



Lettings Policy

Harvey Road School

1. Purpose and Scope

The primary purpose of the school site is to facilitate the education of pupils attending Harvey Road School. However, the Governing Body recognises that its school premises are a valuable resource and encourages the letting of the school's facilities:

- to provide a service to the local community, and
- as a means of generating additional income for the schools.

Public lettings during the school day, with the exception of lunchtimes, are not considered appropriate and will not be authorised with the exception of directed lettings, such as use of the schools for polling.

This policy applies to requests for use of school premises on weekdays before and after school, at weekends and during the school holidays. The schools' normal activities and operation will always take precedence over lettings.

2. Arrangements for Monitoring and Review

The Resources Committee shall be responsible for periodic review of the register of bookings.

The Resources Committee will review annually the standard rates of hire and receive reports on lettings where the Headteacher has negotiated a different rate.

Income from lettings shall be reported annually to the Resources Committee.

New regular lettings shall be reported to the Resources Committee as they arise.

2.1. Policy Review

This policy will be reviewed every three years or earlier at the request of the Governing Body or in the event of changes to statutory or non-statutory guidance.

Review and approval of the policy is delegated to the Resources Committee.

3. Policy

All requests for hire of school premises shall be considered and it is the school's policy that, subject to the provisions of this policy statement, whenever it is reasonable and practical, use of the schools' physical resources outside normal school hours by members of the local community or other third-party groups shall be permitted.

Our school is committed to supporting the Government's Prevent strategy, where by following our safeguarding policy we identify risk and work with local partners to prevent radicalisation and terrorism. We will not hire or let the school to any party, individual or group that we feel would be in conflict with our duty under the Prevent strategy.

3.1. Delegation

The Governing Body delegate to the Headteacher the right to accept or decline a booking.

In deciding whether or not to permit the letting of school premises, the Headteacher shall have regards to the nature of the hire and the reputation of the hirer, the likelihood of any damage being caused to the premises and any nuisance that may arise as a result of accepting the booking.

3.2. Administration

The school office staff are responsible for administering lettings of school premises and have authority to make firm bookings for established or approved hirers for times when the facilities are expected to be available. Requests from new hirers or for lettings at a potentially difficult time must be referred to the Headteacher.

The Headteacher reserves the right to cancel any booking which in his/her opinion conflicts with the normal operation of the school or where appropriate security or supervisory arrangements cannot be made. However, the schools will never seek to cancel a booking unreasonably

3.3. Terms and Conditions

The standard terms and conditions of hire are set out in *Appendix 2*.

All hirers shall be given a copy of the terms and conditions, together the applicable hiring form. The premises shall be let in accordance with The Hertfordshire Terms and Conditions of Hire (LT02).

Hirers are obliged to comply with all legislation relevant to their use of the school, including that pertaining to health and safety, liquor licensing, gambling, public entertainment and copyright. The sale of alcohol will not be permitted without the necessary licence. Hirers are also obliged to comply with the Equality Act 2010 and their relevant duties under it.

They are also required to show consideration for the school's main function and not to behave in a way that might disrupt the school's normal activities.

Smoking is not permitted anywhere within the school premises or grounds.

Hirers should be made aware of the school's strict 'No Nuts' policy.

3.4. Security

For any letting it is essential that either the Site Manager be in attendance to unlock and lock up or that the keys to the premises be in the hands of a person approved by the Headteacher, such person to be responsible for the restoration of the facilities used and for locking up securely.

3.5. Hire charges

The hire charges are set out in *Appendix 3*.

Lettings for non-school activities that require subsidy from any school budget shall not be authorised.

The Resources Committee shall determine the hourly rate to be applied per room but the Headteacher has delegated authority to negotiate terms for holiday lettings over more than one day and lettings which use multiple rooms. In addition, at the discretion of the Headteacher, discounted rates may be offered to regular hirers where no Site Manager presence is required or where termly letting fees are paid in advance.

In addition, a reduced hire charge may be made in the following circumstances:

- The Parents' Teacher Association shall be exempt from charges for their use of the school and will have priority booking over other third-party hirers.
- Where the Headteacher considers that a letting is in the interests of the community, particularly where the proposed letting is for the purposes of providing extra-curricular activities for pupils of the school of an educational, recreational or cultural nature, or the request for hire is from a charitable organisation, he may, at his discretion, apply a discounted rate of hire, subject to all direct costs being covered.
- Staff will be allowed to hire the school free of charge, with a minimal charge to cover Public Liability insurance

All deviations from the standard rate of hire must be reported to the Resources Committee.

VAT at the standard rate will be levied where appropriate.

Hirers shall be given a minimum of one month's written notice of the school's intent to increase the hiring charge.

3.6. Safeguarding and Health & Safety

Due to the importance of care and wellbeing that we show our children at Harvey Road School, it is important that every adult who supervises children has a thorough understanding of safeguarding procedures. Our school safeguarding policies can be requested via the school office.

It will also be necessary that where a club involves the supervision of children or vulnerable adults, all responsible adults will hold valid DBS certificates. If there are any changes to the responsible adults who are supervising the children, you should inform the school office. You will also be required to provide a copy of your safeguarding policy, prior to the letting commencing.

It is the responsibility of the hirers to maintain a register of children/adults who attend the club. If the club takes place directly before or after school or during school hours, this register should be given to the school office on a termly basis.

No child should be left unsupervised during the hiring and adequate supervision of the children should be maintained.

It is the responsibility of the supervising adult to be adequately trained to deal with any medical emergencies. Unless prior arrangement has been made with the school, all first aid must be carried out by the hirers. You must also provide your own first aid kit and this must be kept with the person supervising the children/adults, to ensure immediate first can be given if required.

If any child requires medication, such as an inhaler, it is the responsibility of the parent/carer to ensure that the club leader or relevant adult connected to the club is given the medication at the start of each session. The supervising adult will be responsible for storing and administering the medication, as and when required. The dosage required should be agreed with the parent/carer. If the club takes place directly after school or during school hours and medication is administered, the supervising adult should advise the school office at the end of the session.

Please familiarise yourself with the fire exits and meeting points when you enter the school. There are fire drill instructions and a map of assembly points in all rooms, including the entrance hall. It is the responsibility of the hirers to ensure that they advise the club participants, on a termly basis, of the emergency evacuation procedures. In the event of an evacuation, you must ensure that all participants vacate the building and you can account for everyone.

3.7. Public liability insurance

No hiring should proceed unless there is adequate Public Liability Insurance. One-off hirers will automatically be charged for public liability insurance at a rate of 10% of the booking charge to enable cover under the school's own Annual Cover arrangements, unless evidence of the hirer's own insurance (minimum cover £5 million) is provided to the School Office prior to the letting. A photocopy of the insurance schedule will be kept for the school's records.

Regular hirers may be able to use our Public Liability insurance, however this is determined by the type of activity that takes place.

3.8. Time of functions

In general, lettings will not be accepted for functions running beyond 11PM. Lettings will also only be accepted if the school can be satisfactorily restored to its normal operating profile in time for the next school day, without placing an unreasonable burden on the Site Manager or any other responsible member of staff or governor. Hirers will be expected to leave the school in a clean and tidy state, with furniture returned to where they found it.

The Headteacher has delegated authority to negotiate whether it's acceptable for functions to run beyond 11PM.

3.9. Cancellation

If non-regular hirers wish to cancel their letting agreement with the school, they must provide at least 10 days' notice. For regular lettings the cancellation notice is increased to 30 days. No refund will be given for cancellations that have not provided the minimum notice period.

Any letting agreement may be terminated immediately, at the Governors' or Headteacher's discretion, if any authorised member of staff is of the opinion that any of these conditions are not complied with or that disorder, damage to property or an illegal act has taken place or is threatened.

The school office will advise the hirer of any school events, such as parent consultations and performances that may require the hirer to cancel, postpone or relocate to an alternative area of the school.

3.10. Reporting Damage

If any equipment is used you must ensure that it is returned to its original place, in the condition that you found it. You will be liable for any damage/loss of the school's equipment. Any damage to the premises or its contents by the hirer must be reported on the day of hire to the Site Manager or person from the school supervising the letting. This must be followed by a written report explaining what has been damaged.

Policy approved by Governors: 13 February 2019
Date for review: February 2023

Appendix 1 – Checklist for letting (safeguarding and insurance)

Item	Yes/No
Copy of valid public liability insurance received by school and filed	
Copy of safeguarding policy received by school, reviewed and filed	

Appendix 2 – Terms and Conditions

Consideration shall be given to the following issues:

- Potential noise / traffic disturbance to local residents
- Deterioration of environmental assets within the school
- Caretaking / cleaning requirements
- Maintenance of the security of the site

Current health and safety regulations shall be strictly observed. The whole of the school premises, which includes the grounds, is a non-smoking area, and smoking is not permitted.

If you bring any electrical equipment onto the school premises you must ensure that it has been PAT (Portable appliance testing) tested by a qualified electrician.

Use of kitchen facilities, excluding food storage areas, shall be subject to prior arrangement with the school. We do not allow nuts on the premises as we have children and adults within the school with severe allergies.

Where material alterations are to be made to the fabric of the school premises, written authority from the Governing Body is required in advance.

Maximum numbers shall not exceed:

- Private functions (discos/parties etc) 150
- Conferences (seated accommodation) 200

Finishing times of hiring shall be as follows except by prior agreement:

- Mondays to Sunday 11PM

As part of the lettings agreement, there will be agreed timings regarding when you should enter and vacate the premises. If for any reason you need to make alternative arrangements, this must be agreed with the school, prior to any change taking place.

In order that our school is ready for use by our pupils following your letting, please ensure:

- The PE equipment is not available for hire; however, it can be moved should you wish to use that area of the hall. All PE equipment should then be replaced to its original position.
- The hall floor is swept, and any rubbish placed in black sacks provided
- The Ladies and Gents toilets are left in a reasonable condition
- Dining room tables are put back into their original positions
- Dining room tables and other surfaces are wiped clean
- The dining room floor is swept and clear of rubbish
- The kitchen (if used) is left clean with all equipment replaced correctly
- No fixtures or fittings or other objects shall be driven into the fabric or furnishings or affixed to them without prior agreement with the school, this includes nails, screws and adhesive tape.
- No displays are removed without prior agreement with the school and no walls or ceilings are damaged in any way by displays used by the hirer.

For certain regular and trusted hirers, the head teacher has the discretion to allow them to become official key holders. Their access will be limited to the areas of the premises that they let, and they will sign the key register accordingly. If you are a key holder you must not pass the keys or disclose pass codes to anyone else without prior agreement with the school.

Hirers are permitted to use the car park, however they should only park in the clearly marked parking bays and should restrict their speed to 5mph.

No advertisements should be displayed inside or outside the school premises without prior agreement with the school.

Appendix 3 – Charges

HIRING OF SCHOOL PREMISES FOR REGULAR LETTINGS

Prices shown are for block bookings only. Rates for holiday clubs are also shown. VAT will also be charged should the letting be for sporting activities and our equipment is being used, unless a VAT exemption form is completed. Prices for lettings at any other times are available from the office.

Charges are with effect from 1st September 2018

Location	Cost (per hour)
Pitch	£12.00
Main Hall	£12.00
Dining Hall	£12.00
Playground	£8.00
Classroom	£10.00
Hall and pitch	-

The main hall, dining hall and football pitch can be hired for £65.00 per day, during the school holidays

Bookings are payable in advance of the hiring and will be invoiced termly, unless prior alternative agreement has been made. Any outstanding debts will be dealt with in accordance with current school policy.

If both opening and closing of the school premises is outside of school hours, there will be an additional payment of £7.50 per session, to cover the Site Manager's costs.

An additional charge of 10% of the total hiring fee is payable if you do not have your own Public Liability insurance.

The hiring charges are reviewed on an annual basis.

HIRING OF SCHOOL PREMISES FOR FUNCTIONS (ONE-OFF LETTINGS)

Monday – Thursday thereafter.	4.30PM - 10.30PM - £60.00 for the first three hours + £15 per hour thereafter.
Friday hour thereafter	4.30PM – 6.30PM - £60.00 for the first three hours + £15 per hour thereafter
	6.30PM – 11.00PM - £100.00 (inclusive charge for the evening)
Saturday thereafter	1.30PM – 6.30PM - £60.00 for the first three hours + £15 per hour
	6.30PM – 11PM - £100.00 (inclusive charge for the evening)
Sunday thereafter	9.30AM – 6.30PM - £60.00 for the first three hours + £15 per hour
	6.30PM – 11.00PM - £100.00 (inclusive charge for the evening)

In addition to the above there is a cleaning deposit of £25.00 that is required. This will be returned if no excessive cleaning is required. Any damage or breakages that occur will also have to be paid for.

Bookings are payable a minimum 10 days in advance of the hiring.

An additional charge of 10% of the total hiring fee is payable if you do not have your own Public Liability insurance.

The hiring charges are reviewed on an annual basis.