



The Chauncy School

# Lettings Policy

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# THE CHAUNCY SCHOOL

## LETTINGS POLICY

### 1. Statement of Intent

The Governing Body is keen to support community activities and is willing for the school premises to be used for these purposes. It is not envisaged that the income from lettings would be significant or that private or commercial lettings would be frequent. Governors are mindful of the extra duties for staff, which result from lettings and are keen to keep this to a minimum. In view of all this, there does not need to be a policy for marketing the lettings of school premises.

### 2. Legal Background

The LEAs Premises Manual ('Hire of Accommodation' section) is the first point of reference for legal questions concerning lettings. The operation of this policy should always be consistent with legal requirements.

### 3. Priority Groups

In keeping with our statement of intent, if there is a conflict between the demands of different hirers, the priority should be:

- 1) School functions
- 2) Regular hirers
- 3) Other educational groups (including Church education)
- 4) Religious groups (social)
- 5) Other community groups
- 6) Other hirers (e.g. private or commercial functions)

### 4. Responsibilities

The Financial Manager shall be responsible for administration, management and recording of lettings. Finance Manager will have the responsibility to record lettings in a diary and an IT record and to check with the Site Manager that he is available to be on call. He/she will have full discretion to allow lettings in accordance with this policy. He/she shall also have discretion to refer such decisions back to the Governors (or the Finance Committee) if he/she deems it appropriate.

The Site Manager's responsibilities are as follows:

- Be familiar with the terms and conditions of the hire including times, premises restrictions and the agreed use of the school's facilities and equipment
- Open the premises
  
- Check that the area being hired is fit for occupancy (lighting, heating and water if applicable is available)
- Check for any signs of damage to the walls, windows, floor, furniture and equipment before the hire
- Check all car park facilities are accessible and that car parking is at car owners risk and responsibility
- Check that all provisions, such as seating arrangements, catering and equipment that the Hirer has requested are in place before the letting
- Check fire routes and exits are not blocked and that emergency lighting on
- Inform the Hirers of your fire precaution procedures including the nearest fire escapes
- Be on the premises or within easy contact throughout the letting period and inform the Hirers of how you can be contacted
- Be ready to respond to any emergencies by knowing the school's procedures to follow, e.g. in the event of injury, fire, power-cuts or damage to buildings and equipment – keep a list of emergency telephone numbers
- Make sure that the Hirers are aware that no one should be admitted after 10.30 pm where alcohol is being provided
- Ensure the remaining premises are secure throughout the hire period
- Ensure at the end of the hire that furniture and equipment and the state of premises is left in a position suitable for cleaning the area as was at the beginning of hire
- Ensure the premises are empty and all lighting and heating is turned off
- Lock up and secure the premises

- To report new lettings back to Buildings and Grounds Committee

## **5. Scale of Charges**

These will be determined as follows:

- i) Election/polling meetings and those qualifying for Basic Accommodation rate (see Premises Manual as published by the LEA)
  
- ii) Youth organisations, pre-school facilities and community groups with a civic purpose – charges will be set by the Premises Committee bearing in mind actual costs and the need to treat such organisations favourably
  
- iii) Other hirers – charges will be set by the Finance Manager and must at least cover the costs

When it is not feasible for the Finance Committee to meet, the Headteacher and the Chairman of the Committee may act on its behalf in this respect.

Charges for regular hirers will be reviewed annually by the Finance Committee. Hirers must be given one month's written notice of any change.

## **6. Insurance**

No hiring should proceed without Public Liability Insurance. The Finance Manager should see evidence that the Hirer has at least £5 million cover. If this is not provided the cost of HCC insurance must be added to the charge. HCC are reimbursed annually on request from the Insurance Section at HCC.

## **7. Health and Safety**

Health and Safety Regulations must be observed at all times including the School's 'No Smoking' policy. A copy of the School's Health and Safety Policy is accessible on the School Website.

## **8. Maximum Numbers**

The Headteacher will take the advice of the Fire Brigade or Local Licensing Officer (District Council) regarding the public use of the premises. This advice must be adhered to both by the school (for school functions) and hirers (for lettings). The Headteacher must seek new advice if circumstances change.

## **9. Neighbours**

Due consideration should be shown to local residents particularly with regard to noise and parking. Where there is likely to be an adverse effect on neighbours (e.g. a large number of cars), the hirers should be asked to warn them by displaying a suitable notice or distributing leaflets in advance.

## **10. Finishing Times**

Latest finishing times for hiring will be as follows:

Sundays to Thursdays and Bank Holidays: 23:59 hours

Fridays and Saturdays: 01:00 hours

## **11. Minimum Hiring Period**

The minimum hiring period shall be one hour.

## **12. Trial Periods**

All new regular bookings will be subject to a trial period of 3 months.

## **13. Payment**

The full amount is payable no later than 10 days prior to the hiring taking place. Failure to make full payment may result in cancellation of the booking. Any damage must be billed to the hirer.

## **14. Use of Kitchen Facilities**

When hirers wish to use the school kitchen, hirers must comply with the 'Guidelines for the Safe Preparation of food for consumption at events using Country Premises' as outlined in Form LT03 – copy supplied to hirers.

## **15. Sale of Alcohol**

Alcohol may be sold on the school premises with the specific permission of the Headteacher and the necessary approval of the licensing authorities. Hirers to be responsible for obtaining the license.

## **16. Information for Hirers**

All hirers will be given a copy of the 'Terms and Conditions of Hire' booklet (LT02) together with the application for (LT01), and Evacuation Procedures.