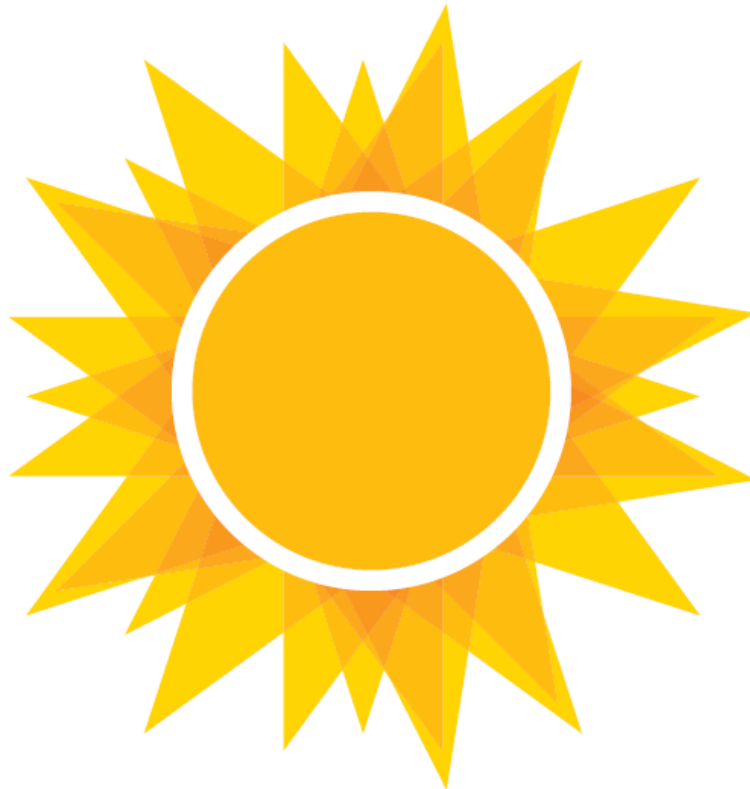


Midsomer Norton Primary School



Lettings Policy

Including Appendix A – Letting form with current charges

Policy confirmed by the Governing body of Midsomer Norton Primary School on: _____ **Date:** _____

Signed: _____ **(Chair of Governors)**

Signed: _____ **(Headteacher)**

LETTING OF SCHOOL FACILITIES

Rationale

Bath & North East Somerset Council have set the Policy, agreed charges and regulations for lettings of School buildings. This responsibility has been devolved to the School governing body, with the School's Finance Manager having the responsibility for operating these procedures on a day to day basis.

In order to assist the School Finance Manager in responding to inquiries, reviewing scales of charges, making decisions regarding individual lettings, balancing priorities of the School and the community and in managing caretaking and other support staff to facilitate the use of the buildings, it is necessary to set down guidelines which reflect the Governors' aims for the community use of the School building.

Purposes

These guidelines are intended to:

- Ensure that the School discharges its statutory functions with respect to its pupils
- Maximise community use of the facilities whilst minimising the impact on pupils
- Ensure that records, documents, data and valuable equipment are not put at risk.
- Ensure that items belonging to school staff are not put at risk.
- Assist in determining priorities regarding use of School buildings
- Simplify decision making with regard to letting requests
- Set the context for cost effective income generation from lettings

Guidelines

1. Availability to School

- 1.1 The School buildings should be available for the exclusive benefits of the pupils and staff between the hours of 8.00 a.m. and 5.00 during School terms. Any exceptions to this must be specifically approved by the Headteacher
- 1.2 No letting outside these hours in term time weekdays should be allowed to prevent a School extra-curricular activity taking place.
- 1.3 Use of the School buildings outside School hours required by the pupils, staff, Governors, Parents Support Group (P.S.G).should, as far as possible, be registered with the School Finance Manager by the end of July for the following

academic year. Any additional requirements will need to be checked against the lettings diary.

2. Availability To Other Users

- 2.1 Multi-lets take priority over individual one-off bookings.
- 2.2 Precise dates of multi-lets will be agreed at least every term in advance, and, where possible, for the whole academic year in advance.
- 2.3 Lettings of the building will not be available during the first 2 weeks of the school holidays, as this time is used for cleaning the building.

3. Availability of Staff and Facilities

- 3.1 Any letting of the external sports facilities should either have the facilities ready for students' use at the end or else include within the agreed fee the additional grounds maintenance charges to achieve this. Grounds maintenance staff need to be informed.
The Head Teacher will decide if lettings of the school halls will pose risk to the displays, reading books, musical instruments and IT & Hifi equipment before being agreed.
- 3.2 Any letting of the School Halls will require the School caretaker or other responsible person to be present at the beginning and end of the letting period on each occasion a letting takes place to check that equipment and facilities are in order.
- 3.3 Any letting of the School Hall or other internal facility will require the School caretaker or other responsible person to be available on call throughout the letting period.
- 3.4 With the exception of the School Hall, lettings will not normally include specialist facilities apart from heating, lighting and access to electrical power. Exceptional use of the specialist facilities (e.g. stage lighting, PA system, catering, washing up, workshop or IT facilities) will require the hirer to have a competent person on site throughout the letting period.

The use of toilets must be identified within the letting agreement and only those specified will be available.

4. Responsibilities.

- 4.1 The School will be responsible for providing facilities as agreed in good working order throughout the period of the letting.

- 4.2 The hirer will be responsible for ensuring that all users are aware of the procedures for safe and correct use of equipment and facilities and shall report any deficiencies on the occasion of each use.
- 4.3 The hirer will be responsible for the registration and conduct of persons attending the function for which the School has been let, including ensuring that security and health and safety requirements are met.
- 4.4 The Hirer will supervise children adequately and only provide activities and entertainment appropriate to their age. The Hirer must ensure First Aid is available in terms of both skills and resources particularly if children are attending.
- 4.5 The School reserves the right to terminate booking if the above requirements are not met.

5. Charges

- 5.1 A schedule of charges will be reviewed by the Finance Sub Committee annually by April for the following academic year, setting a market rate for the facilities let.
- 5.2 Information on remissions, discounts and no-charge lettings will be made available to the user before confirmation of booking.
- 5.3 Payment will be in advance where possible and "on the day" at the latest for one-off bookings. This may include a damage deposit for all new users.
- 5.4 Payments for multi-lets will be on a termly basis, payable by half-termly amounts, in advance, during the term when the lettings occur.
- 5.5 The School Finance Manager may decide after consultation with the Head Teacher that a letting is not cost-effective and decline the request.
- 5.6 Charges will include, where appropriate, the full cost of staff availability and where possible, equipment maintenance. This sum is to be specified in advance, where possible.

6 Specialist Activities

- 6.1 Where specialist activities with a higher than normal risk of injury, damage or loss are to take place, the hirer must, before booking can be confirmed, assure Governors that:
- a) Those in charge are suitably qualified
 - b) The correct equipment is being used
 - c) All appropriate guidelines, codes of practice (statutory or otherwise) are being observed.
 - d) The hirer has insurance which will reimburse the School for any damage or loss resulting from their activities.

7. Public Entertainment

- 7.1 All public entertainment must be overseen by a manager, nominated by the hirer, a responsible person 21 years of age or more, who shall be on the premises at all times whilst the entertainment is in progress.
- 7.2 It is important that all managers of events open to the public (whether for a fee or not) are familiar with the conditions of the licence granted to the School in respect of the above.
- 7.3. In particular, regulations with regard to maximum numbers and fire arrangements must be complied with.
- 7.4 It is the responsibility of the manager of the event to ensure adequate numbers of attendants and good order during the event.

8. General

- 8.1 Smoking is not allowed on the School premises including the playgrounds and playing field under any circumstances.
- 8.2 The Governors reserve the right to refuse any booking without stating a reason.

BATH & NORTH EAST SOMERSET COUNCIL

REGULATIONS AND CONDITIONS FOR LETTINGS

GENERAL

1. These regulations apply for the letting of premises and grounds at Midsomer Norton Primary School. In the case of the use of Education Authority's premises by the Act of Parliament these regulations apply so far as they are not inconsistent with the provisions of the Act concerned.
2. In these regulations Governing Body means the Governing Body of Midsomer Norton Primary School.

Procedure

3. All applications must be on the prescribed form and must be completed in full as required. Failure to do so may result in the application not being approved. The person signing the application form will be considered the hirer.
4. All applications must be made not less than twenty-one days before the proposed date of use. Where the proposed date of use fall within a School holiday, the application must be submitted not less than twenty one days before the commencement of the holiday period. Applications for the use of the playing fields for fetes should be submitted not less than two months before the proposed date of use.
5. Applications will only be accepted for a maximum period of one year between the first day of April of one year and the last day of March of the following year.
6. The hirer must personally sign the application form and may not assign or sub-let the premises of grounds hired.
7. All lettings must be approved by the Governing Body who retain the authority to make the final decision on the approval or cancellation of any letting This power is devolved to the Head Teacher for day to day decisions.
8. The Governing Body may cancel any letting at any time, but either the fee paid will be refunded or an alternative date offered, except

in the case of misconduct.

9. No letting shall be considered approved or any charge confirmed until done so in writing by the Governing Body.
10. No person or persons shall use premises or grounds covered by these regulations without a current approved application form. Any person or persons knowingly acts in contravention of this regulation will be charged at the appropriate rate and refused permission to use any of the facilities in the future.
11. The Governing Body reserves the right to impose special conditions in respect of any letting, series of lettings or class of letting in order to protect its employees or property.
12. Hirers should acquaint themselves with the Fire Safety Regulations and procedures relating to the premises in use, and should note that smoking is not permitted on the School Premises.

CHARGES

13. All charges must be paid in advance on the date and by the method required by the Governing Body.
14. Charges will be made at rates that will be determined from time to time by the Governing Body and shall be liable to change without prior notification to the hirer. In cases where the incorrect charge has been quoted, the Governing Body reserves the right to change the correct rate, although the hirer may consider the letting cancelled in accordance with Regulation 8.
15. The Governing Body does not undertake to refund any charge on cancellation of a booking by the hirer, unless twenty-one days written notice of the cancellation has been given in writing by the Governing Body.

HIRE OF PREMISES

16. The hirer shall ensure that there is a responsible adult present and able to supervise at all times during the letting.
17. The hirer is required to pay the Governing Body the cost of making good any damage to property which may be the result of a letting. the hirer will be responsible for reimbursing the Governing Body for any additional costs incurred in cleaning the premises or cleaning the grounds after a letting.

18. No desks, fixed furniture or equipment that may be in the accommodation hired shall be used or interfered with, without the prior approval of the Governing Body. Standing on seats, furniture, window sills etc is not permitted. Fittings, fixtures or decorations of any kind shall not be permitted, other than purely temporary arrangements which require no permanent fixings and which would not damage or disfigure any part of the premises.
19. Chalk, resin or polishing materials may not be used on floors.
20. The electrical and mechanical installations of the premises are not to be supplemented or altered, nor is any specialist equipment such as public address systems to be installed by the hirer, except with the express approval of the Governing Body.

CATERING FACILITIES

Separate charges are made for use of School catering facilities in addition to those set out for use of accommodation in the Schedule of Charges. Where the accommodation hired includes School catering facilities, the following special conditions must be observed.

- ~~a) A member of the School catering staff must be present while the catering facilities are being used and the requirement of that member of staff must be obeyed.~~
- b) There must be no smoking in any kitchen or by any person handling food or catering equipment.
- c) School tea cloths must not be used
- d) The kitchen and all equipment must be left as clean as it is found
- e) School crockery and cutlery must not be used except by special permission of the Client Group Officer (School Meals)
- f) Tables must be covered before use and washed after use
- g) Any other special condition imposed by the Client Group Officer (School Meals)

LEGAL REQUIREMENTS

1. The hirer shall comply with the legal requirements concerning consumption of intoxicating liquor, music, singing and dancing licences, theatre licences and copyright. The hirer shall be fully responsible for obtaining any licences or any other permissions required, always providing that no such application shall be made without prior approval of the Governing Body.

2. The hirer shall comply with Section 12 of the Children and Young Persons Act 1933, that is to say where any play or entertainment is provided at which the majority of the persons attending are children, then if the number exceeds 100 it shall be the duty of the hirer to station and to keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the building or any part of it that can be safely accommodated there and to control the movement of the children and other persons admitted while entering and leaving the building and to take all other reasonable precautions for the safety of children.
3. The hirer will to the best of his/her endeavours ensure that the requirements of the Race Relations Act 1976 (in particular the need to promote good relations between persons of different racial groups be observed at all times throughout the letting.
4. The hirer is specifically forbidden to use, or allow the use of the hired premises or grounds for any illegal or immoral purpose and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.
5. The governing body controls the use of school premises both within and outside of school hours and has a duty to safeguard children and young people using the premises. Where services or activities are provided for children and young people by another body hiring school premises, the Governing Body will receive a copy of that organisations policy and the body concerned will give assurances that it has procedures in place in regard to safeguarding children and child protection.

Appendix A

SCHOOL LETTING FORM

Letting Fees for the financial year 2016/17

Area	Weekdays (5-10pm)	<i>Please tick</i>	Weekends (per half day)	<i>Please tick</i>
Main Hall	£68.25		£110.25	
Extra charge for servery	£21.00		£21.00	
Classroom (per room)	£26.25		£42.00	
School field	£31.50		£52.50	
Use of changing rooms (payable if field only is booked)	£10.50		£21.00	
Meeting room	£26.25		£42.00	

Please note the following:

- Additional charges may be incurred if additional key holders are required for a booking
- Laptops with wifi access are available - please enquiry for more details and cost
- Discounts are available for some community groups/registered charities and for bulk bookings

All prices are quoted exclusive of VAT which is usually chargeable

Organisation			
Name of organiser/contact			
Phone numbers			
Address of contact			
Registered charity, Voluntary, LEA Funded, private individual or group			
Register charity number (if applicable)			
Purpose of hire			
Date/s of hire			
Time of access		Time of departure	

Please complete 2 copies of this form. Return one to the school and keep one for your own records. Cheques should be made payable to B&NES (not the school) please, and should be paid in advance of the event.

I/we confirm that we have received and will comply with B&NES regulations & conditions for lettings and the School Lettings Policy. **Note** additional charges may be incurred if additional key holders are required for a booking.

Applicants signature..... Date.....

Authorised by..... Head Teacher