



WOOD END  
INFANT SCHOOL

## Non - Statutory Policy

# *Lettings Policy*

Committee with oversight for this policy – Resources	
Policy to be signed off by the Full Governing Body	
Policy last reviewed by the Resources Committee	12/03/2018
Policy last ratified and adopted by Full Governing Body	12/03/2018
Policy / Document due for review	03/2021

Matt Jeatt  
Chair of Governors  
12/03/2018

# **Lettings Policy**

## **INTRODUCTION**

Wood End Infant School aims to raise income and support the community and private organisations by letting the school premises for appropriate activities that are carried out under the supervision of suitably trained people. Where there is a conflict between a letting and a school event, the school event will always take priority.

## **AIM OF LETTINGS POLICY**

The School understands that its facilities, building and grounds can be a valuable asset to the community and wishes, where appropriate, to make them available to groups, organisations and individuals. Its aim is to raise and invest any funds wisely in order to improve provision for the children that attend the school.

## **SCOPE**

This policy covers all hire activities on the school premises and applies to all those attending such activities, whether or not they are pupils at the school. There are currently three main categories:

### **Categories**

1. School use – Team Wood End Parent Staff Association or staff running extracurricular activities. There is no charge for this form of school usage.
2. Community use – educational or well-being activities that are led by the local authority or community and not-for-profit organisations. These activities will be charged at a discounted rate.
3. Private or commercial use – activities that normally take place outside school hours and that cover lettings such as privately organised activities.

## **WOOD END INFANT SCHOOL - TERMS AND CONDITIONS OF HIRE**

### **Procedures**

1. Complete a Hire Form (Appendix 2) and submit to the school office, it may be necessary to meet with the Headteacher or School Business Manager.
2. The routine of the school must not be disrupted. In many cases, the school will use its discretion to decide the most appropriate time for lettings to commence and cease.
3. Every effort must be made by the hirer to protect school property, displays or anything else that is in the area of the let. Damage to any property will be charged directly to the hirer.
4. Any let must be agreed by the Headteacher to ensure it is practical.
5. The final decision to let the school rests with the Headteacher. The organisation of lets is an operational matter although their occurrence should be in line with the strategic aims of the school.
6. Governors will be notified of lettings periodically.
7. The hirer will be responsible for ensuring that good order is kept for the duration of the letting and until such time as the premises are vacated.
8. The hiring form includes a clause making the hirer responsible for any damage willful or accidental or any theft. (The school's insurance will cover any major structural damage). A returnable deposit will be asked for and will be used to contribute towards the cost of damage repair/replacement should any be necessary. A breakdown of charges and deposits can be found in Appendix 1.

9. Lettings are charged on the basis of the level of space / services used. Charges are levied on the time the building is open, not the duration of the let. This allows an adequate level of time for cleaning and security checks.
10. The person signing the form shall be an officer of the hiring organisation and shall be deemed to be the hirer and the person responsible for ensuring that the hiring conditions are complied with, if the school accepts the application.
11. Every application must state the exact nature and purpose of the meeting for which the premises is required; failure to correctly identify the nature and purpose of the meeting may result in access being denied, or hiring terminated early.
12. The hirer must ensure that the number of people using the premises does not exceed that for which the application was made and approval given.
13. No hirer shall sub-let the premises to another party.
14. Hirers will have access only to the particular room(s) let to them. The use of the W.C. accommodation will be made available. No access will be permitted to other parts of the building other than those specifically hired.
15. There will be no access to the telephone except for an emergency. All calls will be charged for. Hirers must provide a mobile telephone number so that contact can be made with the hirer.
16. No announcement or advertisement shall be made as to the proposed event or activity for which a hiring is requested until the application for such hiring has been accepted by the Headteacher.
17. Full payments of agreed price including the deposit must be made at least 14 days prior to the date of each hire.
18. These lettings are managed by the School Business Manager and overseen by the Site Manager.

### **Health & Safety**

19. Alcohol is not permitted on site.
20. Smoking is not permitted on the premises; this includes all outdoor areas
21. Hazardous substances/materials must not be used on the site, this includes but is not limited to fireworks.
22. Good Neighbour Clause - Our school is situated in a residential area and as such we must adhere to being good neighbours.
  - Loud music/noise must be kept to minimum and should not be heard from the premises at the school perimeter
  - All outside activities must be curtailed by 6pm at the weekend/bank holidays and by 9pm on weekdays.
  - The hirer must take responsibility for the clearance of litter and other such waste.
23. The kitchen may be used for the preparation of food and drinks. However, the cooking equipment must not be used.
24. The premises must be left in good order and vacated no later than the time booked. A charge will be levied for any time used over and above that booked. Money may be deducted from the deposit should a letting run overtime.

25. No animals or livestock may be brought onto the premises without prior written permission from the Headteacher. Governors reserve the right to cancel a letting if the premises are closed or required for official purposes.
26. The views of the school expressed by a member of school staff or governors will be final with regard to Health and Safety issues.
27. The hirer must ensure that all gangways, passages and exits are kept clear. The hirer must also provide adequate supervision to maintain good order and conduct. The following must also be adhered to:
  - There must not be any obstructions in hallways or exits. Emergency exits must be clear at all times.
  - Fire-fighting apparatus shall be kept in its proper place and only used for the intended purpose.
  - The fire brigade will be called out to any outbreak of fire and reported to the Headteacher and Site Manager.
  - The hirer will be made aware of the procedure for evacuation, escape route, assembly points and be familiar with the equipment for firefighting.
  - The hirer is responsible for ensuring all in attendance are aware of the above.
28. Hirers must provide their own First Aid kit and keep a log of any accidents.
29. All external (those not connected to Wood End Infant School, either as a member of staff, parent/carer of pupil attending Wood End Infants or member of the Governing Body) hirers hiring the building for an activity where children will be present need to provide the school with a copy of their Child Protection Policy, for approval by the school, as a condition of hire or agree to comply with the School's Child Protection Policy.
30. On application, commercial hirers will be required to produce a fire exit plan that satisfies the school's requirements.
31. The school Health & Safety Policy must be adhered to at all times, please see Appendix 3.

### **Equipment**

32. No preparations are to be applied to the floor or paintwork.
33. Use of equipment which may cause damage to the floors is forbidden.
34. No equipment or furniture other than that provided may be used or left on the premises without written prior authorisation from the Headteacher. The hirer will be required to ensure that any item of furniture used during the hire is returned to its original position in its original condition prior to leaving the premises.

### **Cancellation**

35. For ad hoc lets 7 days' notice of cancellation (in writing) by the hirer must be given. Deposits will not be refunded on cancellations of less than 7 days. Where block bookings have been made on a termly basis, the school requires at least 8 weeks' written warning of the cessation of the contract (not including school holidays). The school would in turn give the same notice to the hirer. If the hirer requires a longer period of notice by the school, then the school would require identical notice from the hirer.

### **Insurance**

36. The school does not hold insurance to cover loss or damage to hirer's property which is stored, kept or brought on to these premises. It is up to the hirer to take out such insurance.

## Appendix 1

### Charges per hour

	<b>Community</b>	<b>Commercial</b>	<b>Capacity</b>
<b>Hall</b>	£40.00	£50.00	120 adults or children
<b>Playground &amp; Field</b>	£30.00	£40.00	400 adults or children
<b>Car Park*</b>	£20.00	£30.00	

\*no access to building or facilities

<b>One off Deposit</b>	<b>£50.00</b>	<b>£100.00</b>	
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**Booking Form**

**Wood End Infant School Hall & Ground Booking Form**



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Please note:

1. The booking form should be returned to the school office at least 7 days in advance of hiring and should be accompanied by full payment (including deposit).
2. For block bookings full payment should be received for all sessions being booked.
3. Applicants are advised not to make any arrangements regarding their booking until they receive confirmation that the application has been accepted.
4. Seven days' notice must be given in writing to cancel a booking or charges will apply.
5. Cheques should be made payable to 'Wood End Infant School'

<b>Name:</b> Hiring organisation / individual	
<b>Address of contact person:</b>	
<b>Phone number:</b>	
<b>Email address:</b>	
<b>Purpose of Hire:</b>	<b>Number or people in attendance:</b>
<b>Date of Hire:</b>	<b>Location required:</b>
<b>Times required:</b>	<b>Date of application:</b>

**Hire Agreement:**

I have read and agree to the terms and conditions of hire

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

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

**Booking Approval**

The Headteacher of Wood End Infant School approves the hire.

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

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

**Appendix 3:**

School Health & Safety Policy