting. In the event of injury or loss, the hirer shall give notice in writing to the Head Teacher within 24 hours, of knowledge of any such matter.
6. Bookings are inclusive of cloakroom/toilet facilities and cleaning. Hirers should visit the school to establish the availability of any other equipment and furniture required.
7. Hirers should not access areas of the school that have been marked as off-limits. If in doubt please ask the Site Manager.
8. There will be an additional charge for the letting to cover the Site Manager's time making the premises ready for the letting and time for locking up and clearing away rubbish and cleaning afterwards.
9. Confirmation of the letting will be sent to the hirer who must make the total payment at least 10 days in advance of the booking. The total cost will include a £50 refundable deposit. The deposit will be refunded within 5 days of the final day of the letting, after the school is satisfied that these conditions of hire have been adhered to and that no additional charges need to be levied.
10. Block lettings must be booked in advance stating the total period to be covered. Such bookings will be invoiced on a termly basis. Payments must be made in advance to meet VAT requirements.
11. Cheques should be made payable to 'Foulds School' and cheque guarantee details supplied.
12. All lettings will comply with current VAT Regulations, and VAT will be applied where appropriate.

13. Representatives from the Governing Body have the right to attend and observe any event held on the school premises.
14. Good order must be maintained at all times.
15. Smoking is not permitted on school premises. Access to outside facilities and fire exits should be kept clear at all times. The hirer must ensure that noise levels are kept within reasonable levels and other users of the building and neighbours are not disturbed.
16. The consumption of alcohol is normally prohibited on school premises and may only be permitted by specific and prior agreement on particular occasions. Approval for the sale of alcohol on the premises must be obtained twenty eight days in advance from the Local Magistrates Court. A copy of the licence must be supplied to the School Secretary at least one week before the let.
17. Animals, other than guide dogs, are not permitted on the school premises.
18. The premises must be left in a clean and tidy condition otherwise extra cleaning costs may be incurred, and these will be recharged to the hirer.
19. Hirers are expected to tidy up following the hire, and facilities should be left as they were found. Rubbish is to be bagged in the PVC sacks provided and left in the designated area.
20. There shall be no defacement or alteration to any part of the accommodation or to the furniture or fittings. No structure or stand is to be erected without prior agreement of the school.
21. Any apparatus, equipment or furniture brought onto the premises must be removed on completion of the letting, unless there has been specific written agreement for alternative arrangements.
22. The hirer shall only use the accommodation for the purposes stated in the agreement and shall have a designated person in charge who will take responsibility for ensuring these conditions are met. The person must be present at all times and shall identify him/herself to the school Site Manager on arrival.
23. The hirer shall use his/her best endeavours to ensure that neighbouring residents are not offended by parking cars in the vicinity and agrees that, upon request of the duty supervisor, he/she will arrange for any offending cars to be moved.
24. Cooking is not permitted. However, food may be reheated in the oven, if this has been agreed in advance of the letting.
25. The hob or kettles may be used to boil water. No other kitchen equipment may be used or moved. No portable cooking equipment is allowed onto school premises.
26. Damage to school property, buildings and equipment must be brought to the Site Manager's attention immediately. The cost of subsequent repair or replacement will be charged to the hirer and will be deducted from the deposit or an additional invoice raised if not covered by the deposit

27. It is the hirer's responsibility to ensure they use the premises and its facilities in a safe manner, including dealing with any first aid issues, and in the way they are intended.
28. Any electrical equipment brought onto the premises by the hirer must be PAT tested and evidence available to the Site Manager on request.
29. Fire extinguishers should not be tampered with unless for the intended use in an emergency.
30. Hirers must sign to confirm they have read, understood and accept the lettings conditions, fire safety and evacuation procedures.
31. Any candles or tea lights used on the premises must be in a suitable container so as to minimise the risk of fire.

Appendix A - Pricing

Pricing Table as at Summer 2018.

Prices quoted are per hour. A booking which runs over several consecutive hours may attract a discounted rate after the first hour. Please phone for further details.

Facility	Weekdays (term time)			Weekends		Weekend daily rates	Weekdays (holidays)
	4-6pm	6-8pm	8-10pm	Saturday	Sunday	8am - 5.30pm	
						Block bookings for whole or half days during school holidays and on weekends attract reduced rates. Some areas not available for hire during these times. All such lettings are subject to approval by the Headteacher. Details available on request.	
Music Room	£20.00	£30.00	£40.00	£40.00	£45.00		
Main Hall & Stage	£25.00	£40.00	£45.00	£45.00	£50.00		
Outside Play Area	£15.00	£25.00	£30.00	£35.00	£40.00		
Classroom Hire	£15.00	£25.00	£40.00	£40.00	£50.00		
Dining Hall	£25.00	£40.00	45.00	£45	£50		
Children's parties (based on 3 hour booking) Fixed cost of £120.							
Deposit	£50					£200	
If required £2m Public Liability insurance is charged at an additional 7.35%							

Appendix B – Process Flow

