



Berwick
St Mary's
CE First School

Achievement - Creativity - Endeavour

Lettings Policy

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Date Written: July 2016

By: Governing Body

Responsible Governor: Joyce Guthrie

Adopted by Governors: July 2016

Date for Review: July 2018



Introduction

The governors of Berwick, St. Mary's C. E. First School recognise that the school has valuable resources that are only partially used during the day and year. These resources should be made available to the local community at a competitive hiring rate, but commercial interests will not compromise the pupils' education or the health and safety of pupils and staff arising out of community use. We will particularly encourage uses of the building and grounds to provide activities for children or to support the pupils' parents and will set differentiated hiring rates to reflect our aims.

Priority Usage

The governors have adopted the following priority usage:

- (i) Statutory; e.g. elections
- (ii) Designated; e.g. education, community association, play schemes
- (iii) Private; e.g. 'keep fit'

Administration of Lettings

The governors recognise that it would be impossible for them to personally vet every applicant or organisation who wishes to make use of the school premises. Accordingly, they have delegated the authority to accept applications for hire to the Headteacher.

Lettings Documentation

All formal hiring's of the school premises, including those for which no charges are made, shall be properly documented. All hirers must complete a lettings hire agreement.

Scale of Charges

In arriving at their scale of charges, the governors have followed the principles

- Statutory users will be charged on a cost recovery basis.
- Designated users depending on activity, rooms and resources used may have the charge waived or will be at charged no more than cost.
- Private users will be charged at cost plus an income margin for the school.

For the purpose of charging hirers, the Headteacher is employed to determine to which group any particular individual or organisation belongs. There is a basic hire price with additional cost for more rooms, time etc.

Categories for free use of school premise

- Governors meetings.
- Courses for teachers and other staff.
- Classes organised by Children's Services.
- Non-profit making pre-school playgroups/childcare groups.
- School and teachers meetings for educational purposes.
- PTA meetings and fund raising events for the school.
- Sporting events/coaching arranged by the school.
- Any other categories at the discretion of the Governors.

If relevant, the governors will expect the above categories to maintain adequate insurance cover for all events and to comply with health and safety regulations regarding food handling, fire exits, etc.

Hiring Charges

Elections – charges as suggested by Local Authority.

For up to and including 5 rooms

Weekday Lettings Charges:

1 Period:

1. Between 6pm and 10.30pm

On weekdays there is only one lettings period. Charges for this period are listed below.

Period 1- £30 for the first hour + £5 for each additional hour

For up to and including 5 rooms

Weekend Lettings Charges:

3 Periods:

1. Between 6am and 12.00noon
2. Between 12.01pm and 6pm
3. Between 6.01pm to 10.30pm

On weekends there are three lettings periods. Charges will vary depending on how many periods the hire will run over. Charges for these periods are listed below.

Over a single Period - £45 for the first hour + £5 for each additional hour.

Over 2 Periods - £60 for the first hour + £5 for each additional hour.

Over 3 Periods - £70 for the first hour + £5 for each additional hour.

For up to and including 5 rooms

Public Holiday Charges:

There are five specified Public Holidays. Charges for these Public Holidays are listed below.

Over a single period - £60 for the first hour + £5 for each additional hour.

Over 2 Periods - £75 for the first hour + £5 for each additional hour.

Over 3 Periods - £95 for the first hour + £5 for each additional hour.

Responsibilities

The Governors

1. The law states that the governors control the use of the school premises outside school hours. They can let the premises outside of school hours, but they must comply with any direction given by the LA.
2. The governors delegate the administration and supervision to the Headteacher or her agreed nominated member of staff, and delegate the responsibility to approve lettings for one off events. Longer term lettings will be approved by the Finance Committee.
3. The governors and headteacher will ensure that any hiring does not conflict with the duty to provide education for children registered at Berwick, St. Mary's C. E. First School or conflict with the aims of the school and its values or belief that the name of the school will be brought into disrepute.

The School

1. No member of staff is allowed to vary the terms and conditions or charging policy set by the governors.
2. The school will provide adequate heating, lighting and ventilation.
3. Fire exits will be clearly marked.

4. The Hirer should be aware of where to locate a First Aid box if they do not have their own first aid resources.
5. The school must ensure arrangements are in place to ensure the security of the premises at the end of the letting period.
6. **No** catering or kitchen facilities are available unless the hirer is able to provide appropriate assurances.
7. All charges will be reviewed annually.

The Hirer

Standard Condition of Hire

1. If the activity is solely for pupils of Berwick, St. Mary's C. E. First School then the activity will usually be covered by the school's insurance except for activities such as a bouncy castle when it will be the responsibility of the Hirer to ensure they or the company owning the bouncy castle have insurance as stated below for other activities. For other activities the Hirer should be responsible for providing any additional Full Public Liability Insurance costs, including:
 - £5 million cover
 - Third Party and Public Liability
 - Loss of, or damage to, our premises or its contents and provide evidence of such cover on completion of the lettings forms.
 - A copy of the policy must be available upon request from the headteacher or governors.
2. If an activity requires supervision of children then evidence of CRB clearance must also be provided.
3. Where rooms are hired then the Hirer will return the room to same setting and condition as at the start of the hire.
4. No school equipment other than that specified at the time of letting can be used.
5. The Hirer shall be responsible for obtaining all licences or permission relevant to the event(s). The school will not be held responsible for the Hirer breaching any licence or permission agreements.
6. The Hirer must take careful consideration of the local neighbourhood surrounding the school with regard to noise, parking, litter and breakages. The Hirer must ensure that vehicles belonging to their patrons are not parked so as to cause an obstruction at the school entrance or obstruct the public highway outside the school or access to private property.
7. The key shall be held by a responsible key holder as agreed by the Governing Body namely the Caretaking.
8. The Governing Body requires hirers to pay a refundable deposit of £100, which shall be forfeited at their discretion upon cancellation of booking or incurred breakage. All changes including deposit to be paid 2 weeks in advance.
9. The hirer shall indemnify the governing body for the cost of repair of any damage done to part of the property including the grounds thereof or contents of the building during or as a result of the hiring.

Failure to uphold the above will prejudice future bookings.

Hirers must note that Berwick, St. Mary's C. E. First School operates a No Smoking Policy. Drug taking and alcohol consumption is strictly prohibited and any incident that occurs will result in the immediate termination of the hirer's contract.

This policy will be reviewed annually; next review date July 2018.

Lettings Payments

Information for caretakers regarding lettings payments - All Lettings, including mid-week lettings, are now non-contractual. If a Caretaker agrees to undertake lettings then the payment is calculated in the same way as before Single Status, except that Double time element only applies on the five specified Public Holidays.

The lettings fee payable to the caretaker covers the setting out and putting away any furniture or equipment required for the hirer. It also covers the cleaning of the first 3 rooms. Additional cleaning time may be required if more than 3 rooms are used.

Lettings payments are to be claimed on the Form C7. All C7 claims forms must be fully completed with the signature of the hirer and the Headteacher. Failure to complete the form correctly will either result in non-payment or delay in payment if the form needs to be returned.

Fees for all lettings occurring Monday to Friday are paid at single time. Fees for all lettings occurring on a Saturday or on a Sunday are paid at time and a half. All Fees are paid using the calculation below.

Number of rooms used	Amount payable
Up to and including 5	2.25 hours
6 to 12	2.50 hours
13 to 18	2.75 hours
19 or more	3.00 hours

On weekdays there two letting periods. On Saturdays, Sundays and Bank Holidays there are four letting periods. A fee is payable for each letting period

Weekdays	Saturday s, Sunday s & Bank Holidays
	06.00 to 12.00
	12.01 to 18.00
18.00 to 22.30	18.01 to 22.30
22.31 to 24.00	22.31 to 24.00