BISHOPS TAWTON PRIMARY SCHOOL

LETTINGS POLICY STATEMENT (Including Charges)

Adoption

The school governors at their meeting on 31.1.17 adopted the lettings policy and the scale of charges set out below:

Review Date: January 2018

Policy objectives

The governors adopt and endorse the County's Lettings Policy and recognise the principles therein, namely:

i. That the school premises represent a significant capital investment and should be fully utilised
ii. Are a valuable community resource
iii. Educational usage, education premises constitutes a natural priority
iv. That a profit margin would be welcome when derived from private or commercial usage, but are not the objective when facilitating education activity by designated users.

Priority usage

The governors have adopted the following categories of priority user:

- Statutory users
- Private users
- Community users

The governors have applied in each case that definitions identified in the Devon County Council lettings policy document BR11

Private Users are defined as groups such as dance classes that incur a charge to the participant

Community Users are defined as local groups such as scouts, music group or church

Conditions of hire/use

The governors have adopted the standard Devon County Council account of hire/use.

ADMINISTRATION OF LETTINGS USE

General
The governors recognise that it would be impossible for them to personally vet every applicant or organisation that wish to make use of the school premises. Accordingly they have delegated the authority to accept requests for hire to the Head Teacher or Chair of Governors.

Variations
No member of staff is allowed to vary the terms and conditions from which the school premises are hired, to either individuals or organisations, nor to deviate from the governors' published charging policy.

Lettings documentation
All formal hiring/use of the school's premises, including those for which no charge is made, shall be properly documented. All hirers **must** complete a lettings of hire agreement and are to receive a copy of the conditions of hire. The hire agreement is a contract which the governors may enforce at law.
If working with children the hirer must provide a copy of their safeguarding policy, a copy of which should be kept in the office.

Charges
In arriving at their scale of charges the governors have followed the following principles:-

i. That statutory users will be charged an amount commensurate with cost recovery
ii. That private users will be charged on a cost plus a small income margin for the school
iii. That there will be parity of treatment for similar users
iv. That overall the cost of letting school facilities will be recovered from users where a cost is incurred by the school, i.e. damages, use of power/resources

The minimum charge will be **£10.00** for the first hour and £8.00 for subsequent hours with the minimum hire period being 1 hour.

Deposits
The governors reserve the right to require a deposit as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

Security
The governors will not insist upon continuous caretaking presence. However they reserve the right, and delegate power to the Head Teacher, to insist upon caretaking presence where, in his/her view, the nature of hiring may leave the school vulnerable to theft or damage.

Review of policy
The governors will review the policy annually and the scale of hire charges for the forthcoming year will also be reviewed and updated.

BISHOPS TAWTON PRIMARY SCHOOL

LETTINGS USER AGREEMENT/CONDITIONS OF HIRE

- The user should ensure that suitable public liability insurance covers them for these premises
- The hire of the School hall includes the use of the toilets, tables and chairs.
- The person making the booking shall be considered the hirer.
- The key should be obtained from the school office prior to the event and should be returned to the school office or posted back through the letterbox immediately following the event/period of hire.
- The school will not be responsible or liable in respect of damage, loss of property or breakage of equipment
- The user shall comply with all reasonable requests from the head teacher.
- All areas should be left clean and tidy.
- No alteration or additions are to be made to electrical installations. No nails, tacks or screws should be driven into the fabric of the building
- Heaters should be switched off after use: all doors must be closed, the main door locked and the school gates padlocked to secure the premises on leaving.
- The user is responsible for knowing (and communicating to others) the location of fire extinguishers, first aid kit and nearest telephones. (NB mobile networks have variable reception on the school premises)
- In the event of an accident to a person or persons, or the property, the details should be reported to the Head Teacher and standard Health and Safety/First Aid procedures should be followed.
- We must remind users that on the occasions when children are present in the hall that they are kept safe from harm' as required by the provisions of the Children Act 1989, with particular reference to abuse as specified by the Act.
- If working with children the hirer must issue the school with a copy of their child protection/safeguarding policy
- The user should have regard to the provisions of the Health and Safety legislation and complete a risk assessment if required.
- The governors reserve the right to require a deposit as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses. A cots may be incurred to the hirer as a result of any damage to the property or contents.

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HALL LETTING AUTHORISATION.

Organisation /Name of hirer* …… ……

Name of responsible officer……Position:……

Address of hirer*

……

……

*(*Please use block capitals)*

Telephone number:……

I would like to hire your school hall for ……

……

……*(please give details)*

On the following date/s /times……

I have received a copy of the conditions of hire and I agree to abide by them

I agree to pay all charges which may be due

I have suitable public liability insurance cover

I can confirm that the use of the premises will not include the playing of pre-recorded music or films YES/NO

Signature of hirer …… Date ……

HEAD TEACHER'S AUTHORISATION

Letting agreed on behalf of the governing body

Head Teacher's signature …… Date ……

……

Total charge:

Evidence of public liability insurance	*Y/N*
Copy of authorisation taken and returned to lessee?	*Y/N*
Site manager advised of dates/times etc?	*Y/N*
Safeguarding policy provided	*Y/N*