



St Andrews C of E Primary School

LETTINGS POLICY

Status:	Current
Responsibility:	Finance and Physical Resources Committee
Date of Next Review:	June 2022
Date of Approval by Local Governing Body:	29 June 2021

1 Rationale

St Andrews C of E Primary School regards the school buildings and grounds as a community asset and aims to make every reasonable effort to enable access for the local community whilst ensuring priority use for educational purposes of the school in order to support the school in providing the best education for its students.

This policy must be read in conjunction with the following:

Accessibility Policy
Behaviour Policy
Child Protection & Safeguarding Policy
Health & Safety Policy

2 Roles and Responsibilities

The Local Governing Body

The Local Governing Body has overall responsibility for all lettings that take place on the school site.

The Local Governing Body satisfies itself that the appropriate procedures, risk assessments and control measures are in place and that the documented guidance notes are being followed.

The Headteacher

The Headteacher is delegated by the Local Governing body to approve all lettings, both regular and occasional.

The Headteacher should be satisfied with the purpose and planning for each letting and is required to give approval for any letting that takes place during the school day.

Where issues of ethics, values or morals arise regarding a proposed letting the Headteacher will liaise with the Local Governing Body prior to a confirmed booking being taken for the letting.

The Lettings Co-ordinator

The Lettings Co-Ordinator is delegated responsibility by the Headteacher.

The Lettings Co-Ordinator ensures that all lettings follow the correct procedures. They will liaise with the Headteacher and make recommendations. They will monitor any required written risk assessments to ensure good practice. In addition, the Lettings Co-Ordinator will:

- Support the Admin Assistant in identifying the purpose and requirements for each letting and agreeing delivery of these with the Caretaker e.g. licences/risk assessments/access
- Will ensure that capacities for lettings are confirmed with the Trust Health and Safety Manager.
- Ensure that the Admin Assistant gives a copy of the schools Terms and Conditions of usage to the hirer prior to confirmation of the booking.
- Ensure that the Office Manager has established that Disclosure and Barring Service checks are in place where necessary.

- Pass lettings forms to the Finance Assistant/ Academy Business Leader to enable production of invoices
- Review and regularly monitor practices and procedures and compile data to ensure equitability and inclusion

(Prior to appointment of the Assistant Academy Business Leader the staff indicated are delegated responsibility by the Headteacher but can seek support from the Academy Business Leader if required.)

The Residential Caretaker

- Ensure the security of the school premises and buildings before, during and after any lettings outside of school hours.
- Ensure all hirers are made aware of the location of first aid boxes, fire alarms/equipment, fire exits, telephone for 999 contact and general safety guidelines.
- Ensure a member of the premises team, or the Academy Business Leader, is contactable in the event of emergencies for the duration of the letting and ensure proper procedures are in place to be followed in an emergency.
- Keep records and make reports of accidents and 'near accidents' in line with school reporting procedures.

The Hirer

The hirer must ensure all terms and conditions, as laid out in "Terms and Conditions for Use of the School Premises", are adhered to throughout the duration of the letting.

The hirer is responsible for payment of any charges related to the letting upon receipt of invoice, or as negotiated.

The hirer has overall responsibility for the control and leadership of events and people throughout the duration of the letting period.

The hirer is responsible for completing a thorough risk assessment for all activities, including emergency evacuations. A COVID policy should be submitted and approved.

The hirer will familiarise themselves with the published advice and guidance to ensure good practice and compliance with necessary regulations

3 Additional notes for lettings

- 3.1. In order to plan for a letting the Lettings Co-ordinator and other relevant staff should be involved in discussing plans at an early stage. All regular lettings that have been approved will be reviewed on a termly basis. **No financial commitment should be entered into until all relevant approvals have been achieved.**
- 3.2. **'Application for the use of school premises' Form** This form must be completed by the hirer and approved by the Lettings Co-ordinator for each letting, in consultation with the Headteacher where appropriate (Appendix A).
- 3.3. **Lettings Approval letter'** This must be completed by the Lettings Administrator for all lettings that have been agreed to by the Headteacher and other appropriate individuals. This letter is to be sent to the hirer as confirmation of the letting. (Appendix B)
- 3.4. **Charges.** Payments made for lettings will be calculated from the lettings charges price list that is reviewed and approved by Governors on an annual basis (Appendix D). Charges will take into account all overheads e.g. heating, lighting, staffing, maintenance etc. It is at the Headteachers discretion to waive charges, to charge at cost or to charge as a source of raising income.

3.5. **Risk assessments** These may be required for lettings.

Risk assessments for each room or grounds let will be made available on request to the hirer. Risk assessments may include generic risks, event specific risks and on-going risks. For lettings that take place whilst children are on the school premises, the risk assessment should also make provision to ensure a safe environment for children in line with the school's Child Protection Policy.

Hirers will be asked to complete and be ready to present, on request, their own risk assessment documents for the activities undertaken during the letting.

The Lettings Co-ordinator has responsibility for requesting and checking any risk assessments undertaken by hirers. The Lettings Co-ordinator is also responsible for undertaking a risk assessment where a letting may have a significant impact on the school or its students and staff.

3.6. **Alcohol** may only be brought onto the school premises with the Headteachers approval. This must be obtained in advance of the letting by submitting a written request to the Headteacher. Where a licence for the sale of alcohol is necessary, this is sole responsibility of the hirer and must be produced in advance of the letting.

3.7. **Timing** Lettings will only extend after 10pm as an exception, and with permission of the Head Teacher. At the weekend this rule applies to hours outside 8am to 6pm on Saturdays, and 9am to 5pm on Sundays. The site will only be available if the school is able to facilitate appropriate secure opening and closing.

3.8. **Auditing** In respect of all charges the school will maintain the following records which are subject to audit:

- i) Sales Ledger
- ii) Application for the Use of School Premises Form.
- iii) Lettings Approval Letter
- iv) Caretaker's Record of Hirings

3.9. **Safeguarding** Where the letting activity involves children and young people being left in the care of the hirer, it is the hirers responsibility for ensuring that they have appropriate policies in place to safeguard children. St Andrews C of E Primary School reserves the right to see evidence of appropriate policies, including information relating to DBS checks.

3.10 **All lettings must be aligned with the school's values – Radicalisation and Extremism**

The Prevent Duty for England and Wales (2015) under section 26 of the Counter Terrorism and Security Act 2015 places a duty on education and other children's services to have due regard to the need to prevent people from being drawn into terrorism. Extremism is defined as 'as 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of 41 different faiths and beliefs'. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. As part of our risk assessment for the hiring of premises we may include, due diligence checks for private hire of facilities and other issues specific to the school's profile, community and philosophy.



Application for the Use of the School Premises. Please complete this form using BLOCK CAPITALS.

This application must be submitted to the school 21 days in advance for an occasional letting, or one term in advance for a regular letting.

Name of Organisation			
Your Surname			
Your Forename(s)			
Your Address			
		Postcode	
Mobile telephone number		Home telephone number	
Work telephone number		Email address	

Will you be present during the event(s)? Yes No If no please give details about the person responsible during the event: Name: _____

Address: _____ Telephone no: _____

Please provide details of the event you wish to use the facilities for _____

Please tick the facilities you wish to hire;

Main Hall Dining Hall Playing Field
Classroom Netball Court Other*

*Please specify: _____

Single event booking

Date required		Time from*		Time to*	
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Multiple/reoccurring booking

Every		Time from*		Time to*	
Date event commencing from				Final event date*	
Any other information e.g. dates not required					

*Your letting start and end times should include any set-up/clear up time and not just participant arrival time

I hereby agree to abide by the terms and conditions set out overleaf and agree to provide necessary supporting documents/evidence as required

Public Liability Insurance Yes No Safeguarding policy Yes No

Signature:		Date:	
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I understand this is a request form and the booking is not confirmed until I have received confirmation from the School.

Following approval of letting by the school you will receive an invoice to be paid before commencement of letting.



Terms and Conditions for Use of the School Premises

1. In the event of a cancellation or any variation to the booking a minimum of two weeks' notice is required. Any cancellation or variation to the booking of less than two weeks will attract a cancellation fee or the hire charge at the full rate.
2. Payment is required at least 7 days prior to the booked date (unless separate arrangements have been made) – payment can be made by cheque to St Andrew's Primary School or by BACS to Lloyds Bank sort code: 30-99-09 account number 39174068 quoting your name and invoice number. No shows will be charged in full and no refunds will be given.
3. The School Management and Governing Body reserve the right to terminate this agreement should charges not be settled within the agreed terms.
4. The hirer shall pay to the school the cost of repair or replacement resulting from any loss or damage arising from the hiring however caused or of whatever nature to the school premises and all equipment or property thereon (whether provided by the school or any other body or person). *Hirers shall ensure they have a policy of insurance to cover such liability up to at least £5 million* (amount as advised by the school's insurers) and shall provide a copy of the policy for school records.
5. Alcohol may only be brought onto the school premises with the Headteachers approval. This must be obtained in advanced of the letting by submitting a written request to the Headteacher. Where a licence for the sale of alcohol is necessary, this is the sole responsibility of the hirer and must be produced in advance of the letting.
6. The hirer will be greeted on arrival by the duty caretaker and be shown to the area/facilities that the hirer has booked. Hirer should not enter any other parts of the school and will have access only to the particular room(s) let to them, including where it is practicable the use of a cloakroom and toilet accommodation.
7. The hirer may be on site up to 15 minutes before or after the agreed time of the booking. Any time on site in addition to this will incur additional charges.
8. The duty caretaker will not always remain on site unless separate arrangements have been agreed and should only be contacted in an emergency.
9. If in attendance, the school's caretaking staff will give reasonable assistance, within the terms of their employment, to hirers. Where the hirer provides additional personnel to prepare for a letting, these personnel shall be subject to the general direction and control of the caretaking staff
10. The facility will be left clean and in good order and will be vacated no later than the time booked. The school reserves the right to charge the hirer if any additional costs incurred due to the late vacation of premises or if premises not left in a satisfactory condition for use by the School.
11. Food and drink may only be consumed in areas agreed in advance when booking. In certain areas of the school food and drink is forbidden.
12. The hirer is responsible for completing a thorough risk assessment for all activities, including emergency evacuations.
13. The hirer must agree to follow the school emergency evacuation procedures and to maintain an accurate list of event participants to use in event of an emergency.
14. The hirer must not sub-let to another party.
15. The hirer must not facilitate access to the school premises for any person who is not associated with the hirer's group or club.
16. Hirers must remain on site until the caretaker returns to lock the premises at the end of the time stated on the booking form.
17. No preparations or fixings are to be applied to the floor, walls, doors or windows or to any of the equipment made available by the School.
18. The use of dry ice and pyrotechnics is not permitted as these will activate the fire alarm.
19. Electrical and technical equipment must not be used without prior arrangement with the school. This includes the use of the integral sound and lighting systems, projector and screen in the studio and sports equipment. Use of electrical and technical equipment may incur an additional cost
20. Seating accommodation in the room booked may be used, but the hirer must make their own arrangements for any additional chairs, tables etc required for the letting, and for removing them before the School re-opens on the following day.
21. In the case of lettings for music, singing, dancing or stage plays, the entertainment must be for a closed organisation such as a society or club or by invitation only. Note: All other entertainments are classified as public. Any proposals to use the School for a public entertainment must be discussed with the School's Bursar.

22. There must be no infringement of copyright, and in the case of musical entertainment the requirements of the Performing Right Society must be fulfilled.
23. Before approving any letting for the exhibition of pictures involving the use of films or television, enquiries should be made to the Bursar as to whether the exhibition is exempted from, or requires, a licence under the provisions of the Cinemas Act 1985 or any statutory modifications thereof.
24. The hirer must not use the premises in a manner which is likely to cause disturbance e.g. noise or distress to any other hirer, staff or students of the School or to the occupiers of properties neighbouring the School.
25. The School operates a No Smoking Policy on site and the hirer shall ensure that this Policy is observed by all persons associated with the group/club.
26. The School does not accept any responsibility for the loss or damage to any goods, cars or personal effects belonging to the hirer or members of their organisation, association, clubs, etc.
27. Any dispute on the use of school facilities or school equipment out of normal school hours shall be settled by the School Management or Governing Body.
28. The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. The school require that all hirers involving groups/events working with children provide evidence that appropriate safeguarding measures are in place. The school reserves the right to remove from site any persons whom the school has concerns relating to their conduct.
29. The school reserves the right to see the hirers risk assessment policy and/or risk assessment procedures for the event for which the hiring of venue has been booked.
30. Power of Revocation
 - (a) The Governors reserve the right to revoke without notice any contract for the hire of the school premises.
 - (b) The School Management and Governing Body reserve the right to terminate this agreement should charges not be settled in accordance with Clause 2 above.
 - (c) The Governors, or any employee of the school so authorised, are empowered to withdraw, without notice, permission to use school playing fields when such playing fields are unfit for use.
 - (d) The School reserves the right to cancel the hiring of premises, should the school require the premises for educational or local government purposes or in order that maintenance tasks can be undertaken. Every effort will be made to give at least one week's notice of such a cancellation. On termination of the hiring under this condition the school shall return to the hirer any money paid. The school shall not, however, be under any liability for any loss incurred by the cancellation.
31. A COVID policy should be submitted and approved

Dear [contact name]

Thank you for submitting your Application for the Use of the School Premises form to us.

We're pleased to say the area you've requested is free on the date(s) and time(s) of your request and we'd be happy to grant a non-exclusive license to you to use the area for the purpose set out in your request form, subject to the terms and conditions already provided to you.

Based on the length of time and area requested, the full amount for the hire will be [insert amount]. You can pay us by [insert payment method(s) and details here]. We request full payment of the fee by [insert date]. We'll also require you to submit to us proof of your public liability insurance.

If there is any other paperwork you require to see when someone hires the premises, add it to the above paragraph.

We've provided with this confirmation details of FIRE PREVENTION AND EMERGENCY EVACUATION PROCEDURES. Please make sure you're familiar with these before the date of hire. On arrival at your first booking date staff will show you to the areas you have booked and ensure you have understood and signed this form.

If there are any other documents you want to submit and make sure the hirer is familiar with, add them to the above paragraph.

You can contact admin@standrews-primary.surrey.sch.uk with any questions about hiring the premises.

We look forward to welcoming you to our facilities.

Kind regards,

[staff member]

FIRE PREVENTION AND EMERGENCY EVACUATION PROCEDURES FOR LETTINGS

Reasons for the fire routine

- To prevent fire
- To ensure that an alarm is raised quickly
- To deal with an evacuation of the premises
- To ensure that the Emergency Services are called to all incidents with the least possible delay.

Prevention of fire

In order to prevent fire, common sense attitudes to fire risk are required. Common causes of fire are often the misuse of electrical equipment and the lack of adequate precautions when using naked flames.

- A safety check when using electrical appliances and naked flames must be part of an operating routine (advance permission to use any form of naked flame should be sought from the school at the time of booking).
- Always turn off gas and electrical appliances after use. Keep fire doors closed.

Please note:

- The fire doors in the corridors have been fitted with magnetic restraints which release them into the closed position when the alarm is triggered.
- All fire doors are clearly marked and include some classroom doors **Fire Procedures**

It is the responsibility of the hirer to ensure the following instructions are brought to the **attention of everyone using these premises in connection with your function**. The fire precautions and drill must be adhered to by all persons using any area of St Andrews Primary School.

The hirer must nominate one person to act as Evacuation Warden for any room(s) being used.

Assembly area is: Car Park Front of School

The first priority is to evacuate the building. Do not use firefighting equipment unless you have received training to do so. **If you discover a fire**

- Immediately you discover a fire or one is reported to you, you should sound the alarm using the nearest Fire Alarm call point
- The alarm is automatically linked to the emergency services.
- Assist in the orderly evacuation of the building
- Meet the Fire Brigade on arrival and report location of fire and evacuation situation (i.e. any unaccounted persons from role). **Emergency Evacuation of the Building**

On hearing the Fire Alarm

- Close all doors and windows
- Any appliances in use are switched off
- Leave the building, using the nearest available emergency exit and report to the assembly point.
- Do not delay to collect personal belongings
- Do not re-enter the building until advised by the Fire Crew that it is safe to do so
- Any missing persons will be identified by person representing hirer and the fire crew notified

St Andrews C of E Primary School

FIRE PREVENTION AND EMERGENCY EVACUATION PROCEDURES

As a Hirer of the premises at St Andrews C of E Primary School I agree that I have read and understood the emergency procedures and will ensure that a responsible person representing the hirer will

- be familiar with the layout of the building escape routes, fire alarms, firefighting equipment, and the arrangements for emergency assembly area.
- be aware of the position of telephones for emergency use and note the recommendation to keep a personal mobile telephone to hand
- ensure that an accurate list of those present is available as a roll call in case of fire • ensure escape routes are unlocked and unobstructed internally and externally and that all doors are easily and immediately operable from the inside
- ensure the maximum permitted number to be admitted is not exceeded
- explain the emergency procedures to all users of premises in connection with letting
- raise the alarm if fire is suspected and
- call the Emergency Services if fire is suspected

Name of person representing hirer:

Signature of person representing hirer:

Lettings Charges September 2021 – August 2022

Hourly charges for classrooms and halls - revised June 21

Regular users:	Hall	Classroom
	£ 13.00	£ 7.00
Casual community users:	Hall	Classroom
Summer Term	£ 13.00	£ 7.00
Autumn/Spring Terms	£ 22.00	£ 11.00
Casual business users:	Hall	Classroom
Summer Term	£ 15.00	£ 8.00
Autumn/Spring Terms	£ 24.00	£ 12.00
Pitch/Field Hire community users:	Per Hr	
	£ 15.00	
Pitch/Field Hire business users: (Includes access to the changing rooms if fully cleaned by hirer)	Per Hr	Per Day
	£ 40.00	£ 100.00
Tennis Court community users:	Per Hr	
	£ 10.00	
Tennis Court business users:	per Hr	
	£ 15.00	

Hirers will have to cover the cost to the school under the SCC negotiated Caretakers agreement where lettings fall outside contracted working hours e.g. after 6pm on weekdays, at weekends, or during periods of caretaker's annual leave

Price varies dependent on day and hours and will be notified on application

Where exceeding 30 users, occupancy levels must be confirmed with the Trust H&S Manager