

AYCLIFFE DRIVE PRIMARY SCHOOL



Lettings Policy

Finance and Premises Committee

**Updated March 2023
To be reviewed 2025**

Staff Responsible

Mrs M Green	Head teacher
Mrs P Gent	Chair of Governors
Finance and Premises	Committee Governors

Purpose

The purpose of this policy is to ensure that the most effective use is made of the school premises. We believe that Aycliffe Drive Primary School should be a centre for lifelong learning and a resource for parents and the wider community. We recognise that the facilities could generate resources for the school. This policy sets out the criteria for making decisions on requests for use by external organisations

Who was consulted?

Hertfordshire Council Council, Governors and staff were consulted when formulating the policy. Relevant DfE guidance has also been considered.

Relationship to other policies

This policy should be read in conjunction with the accessibility Plan, Equal Opportunities Policy and Health and Safety Policy.

Roles and responsibilities of Head teacher, other staff and Governors

The School Business Manager on behalf of the Head teacher will:

- Establish a central booking systems and will be responsible for the administration and management of lettings.
- Apply the criteria agreed by the Governing Body and consult the finance and Premises Committee on request for books that do not meet them or where there is a potential conflict of interest.
- It is the responsibility of the School Business Manager or designated person to ensure that the appropriate area of the school is made available on time for the hirer and also that the premises are securely locked up afterwards.
- The number of lettings per week is determined on the availability of the School Business Manager or designated person to open and close the premises.

Criteria to be used

- Priority will be given to the Parent Teacher Association, groups that benefit our children and staff, local community and educational groups.

Conditions of Hire

- Hirers in the priority groups are advised to apply for a grant towards the cost of hiring school accommodation.
- Hirers will be given a minimum of one month's written notice of the schools intent to increase the hiring charge.
- No hiring will proceed unless:
 - a. Proof of public Liability Insurance for a minimum of £5 million pounds is obtained or

- b. The hirer wishes to be covered under the School's Public Liability scheme, in which case an additional 10% of the hire fee will be charged.
- Health and Safety Regulations will be observed at all times. Failure to comply with the regulations will result in the termination of the hire agreement.
 - No smoking allowed anywhere on the site
 - The school will seek advice from the Fire Brigade and Local Licensing Officer and will monitor the maximum numbers for groups using the school premises.
 - Consideration must be given to local residents when lettings are agreed. The Hirers to be asked to keep the noise to a minimum and not to block the neighbouring driveways.
 - Evening events to cease at midnight to comply with the licencing/Entertainment Act
 - Minimum period of hire is one hour
 - Trial period of one months may be granted by prior arrangement.
 - The minimum deposit of 10% may be required to guarantee and occasional booking at the time of application and the balance of payment should be payable no later than ten days prior to the hiring taking place. Regular bookings will be invoiced on monthly in arrears.
 - The sale of alcohol will not be permitted unless the appropriate licence has been obtained.
 - Each application for hiring the premises will be considered and granted at the discretion of the Head teacher on behalf of the Governors.
 - Occasions when the Governors' written consent is required prior to the hiring to be discussed by the Finance and Premises Committee.
 - Any letting agreement may be terminated at the discretion of the Head teacher on behalf of the Governors.

The Governing Body, with advice from the Head teacher, will:

- Balance the desire to generate income against the desire to support "worthy" groups within the community.
- Agree the criteria to be used when deciding which groups are allowed to use the premises and consider requests for bookings against the criteria.
- Take a positive approach to enhancing learning opportunities for the whole school community through promoting community use for the school by pupils.
- Ensure that the use be external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use.
- Consider issues of political balance.
- Consider the implications of all request received for the health safety and security of pupils and staff.

- Consider the implications for workload of all staff for any decisions it makes
- Take advice from Hertfordshire County Council and review annually the charges to be levied.

Arrangements for monitoring and evaluation

The Premises and Finance Committee of the governing body will receive reports from the School Business Manager of a termly basis of the schedule of use of the school outside of the schoold day, the number of groups involved and the net profit from such activities.

Issues that required intervention by the Head teacher will be noted, together with the action taken and the outcome. The committee will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.

1. I understand that, if I am letting on behalf of an individual or non-commercial organisation, this letting will be covered by Hertfordshire County Council public liability insurance, brief details of which have been supplied to me. If I am representing a commercial organisation, I will supply Public liability insurance with a minimum cover of £5,000,000.00 with this application.
2. I have read and accept the regulations relating to hire and agree to abide by the general conditions and any special conditions communicated to me.
3. I accept that an additional charge may be made in respect to damage caused to the building or school property through negligence or wilful intent.
4. I agree to the payment conditions
5. I am over 18.

Signed:

Name in Full:

Discloser and Barring Service (formerly CRB) check: Please sign and return our DBS declaration in respect to any adults who will be working with under-eighteens attending your hiring.

Sports Certificates: Please supply current sports coaching qualifications in respect to any leaders who will be training others in any physical activity.

Risk assessment: The school takes reasonable steps to risk assess its equipment and rooms that are hired in line with activities appropriate to secondary school and secondary school aged students. It is your responsibility to risk assess the activities you have chosen to run on the equipment we might supply and the rooms we might provide.

PAT Testing: Any electrical equipment brought onto the site will need to have been PAT tested within the last year. This includes CD players, kettles etc.

First Aid: There is a defibrillator stored in the school office. However, we cannot guarantee to have a qualified first aider on site during your booking.

Sale of alcohol: The school's premises licence does not include the sale of alcohol. If you wish to sell alcohol at your event, please speak to the School Business Manager about the steps you need to take. In any event, we are unable to allow alcohol to be sold on the premises on more than twelve occasions during one year.

For school use:

Approved by the School Business Manager..... Date:

Your hiring is/is not approved. The charge will be:

Please be aware of the following:

Aycliffe Drive Primary School

Application for hire of school facilities

Name and address of applicant (must include postcode)

Telephone no: **Mobile no:**

Email address:

Name of organisation and position within it (if applicable):

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Name and address of person which will receive the invoice (if different from above):

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Purpose of Hire

All the participants (apart from leaders/organisers)

Under 18? Over 60? Members of a registered youth group? People with disabilities and their helpers? (Please tick any that apply)

Date(s) required, if a series of lettings, please list all dates required.)

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Start time: **Finish time:**

(f appropriate, please allow time for preparing and clearing up).

Facilities required:

Equipment requirements: (please discuss these with the School Business Manager)

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I confirm that any electrical equipment I am providing and using is listed below and has been PAT tested in the last 12 months.

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