



Gosford Park Primary School

Booking & Lettings Policy

<u>Review Programme:</u>	Annually
Ratified by Governors at:	Full Governor Meeting on 30 th March 2022
Signed – Headteacher:	<i>L. Allen</i>

TERMS AND CONDITIONS

The policy of the Governors is that the school should seek to maximise income generated through the promotion and hiring of facilities. The Governors are committed to a community development programme, which includes access to school facilities by the community in its broadest sense, i.e. staff, parents, pupils, local residents and groups, school linked organisations.

The school will be responsible for the management and administration of the letting of the premises and the grounds, subject to:-

- The City Council's right to issue directions over the use of school premises

Governors have agreed that it shall be left to the discretion of the head as to whether a letting will be granted. Opening and closing of the building will be undertaken by the SSO, or his substitute, in the case of illness or holidays. The premises will be available for lettings from Monday to Friday evening inclusive and during the daytime at weekends, when **not** required by the school.

The delegated budget should not subsidise the costs of letting. It is the policy of the school to ensure that the cost of credit/bad debt be kept to a minimum commensurate with the nature of the business by frequent monitoring and (in accordance with the Councils Financial Regulations, specified within the LMS scheme). Payments should be made in advance unless prior written permission obtained.

The schools hiring practices should be kept under annual review to ensure that the building is economically used and hirers of a reputable character. The schools premises will not be let to any persons less than 28 years of age or to any organisations with an unlawful or extremist background, e.g. National Front or British National Party, or anybody whose aims are not consistent with those of the school.

The lettings Policy and charges must be indemnified and reviewed annually.

PROCEDURE

The arrangement for the day-to-day management and approval is delegated to the Head teacher.

Credit facilities will not be given. (Payments will be made in advance. Invoices will be issued monthly). The Head teacher will be informed where accounts have not been settled. In the event of non-payment, the hirer will be contacted and where necessary, access will be refused until payment is made in full.

Where payment is not made, the Head teacher will initiate recovery procedures/write off procedures (in accordance with City Council Finance Manual Procedure).

The authority and process for the write off debts shall be:

Up to £250	Head teacher with report to Governors
£251-£1000	Board of Governors approval
Over £1000	Board of Governors and the City Treasurer

CHARGES

Charges will be made (in accordance with recommendations made by the Education Finance Department in September annually).

A free letting will only be made at the discretion of the Head teacher and Governors.

ARRANGEMENTS FOR OPENING AND CLOSING THE SCHOOL

Site Services Officer Responsibilities

A site services officer (SSO) is expected to undertake a reasonable amount of lettings and due regard will be taken of the number of lettings the Site Officer is expected to cover.

The SSO is responsible for the opening and ensuring that the premises are in a fit state for the hirer at the authorised time and remaining there until the hirer or his

representative arrives, and for securing the premises at the conclusion of the hire period.

The hirer is responsible for setting out furniture and cleaning it away afterwards.

Other Options for opening /securing the premises

If the SSO is not able to undertake a letting, then the school can make its own arrangements to open and secure the premises.

SSO PAYMENTS

Payment – overtime or letting fee – the rules

Where the SSO is required to **remain through a letting** he is entitled to **payment of overtime** at their normal rate of pay and this will be recharged to the hirer.

Conditions of the facilities

The hirer is responsible for leaving the facilities in the same tidy condition that they found them; where any major cleaning is necessary the cost should be recharge to the hirer.

SAFEGUARDING CHILDREN

Hirers will be expected to comply with procedures to safeguard children and will complete a safeguarding DBS form annually. Where safeguarding requirements are not met, the letting will be refused.

HEALTH AND SAFETY ISSUES

Access to a telephone

It is the hirers' responsibility to bring their own mobile telephone on site every time the school facilities are hired. There is not a public telephone available in school for hirers use.

First Aid Facilities

There is no legal requirement to provide first aid facilities for hirers. The school will advise hirers of the position and it is the hirer's responsibility to make their own arrangements by bringing in a first aid kit appropriate to the activity.

Access to the premises in an emergency

Emergency services must have clear, unimpeded access and exit to the school at all times of the day and night. The school should ensure that everyone using the school site complies with this requirement.

Fire evacuation procedures and fire drills

Notices setting out the procedure to be adopted in the case of an emergency evacuation of the premises will be clearly displayed around the school. The procedure is brought to the hirers' attention at the time of the booking.

In the case of a real fire, emergency fire exits are clearly marked. Get everyone out of the building immediately and dial 999. Inform the Site Services Officer of the emergency.

For regular lettings, full fire drills will take place for all users at least once a term. The Site Services Officer will arrange this. Hirers should make available proof of Fire Marshall training.

Noise and Nuisance to Neighbours

The potential noise and nuisance factor should be carefully weighed up in lettings involving large numbers of people, sporting activities, music and late lettings. Lettings requests for sales, markets and commercial car boot sales or where extensive use is to be granted with the exception of school fund raising events.

HIRE OF EQUIPMENT

The Governors have agreed that it shall be left to the Head teacher to decide whether to allow hirers to use school equipment and whether a charge will be made. In reaching their decision, the Head teacher will consider and make arrangements for the following:

- The issue and safe return of the equipment
- Liability for damage, loss and theft
- Any specialist training required
- Safety aspects the effect of any loss or damage on school usage
- The effect of VAT where charges are made for equipment

ELECTRICAL EQUIPMENT PROVIDED BY THE HIRER

Any electrical equipment brought by the hirer onto the school site **MUST COMPLY** with the City Councils Code of Practice for Portable Electrical Equipment and hirers should provide a certificate stating this.

HIRE OF GROUNDS

Additional Considerations

The School will need to:

- Arrange for any special or additional marking of pitches or outside areas.
- Have football, hockey, rugby posts set up or removed if they are required outside the seasonal dates for such work, as agreed with the ground's maintenance contractor.

Adequate notice should be given to the grounds maintenance contractor and any charges for the work should be recharged to the hirer.

AREAS OF THE SCHOOL WHICH SHOULD NOT BE LET

School offices should not be let or hired out and should be locked during lettings in order to secure confidentiality of data. This is also to include the Head teacher's office.

Data Protection – areas where computers contain data will be locked.

USE OF THE SCHOOL KITCHEN AREAS

In view of the potential difficulties in the letting of the school kitchen, use of the kitchen will not be granted.

CONFIRMATION OF A LETTING

Right of Refusal

The Head teacher and/or Governing Body has the right to refuse an application without stating any reason and no letting should be regarded as booked until approval has been given in writing. No public announcement of a function to be held should be made until the booking has been formally confirmed.

Confirmation and payment arrangement

Once the letting has been approved, a letter of confirmation should be sent to the hirer, setting out the full details of their letting, enclosing a copy of the schools lettings policy and requesting payment by cheque or cash in advance of the booking. In the event of failure to pay the fee, the premises will not be made available. A hirers' agreement form (appendix1) and DBS form will also need to be completed before any letting takes place.



APPLICATION FOR USE OF SCHOOL PREMISES AND GROUNDS – BLOCK LETTING

GENERAL	The Letting Fee must accompany this Application Form.
CONDITIONS	<p>a) The school would prefer payment by bank transfer, please see bank details below. If you prefer to pay by cheque, please make the cheque payable to</p> <p>Account Name:</p> <p>Account Sort Code:</p> <p>Account Number:</p> <p>b) The letting is not confirmed until the fee is paid.</p> <p>c) Refunds will only be made if notice is given to the school at least 3 days before the letting is due to take place.</p> <p>d) Should you no longer wish to block rent the space please provide a minimum of two weeks' notice in writing.</p> <p>e) The school site is NO SMOKING – any smokers need to go outside of the school gate</p> <p>f) Please remove all rubbish following the rental.</p> <p>g) Free movement around the school premises is not permitted, only access is granted to the area(s) that has been booked and agreed.</p> <p>h) The Site Manager can be contacted in emergencies only. Number will be provided to hirer.</p>

**PLEASE COMPLETE/REVIEW SECTION 1 – 3 AND RETURN TO THE SCHOOL
THE BUSINESS MANAGER.**

SECTION 1: APPLICANT'S DETAILS

Name of Hirer:

Phone No:

Email Address of Hirer:

Organisation (if any):

Address of Hirer:

SECTION 2: LETTING REQUIREMENTS

Day(s) required:

Times required:

Start Date:

End Date:

Exclusion Dates (if any)

Facilities Required:

Equipment Required:

Purpose of Hire:

SECTION 3 – HIRER'S SIGNATURE

I confirm that I have received a copy of the lettings policy and a letter outlining the charges that will be made per session.

I am over 18 years of age.

I agree to have relevant public & employer's liability insurance and to give the school a copy before the letting commences.

I have a mobile telephone, trained first aiders and first aid kit on site for use in emergencies.

I will take full responsibility for the good conduct of all participants during the period of the hire.

Signature of Hirer:

Date:

SECTION 4 – SCHOOL USE ONLY

I Approve
application.

☐

I Do Not

☐

Approve this letting

The charge will be:

Authorised by: _____
School Business Manager

Date:

Date Paid: _____ Amount
Paid: _____ Receipt No: _____

Confirmation Letter sent (Date): _____ Invoice
No: _____

Refusal Letter sent (Date): _____