



Beechwood Primary School

Lettings Policy

Policy

1. It is the policy of the Governing Body of Beechwood Primary School to maximise the use of the School for the benefit of the local community without detriment to the School or its site and buildings. Groups and individuals may hire certain areas of the school's facilities in accordance with the terms and conditions for hire as determined by the School Governors.
2. The policy will be reviewed annually by the Sites and Buildings Committee. Charges will be reviewed annually by the Finance Committee.
3. The type of user and proposed function will determine the level of charges. The Governors will decide whether a hirer shall be charged community or commercial rates or they may offer a discount on these rates, based on the nature and duration of the activity. In any event, hire charges must cover the cost to the School of the let.
4. The Governors have agreed that the School PTA will not incur any charges as the funds and activities benefit the school and its pupils. The PTA is expected to follow procedure and terms and conditions.
5. All users from outside Wokingham District Council must carry sufficient insurance (currently £5m public liability and £10,000 property excluding fire which should be £5m). Hirers must produce evidence of such insurance prior to the event or alternatively 10.5% will be added to the invoice to be included within the schools public liability cover. Political meetings, Professional Entertainment Promotions and Commercial Ventures are excluded from this cover.
6. School functions will always take priority over lettings and all lettings are at the Headteacher's discretion.

Procedures

1. Lettings are arranged through the School Finance Office. The Bursar assists with information regarding letting terms and charges and in administration.
2. Any request for a letting shall be approved by the Headteacher in consultation with the Site Controller.
3. All hirers must complete and sign a hiring agreement form to be returned to the school at least seven days prior to the proposed date of hiring.
4. Regular lettings will be invoiced each half term and invoices are payable within 30 days. Dates for hire to be agreed by the Headteacher in advance.

5. A deposit will be required from hirers wishing to use the school for single functions. The Governors will set the deposit according to the nature of the event.
6. Single event lettings will be invoiced before the letting takes place and payment will be required seven days before the event.
7. The Site Controller or other designated Representative will be contactable during the duration of the letting. Hirers should liaise with him/her concerning any specific requirement and in the event of any accident/incidents.
8. When booking, the hirer must agree arrangements for access at the beginning of the letting and procedures at the end of the letting, specifying times in advance.
9. Any appeals concerning the approval of a proposed letting or the rate to be charged must be put in writing to the Headteacher and will be taken to the next scheduled meeting of the Finance and Property Committee of the Board of Governors. The decision of this Committee will be final.

Conditions

1. The school operates a no smoking policy. Smoking is not permitted in any of the school buildings or any part of the school grounds.
2. Car parking areas are clearly defined. Parking in any other area within the school grounds is strictly prohibited. When the bollards at the site entrance are in operation, only leaders / trainers may park in the school car park. All other users connected with the hire of the school premises should park in the Headley Road Car Park adjacent to the school.
3. All areas used must be left in a clean and tidy condition at the end of the letting. It is the responsibility of the hirers to ensure the safety of the premises and the good conduct of people present during the letting.
4. Unless equipment has been agreed/hired as part of the letting, hirers must not move or touch any of the school's equipment. Should a hirer require any equipment to be moved, the Site Controller/School Representative must be contacted.
5. Any equipment brought into school in connection with the letting must be specified at the time of booking and agreed to. Electrical equipment must be in a safe condition and are liable to inspection by the School's Representative before they are used for the letting.
6. In the event of damage to school property or equipment or in the event of additional cleaning being required (the hire charge includes an element for reasonable cleaning) the school reserves the right to levy an additional charge to cover these costs. A separate invoice will be issued and will be payable within seven days.
7. The Hirer must ensure persons in attendance at the letting remain within the confines of the facilities hired. Use of the field/playground area or any area not specifically hired as part of the letting is not permitted.
8. Use of the school kitchen is not permitted unless by prior agreement with the School.

9. Arrangements for use of toilet facilities must be agreed when booking and may be subject to additional charges to cover the cost of cleaning. It is strictly forbidden to urinate onto the school grounds. Only recognised Toilet facilities either provided by the school or such temporary facilities as provided by the Hirer for the duration of an event are to be used. Any temporary facilities are to be emptied in accordance with Health and Safety guidelines and in a manner agreed by Beechwood Primary School.
10. The school telephones are not to be used by hirers except to call the emergency services or to contact the Schools Representative. For reasons of Data Protection, school records on pupils and staff cannot be accessed by Hirers (including the PTA) to contact parents or staff during a letting. Hirers need to maintain all such records themselves.
11. The School's Representative has authority to take any necessary action to protect the schools interest during any particular letting.
12. No letting will finish later than 11.30pm. It is expected that users will have vacated the premises and school site by midnight. The finish times agreed are the times hirers are to vacate the buildings.
13. The Hirer is responsible for obtaining any licences which may be necessary for the proposed function. Non compliance will result in the letting being cancelled.
14. No alcohol will be consumed unless the consent of the Headteacher acting on behalf of the Governors is granted in advance. The hirer must ensure that all relevant Licensing Laws are complied with.
15. It is the responsibility of the Hirer to ensure that the correct levels of clearance have been obtained from the Criminal Records Bureau for persons working with children / vulnerable adults.

Cancellation

1. At least three school days notice of cancellation is required; otherwise no refund can be made.
2. If the cancellation is made more than three working days before the booking, £5.00 will be retained to cover administrative costs.
3. The school reserves the right to withdraw the facilities at short notice in the event of any emergency. Written notice will be given if time permits. A refund will be given if the cancellation is not due to the hirer breaking the terms and conditions of hire.

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Reviewed: April 2016

Next Review: April 2017