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Lettings Policy

2024 – 2025

To be used in conjunction with:

- Lettings Charges
- Lettings Terms & Conditions

Reviewer:	Business Manager
Review date:	F&P 09 May 2024
Approved:	May 2024
Next review:	May 2025

Aim

This policy ensures that a fair agreement is in place between the school and the hirer with terms and conditions laid down in writing to which both may refer. It also enables Senior Managers, with the Trustee Body, to regulate the use of school premises outside the school day. The day-to-day management of the lettings of the school premises is the responsibility of the Site Manager who is accountable to the Head Teacher. A letting agreement enables Senior Managers, with the Trustee Body, to regulate and determine to whom the premises will be let. Terms and conditions of use of school premises ensure:

- That specialised facilities are used correctly.
- That each hirer obtains the full benefit of their period of hire.
- That fair notice is given by both parties of the cancellation of the hire.
- That the intention of the hirer in booking the facilities is firm and by contract agreement.
- That the school personnel will be available to facilitate the conditions of the hire.
- That health and safety regulations are understood and in place.
- That local, legal and school regulations and restrictions are understood and adhered to.

Procedure for arranging hire

The hirer is required to confirm agreement to the lettings terms and conditions upon booking through the School Hire website. The hirer will be provided with a copy of the terms and conditions of hire, together with the Health & Safety Guidance Leaflet, the relevant Community User's risk assessment, the school's Health & Safety, Child Protection and Safeguarding Policies and, for un-constituted lets, a summary of the School's 3rd Party Hirer's insurance policy.

Organisations submitting a hire request involving working with children will submit a copy of their current Health & Safety, Child Protection and Safeguarding Policy/ies to the school and present their DBS certificates (for all adults who will be working with children) to the school for checking. They will also be required to confirm they have read and understood the school's Health & Safety, Child Protection and Safeguarding policies (available from the Letting's Assistant and on the school's website). Failure to comply with Safeguarding requirements will lead to termination of the hiring agreement.

The hirer is required to provide proof of a public liability insurance policy. For low-risk activities e.g. adult evening class, a minimum of £2 million public liability indemnity is required. High risk activities require at least £5 million indemnity e.g. gymnastics class.

Site Manager

The Site Manager on duty will be informed of the exact extent of the facilities authorised for use by the hirer and the approved time of use. The Site Manager on duty will provide whatever assistance is required, ensure security of the premises throughout the period of the hire, be available for emergencies and provide the hirer with cleaning utensils. Self-let users (key clients only) are given the Site Team emergency contact numbers, in case of any difficulties. The premises hired must be left clean and tidy. The Site Manager on duty will be paid for half an hour for unlocking and locking of premises at the beginning and end of lettings (where this is outside contractual hours).

Charges for using school facilities

The school premises may be hired for community and private use out of school hours at a scale of charges set by the Trustee Body and reviewed annually.

The premises can only be hired out provided the full costs of doing so are met by the total income arising from the letting.