

# St Mark's CE Primary School

Ramslye Road  
Tunbridge Wells  
TN4 8LN



## Lettings Policy

Headteacher: Simon Bird  
Chair of Governors: David Hill

**Reviewed: March 2018**

**Ratified: March 2018**

**Review date: March 2019**

Website Y

**Signed by Chair of Governors .....**

**Date .....20/3/18.....**

## **Philosophy:**

Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for the school
- Better integrate the school into the local community
- Familiarise individuals with the school, who may become pupils or their parents
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the school

## **Implementation:**

Bookings are made through the representative of the school, as authorised by the Governing Body, and confirmed in writing.

- School, PTA and St Mark's Church activities have priority
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
- Outline charges are set by the Headteacher/Governors and reviewed **annually**
- No bookings will be taken for overtly political groups or causes
- No bookings will be taken for events, charitable or otherwise, that may cause or be deemed to cause damage to the environment. For example : Balloon Release
- Specific charges are set at the time of the agreement
- The VAT liability of the letting is determined at the time of the agreement
- Payment is in advance for single lettings
- Payment is in instalments for a series of sports facilities lettings that comply with VAT exemption regulations
- **The agreement should be updated and reviewed at least annually**
- A diary is kept covering all school, PTA and outside use of the premises and grounds after school, in evenings, at weekends and in holidays

Users sign an agreement that covers:

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance
- Charging
- Restrictions on use
- Licensing for the sale of alcohol, or public performances
- Parking

## **Roles and Responsibilities:**

The school authorised representative is responsible for the construction and regular update of the lettings diary.

- The PTA secretary and individual teachers are responsible for informing the authorised school representative a term in advance, of events outside teaching hours, which will use the school premises

- Opening and closing the school is undertaken by the caretaker, or a casual caretaker, or by prior agreement with an authorised member of the staff
- The user, in some cases, will be responsible for the opening and closing of the school, including the setting of the alarm and will have a key. They will receive induction in using the alarm and opening and closing procedures.
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used
- When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with
- Post-letting checks are made by the caretaker and reported to the school authorised representative
- The authorised representative will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues

### **Monitoring & Evaluation:**

Lettings should be evaluated to assess the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating and caretaker's payments.

### **Additional Documents:**

1. Conditions of Hire
2. Letting Form
3. Insurance
4. Acceptance letter and Invoice
5. Scale of Charges

## Conditions of Hire

1. Payment for hiring, including any returnable deposit, must be made to the school before the date of the hiring. In the event of payment not being received, the school may cancel the hiring.
2. The scale of charges is reviewed annually.
3. If the arrangements to use the accommodation are cancelled by the hirer with less than five clear days notice, the school reserves the right to retain the fees paid.
4. The school reserves the right to refuse or cancel any booking without giving a reason.
5. Damage of any kind (except that caused by fire, which is covered by the County Council's own insurance) sustained by the premises, fixtures and fittings, furniture and other equipment out of or in connection with, the hire shall be made good at the expense of the hirer within one month to the satisfaction of the Council.
6.
  - a) The County Council normally arranges insurance cover on behalf of the hirers in respect of Condition 5 and their liabilities to third parties arising out of or in connection with the hire. A charge of 3.15% of the total hiring charge will be levied. Hirers will be required to bear the first £500 of each claim for damage.
  - b) Commercial hirers must make arrangements for suitable insurance cover with a reputable company in respect of claims which might be made against them by:
    - third parties for personal injury or loss or damage to property arising from the hiring
    - The County Council under Condition 5They must produce the Policy for approval when requested.
7. On days when the school is in session, no article may be delivered at the school before 4.00pm on the day of use unless permission is obtained from the Headteacher.
8. The hirer must have the approval of the Headteacher before arranging for alcoholic drinks to be consumed on the premises. The hirer is responsible for obtaining any necessary licence if alcohol is to be sold.
9. Alcoholic drinks may not be brought on to the premises before 4.00pm while the school is in session, or when children are present. All empty crates, containers etc. must be removed before school recommences after the letting.
10. Obtaining a Public Entertainment Licence or permission from Performing Rights Society, where required, is the responsibility of the hirer.
11. No smoking is allowed in any part of the school or grounds.

ST MARK'S C E PRIMARY SCHOOL

**LETTING FORM**

NAME _____ COMPANY _____ ADDRESS _____ _____ TEL NO: _____	PURPOSE OF LETTING <i>ie Social / Meeting</i>
	DATE OF LETTING:
TIME: From _____ to _____ am / pm ( <i>including set up and tidy up time</i> )	USE OF CAR PARK: <b>YES / NO</b>
USE OF SCHOOL HALL	With heating (3) Y/N                      Without heating (3) Y/N Length of time required _____ hrs
USE OF CLASSROOM/S (if / when appropriate)	No. of rooms required With heating (3) Y/N                      Without heating (3) Y/N
USE OF FIELD	Length of time required _____ hrs
Maximum number of people attending <input style="width: 50px; height: 20px;" type="text"/>	
Number of seats required :-              With tables Y/N                      Without tables Y/N	
Staging Y/N                      Use of Whiteboards Y/N	
<b>The following require a £5.00 supplement :-</b>	
Use of Lap Top and projector Y/N                      PA System Y/N	
<b>INSURANCE - Do you require KCC Insurance AT 3.15%? YES / NO</b>	

- + Insurance must be obtained either through the school or privately. **Proof of adequate insurance must be provided.**
- + Bookings, where possible, to be made one month prior to event
- + The school reserves the right to charge a small percentage of the total price should a last minute cancellation occur

I agree to pay the full amount prior to the date of this event taking place and agree to keep the key safe at all times. I also confirm that I will not pass the key or code on to any other third party. Further, I confirm that I have read and understood the Conditions of Hire and agree to the conditions therein.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **INSURANCE**

Kent County Council official activities eg. KCC Youth Clubs, Kent Schools Association, hire of premises by the Highways Department for public meetings etc are covered by Kent County Council's own insurance.

All other hirers must ensure that insurance is taken out separately:-

1. Non Commercial Hirers may take advantage of the County Council's own insurance at a premium of 3.15% of the total hiring charge. This provides the following cover:-
  - a) public liability cover up to a limit of £40 million.
  - b) Accidental damage (other than fire, which is covered by the County Council's own insurance) caused by the negligence of the hirer.

NB The hirer will be liable for the first £500 in respect of damage to property.

2. Commercial Hirers (ie. Those with a personal profit motive) must have their own insurance including a minimum public indemnity cover of £5 million each and every claim. A copy of the insurance certificate or cover note must be sent to the school not less than two weeks before the date of hiring.

## Sample Letter

Miss A N Other  
Ramslye Road  
Tunbridge Wells  
Kent  
TN4 8LN

Dear Miss A N Other

I refer to our telephone conversation yesterday and write to confirm that the dates given to us to hire the school hall are acceptable.

Attached are, Letting Form, Conditions of Hire, Scale of Charges, Insurance and our Invoice. Please complete the Letting Form and return with your remittance of £0.00. Please read the Letting Form and our Conditions of Hire carefully as your signature confirms acceptance of our terms.

Yours sincerely,

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### ST MARK'S C E PRIMARY SCHOOL

#### SCALE OF CHARGES

Hall or Classroom Non-school hours:	Without heating	£15.00 per hour (1 <sup>st</sup> 6 hours) £105.00 per day
	With heating	£20.00 per hour (1 <sup>st</sup> 6 hours) £140.00 per day
Playing Fields		Per half day £30 Per day £60
Car Park – Boot Fairs		On application

INSURANCE: See note above

NB SMOKING IS NOT ALLOWED IN ANY PART OF THE SCHOOL OR GROUNDS