



**St John's C of E Middle School Academy**



# **Lettings Policy**

## **2019 - 2020**

# LETTINGS POLICY

## 1. ADOPTION

The Governing Body at St John's School have adopted the lettings policy set out below.

## 2. INTRODUCTION

The Governing Body will make every reasonable effort to ensure the school building and grounds are available for community use. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils. Any lettings of the premises to outside organisations will be considered with this in mind.

### 2.1 DEFINITION OF A LETTING

A letting may be defined as 'any use of the school premises by either a community group or a commercial organisation', regardless of whether a letting fee is charged. It must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

### 2.2 CHARGES FOR A LETTING

The Governing Body is responsible for setting the charges for the letting of the school premises, as set out in the approved scale of lettings charges (Appendix A).

## 3. APPLYING TO USE THE SCHOOL

Applying to use the school premises should be made to the School Finance Manager and the Letting Agreement should be filled in at least 21 days before the event.

The School Finance Manager will resolve any conflicting requests for the use of the premises, with school functions always receiving priority.

The School Finance Manager, in conjunction with the Site Manager, is responsible for the management of lettings, in accordance with the school's policy, but the Head Teacher retains overall responsibility.

If the School Finance Manager/Site Manager and/ or Head Teacher has any concern about the appropriateness of a particular request for a letting, he/she will consult the Chair of Governors, who has the authority to determine the issue on behalf of the Governing Body.

The Governing Body has the right to refuse an application and no letting should be regarded as 'booked' until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been confirmed in writing.

#### **4. LETTING AGREEMENT**

Once a letting has been approved, a letter will be sent to the hirer, confirming the details of the letting, along with a copy of the terms and conditions (Appendix B) and the letting agreement (Appendix C).

The letting agreement needs to be signed and returned to the school before the letting can take place. It should be signed by a named individual and the agreement should be in their name, giving their permanent private address.

The named individual applying to hire the premises will be invoiced for the cost of the letting.

All letting fees will be paid into the school's bank account to offset the costs of services, staffing etc.

##### **4.1. DURATION OF THE LETTING**

The School/Governors shall determine in advance the duration of a letting and this is indicated on the lettings agreement. All lettings are agreed with the hirers awareness that the premises are predominantly for school use and as such pupils and staff will take precedence, although every effort will be made to ensure that pupils have left before the hire period starts, upon occasion that this is not possible the hirer is responsible for ensuring that pupils and there belongs are respected at all times

The school reserves the right to cancel a letting on occasions when school events need to take precedence, for example Open Evenings.

##### **4.2. TERMINATION OF LETTING AGREEMENT**

The Head Teacher, or the Chair of the Governing Body, has the immediate power to terminate any letting agreement relating to the hire of the school premises, in accordance with the terms and conditions of the model agreement attached.

#### **5. SAFEGUARDING**

The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children, they have appropriate safeguarding policies and procedures in place and that they, themselves and those persons likely to have contact with children, have been subject to Enhanced Disclosure and Barring Service checks. The Governors reserve the right to require the Hirer to produce evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring. If for any reason the Governors are not satisfied then they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid. The latest guidance can be found at:

<http://publications.education.gov.uk>

## **COST OF LETTING OF THE SCHOOL PREMISES**

Please contact the Finance Manager on 01527 832376 to discuss your individual needs:

- Availability and rates for classroom, gym and hall hire during term time
- Availability and rates for classroom, gym and hall hire during holidays

The Governing Body is responsible for setting charges for individual letting of the school premises.

A charge will be levied which covers the following:

- Cost of services (heating and lighting)
- Cost of staffing (additional security, caretaking and cleaning)
- Cost of administration
- Cost of 'wear and tear'
- Cost of use of school equipment (if necessary). This may be subject to VAT if applicable.

The specific charges will be reviewed annually by the Site Manager and Head Teacher and approved by the Governing Body.

Advance notice will be given for any change of charges.

There will be a minimum hire charge of £25.00.

## TERMS AND CONDITIONS OF LETTING OF THE SCHOOL PREMISES

These terms and conditions must be complied with.

The 'hirer' shall be the named individual on the letting agreement and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

### 1. STATUS OF THE HIRER

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.

The letting agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer.

The hirer is responsible for any keys to the premises issued to their care, and must be returned immediately upon request from the school. In the event of the keys not being returned with 7 days or lost the hirer shall be liable for the cost of replacing any locks necessary.

The hirer should ensure proper supervision of all users and not allow any activities which could endanger the safety of such users.

### 2. DISCLOSURE AND BARRING SERVICE CHECKS

It may be necessary for the hirer to undergo a disclosure and barring services check via the Disclosure and Barring Service (DBS). If a particular letting involves contact with children and young people, it is the responsibility of the hirer, as advised by the Head Teacher, to ensure that they have complied with the DBS Code of Practise.

When there is a requirement for DBS checks to be undertaken, the hirer must keep appropriate records in line with the DBS Code of Practise and report to the school any safeguarding concerns which may arise.

The hirer will be required to provide evidence that DBS checks have been carried out on request.

### 3. INDEMNITY AND INSURANCE

Lettings are made on the agreement that the Governing Body are indemnified by the hirer against any loss, damage, costs and expenses during the use of the school premises by the hirer except where such loss, damage costs and expenses are directly attributable to the negligence of the employees of the Governing Body (refer to Lettings Indemnity Form – Appendix D).

The hirer shall insure, with a reputable insurance office approved by the Governing Body, against such funds as the hirer may become liable to pay as compensation, arising out of bodily injury or illness (fatal or otherwise) to any person and/or costs, fees, expenses, loss or damage caused to

property or the premises by any act or neglect of himself, his servants, agents, or any person resorting to the premises by reason of the use of the premises by the hirer.

Unless specifically agreed by the Governing Body, the insurance cover shall provide a limit indemnity of not less than £5,000,000 (five million pounds) in respect of any one incident and to include liability for the premises including liability for fire and explosion risks arising from the let of the premises.

The hirer shall produce the policy of insurance and receipts for the current premium or premiums upon request by the Head Teacher, Governing Body within seven days of a request.

Neither the school nor the Local Authority shall be responsible for any injury to persons or damage to property arising out of the letting of the premises.

#### **4. STATUTORY REQUIREMENTS**

The hirer must not do or permit any act, matter or thing which would, or might, constitute an illegal or immoral activity affecting the school premises or which would, or might, vitiate in whole or in part any insurance affected in respect of the premises from time to time.

#### **5. LICENSES AND PERMISSIONS**

The hirer shall be responsible for obtaining any public licenses necessary in connection with the booking and should confirm with the school the licenses they hold.

Permission or license must be obtained from the copyright owner, the owner of the sound recordings (if appropriate) and the publisher for any public performance of music, musicals, operas, or stage plays. The borrowing of music scores or plays from a local library does not constitute permission to perform.

Regulated entertainment, public music, singing and dancing can only take place on premises which have a Premise's License authorising entertainment, or by applying for a Temporary Event Notice.

Hirers are reminded that it is illegal to photocopy music or plays without the express permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution.

The hirer shall indemnify the governors against all sums of money which the governors may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

#### **6. PUBLIC SAFETY**

All conditions attached to the granting of the license, stage play or other licenses and the school's health and safety policy shall be strictly observed. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and its contents. In particular:

- a) Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and exit at all times

- b) Fire – fighting apparatus shall be kept in its proper place and only used for its intended purpose
- c) The fire brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Head Teacher
- d) The hirer is responsible for familiarising his/herself with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the fire-fighting equipment available
- e) Performances involving danger to the public shall not be permitted
- f) Highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, etc) shall be undertaken or erected without the consent of the Governing Body
- g) No unauthorised heating appliances shall be used on the premises
- h) All electrical equipment brought into the building shall be subject to regular PAT testing and certification provided in evidence. The intention to use any electrical equipment must be notified on the hire application form. The Governing Body disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment
- i) Adequate supervision must be provided to maintain order and good conduct, and, where applicable, the hirer must adhere to the correct adult/pupil ratios at all times when these are specified for particular activities, e.g by national governing bodies of sports, scouts etc.

### **THE HIRER'S RESPONSIBILITIES**

The hirer is responsible for everyone who is on the School's premises for the activities they are organising and, generally, for everyone who comes on to the parts of the School's premises which are under the hirers control at the stated times. **Areas not hired should not be accessed.** The hirer is responsible for ensuring that they comply with all the terms of the hire agreement.

The hirer must inform the school of any fault, damage or other problems with the premises or equipment encountered during the letting.

No part of the premises requested is to be used for any unlawful purpose or in any unlawful way.

#### **6.1 OWN RISK**

It is the hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

## **6.2 FIRST AID FACILITIES AND ACCIDENT INCIDENT BOOK**

It is the responsibility of the hirer to keep their own Accident Incident Book and make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of sports lettings. There is no legal requirement for the school to provide first aid facilities and use of the school's resources is not available.

## **6.3 FURNITURE AND FITTINGS**

Furniture and fittings shall not be removed or interfered with in any way. Nor shall they be rearranged except by prior agreement and will be subject to reinstatement at the end of each session of use. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, is permitted. In the event of any damage to premises or property arising from the letting, the hirer shall pay the cost of any repair required.

Hall floors are used by children for physical education and no substance is to be applied to floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the building.

## **6.4 FOOD AND DRINK**

No food and drink may be prepared or consumed on the property without the direct permission of the Head Teacher in line with current food hygiene regulations. Preparation of refreshments is acceptable.

## **6.5 STAFFROOM/KITCHEN/FOOD PREPARATION, FACILITIES AND EQUIPMENT**

Third parties are not permitted to use the staffroom due to safeguarding procedures. The use of kitchens and/or equipment will not be included in any hiring arrangements.

## **6.6 INTOXICATING LIQUOR**

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the permission in writing of the Head Teacher/Governing body, whose written consent must also be obtained prior to seeking any Temporary Event notice for the sale of alcoholic liquor from the local Licensing Authority. All evidence of intoxicating liquor must be removed from the premises at the end of the letting.

## **6.7 SMOKING**

The whole of the school premises, which includes the grounds, is a non-smoking area, and smoking is not permitted.

## **6.8 BETTING, GAMING AND LOTTERIES**



Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.

#### **6.9 PUBLICITY OR ADVERTISING MATERIAL**

No publicity or advertising materials, flags, notices, emblems or other decorations shall be displayed within the grounds and premises of the hired premises or on the gates, walls, fences and hedges forming the boundary of the premises without consent from the Head Teacher.

#### **6.10 REPUTATIONAL RISK**

The hirer should never subject the school to an activity that would reflect badly against the reputation of the school from any activity, behaviour, actions, publicity or advertising material.

#### **6.11 NUISANCE/DISTURBANCE**

Hirers and organisers of events in the school premises are responsible for ensuring that the noise level of their function does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property.

#### **6.12 DISPOSAL OF WASTE**

The hirer must comply with the school's arrangements for disposal of any rubbish or waste materials. We would request that rubbish is placed in appropriate bags and placed either in external bins or taken away from the premises.

#### **6.13 ANIMALS**

Except in the case of trained guide dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on the school premises.

#### **6.14 RULES**

The hirer shall comply with any rules and regulations which the Governing Body shall make from time to time.

#### **6.15 CHARGES AND CANCELLATIONS**

The hirer acknowledges that the charges are as set out in the letting agreement, including any review arrangements specified. An invoice will be sent to the hirer at the beginning of each term and we require this to be paid in advance for the term's hire. If additional facilities are required, eg an end of term concert is to be staged, we would request confirmation of this as we are unable to guarantee the availability of additional requirements and the cost would need to be discussed and arranged separately, depending on the individual requirements. The letting may be cancelled, provided that in each circumstance at least 28 days' notice either way is given. It is the hirer's

responsibility to notify people appropriately of any changes in dates or venues at least a week in advance.

The Governing Body will not accept any responsibility for any loss, or other expenses however incurred by the hirer, in the event of a cancellation by the Governing Body of the letting as a result of circumstances beyond its control (including, without prejudice to the generality of the same, industrial action by its employees, or others, oil shortage, failure of electricity/gas supply).

The decision of the Governing Body as to whether a letting should be cancelled shall be binding on the hirer.

The School/Governing body shall not be liable for any loss of business/revenue as a result of any such action.

Where payment for the hiring of the school facilities is not reached by the prescribed deadlines, and/or without prior agreement by the Estates Manager the Governing Body reserves the right to terminate the letting with notice of one week. The Governing Body will not accept any responsibility for any loss, or other expenses, however incurred by the hirer, in the event of the cancellation of the letting as a result of the circumstances described above. The decision of the Governing Body as to whether a letting should be cancelled shall be binding on the hirer.

It is the hirer's responsibility to notify its club members appropriately of the withdrawal of the school facilities in the event of the letting being cancelled for the reason outlined above

Playing fields and playground are not to be used by hirers or their clients unless specifically requested by the hirer. There could be a cost attached.

#### **6.16 SUB-LETTING**

The hirer shall not sub-let the premises, underlet or share possession with any other parties.

#### **6.17 STORAGE ANCILLARY TO THE LETTING**

The permission of the Governing Body/Head Teacher must be obtained before goods or equipment are left or stored on the premises, except that the Head Teacher is authorised to grant permission for the overnight storage of goods and equipment brought to the school for a particular event.

#### **6.18 LOSS OF PROPERTY**

The Governing Body cannot accept responsibility for damage to, or the loss or theft of, hirer's property and effects. It is the responsibility of the hirer to make his/her own insurance arrangements if required. If you are to be issued with keys to ensure the property is locked and left securely you are reminded that these are your property. Should the keys be lost or stolen it is the hirer's responsibility to inform the Schools Finance Manager/Site Manager/Head Teacher and costs will be given to replace locks and sets of keys for all other lettings.

#### **6.19 CAR PARKING**

The parking of vehicles on the school's property shall be permitted on condition that persons bringing such vehicles on to the premises do so at their own risk and that they accept responsibility

for any damage to the school's property or injury to any person whether connected with the establishment or not, caused by such vehicles or their presence on the school's premises.

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the school. In particular the Hirer must ensure that access to the school by emergency vehicles is not obstructed or delayed. Where parking accommodation is available, this must be used, and users of the school should avoid undue noise on arrival and departure. The security code should not be given to parents under any circumstance.

#### **6.20 TOILET FACILITIES**

Access to the designated school's toilet facilities is included as part of the letting arrangements. They must be left in same condition that they were found in.

#### **6.21 RIGHT OF ACCESS**

The Governing Body reserves the right of access to the premises during the letting for emergency or monitoring purposes (The Head Teacher or members of the Governing Body from the Finance Committee may monitor activities from time to time).

#### **6.22 VACATION OF PREMISES**

The hirer shall ensure that the premises are vacated promptly at the end of the letting session. The hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

**LETTING AGREEMENT**

(Please complete this form in block capitals)

Accommodation and  
Facilities required \_\_\_\_\_

Other requirements  
(e.g. chairs set out, equipment, etc) \_\_\_\_\_

\_\_\_\_\_

Dates and times \_\_\_\_\_

Duration \_\_\_\_\_

Purpose of letting \_\_\_\_\_

\_\_\_\_\_

Name of organisation \_\_\_\_\_

Will alcohol be brought  
onto the premises \_\_\_\_\_

Are you obtaining a license  
for sale of alcohol \_\_\_\_\_

Have you insurance to  
cover the event \_\_\_\_\_

Full name of hirer Mr/Mrs/Miss \_\_\_\_\_

Address of hirer \_\_\_\_\_

\_\_\_\_\_

Contact Number \_\_\_\_\_

Signature of hirer \_\_\_\_\_ Date \_\_\_\_\_

Please complete and return to the school at least 21 days before the event. We will confirm the booking and notify you of the charges. You will need to send copies of any licenses required on confirmation.

Head Teacher's acceptance of booking

(The approval of the Chairman of Governors must be obtained where the hirer requires alcohol to be brought onto the school premises).

Signed \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX D**

**LETTINGS INDEMNITY FORM**

INSURANCE COVER – To comply with the conditions of the hiring agreement.

I hereby indemnify the school against any claims made against it arising from the use of hired premises. In addition I accept responsibility for any claims the school may have for any damage to its property arising from its use during my hire.

I maintain a Public Liability Insurance Policy, the details of which are as under:

Policy Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Name and Address of Insurance Company: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indemnity Limit: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SAFEGUARDING**

The hirer agrees that systems are in place with regards to safeguarding measures as per the lettings policy:

Name: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Purpose of Letting: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

DECLARATION (Please read before signing)

I have received a copy of the Lettings policy and Terms and Conditions for the Letting of School Premises and agree to be bound by them. Any licenses necessary and the Theatres Act 1968 and the Cinematograph Acts 1909 and 1952 have been or will be observed and any requirements of the Licensing Justices, where necessary, have been or will be met. I agree to pay the charges due as required and hereby certify that the premises and grounds will be used only for the purpose stated.

I am over 18 years of age.

Signature \_\_\_\_\_ Date of application \_\_\_\_\_

NAME (BLOCK CAPITALS) Mr/Mrs/Ms/Miss \_\_\_\_\_

**Please pass this form to the establishment, do not complete anything below this line**

It is confirmed that the accommodation required is available for the time and date(s) requested. The head of the establishment has been informed, that where necessary the hiring has been approved by or on behalf of the governors and that the applicant has been informed accordingly.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Head Teacher

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Chair of Governors

## Key holder Responsibilities 2018 - 2019

The points listed below are to protect the safety of the school and to ensure it remains safe and secure at all times.

1. Should you be issued with codes for the gate and/or alarm you must ensure these are not disclosed to any other person.
2. You should not disclose the gate or alarm code to any person visiting your club or event.
3. Your keys should be kept in a safe place at home.
4. Your keys should not be given to any other person to use.
5. Your keys are your personal responsibility.
6. Replacement sets of keys can only be provided at a personal cost to you as their owner.
7. Keys will need to be inspected on a regular basis.
8. Should your keys become lost you will be required to notify us immediately. Steps will then be taken to obtain quotations for replacement of all locks and duplicate keys. New sets of keys will then be prepared and made available for all key holders. **As the responsible key holder you will be liable for these costs.**
9. Please contact your home insurance provider to see if insurance cover can be provided should your set of keys become lost.
10. Our insurers cover the theft of keys only from your home to the limit of £1000. A valid claim will have to be accompanied with a crime number through reporting to the Police.
11. A quotation for replacement keys and locks will be available from the Finance Office. Please contact Paula Adams on 01527 832376 should you require a copy for your records.

Signed by key holder.....

Name of key holder.....

Name of letting.....

Date.....