

HOLLINGBOURNE SCHOOL LETTINGS POLICY

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 and Friends 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
- 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, Friends 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 (*in accordance with the schools lettings price list*).
- 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 Hollingbourne Friends 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 cleaner in charge, or by prior agreement with an authorised member of the staff
- 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 cleaner in charge 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.

Date policy established by the Governing Body May 22nd 2019

Date for review May 2020

From Headteacher:

HIRE
AGREEMENT No:

School

Name
of Hirer:

Further to your application I am pleased to offer the following facilities:

**Accommodation/
Furniture/Equipment**

Use to be made of facilities

Date(s) & Time(s)

Charge

Insurance arrangements

Caretaking arrangements

Risk Assessment required

Yes / Not required (delete as appropriate)

Headteacher's Signature:

Date:

Your use of the school facilities is subject to your agreeing to the **Conditions of Use** as attached. Subject to your agreement would you please sign and return the form as soon as possible

To: Headteacher

..... School

HIRE
AGREEMENT No:

I am satisfied with the details shown above and in the letter and confirm that we accept the Conditions of Use. We have the appropriate insurance cover / require KCC Insurance cover (delete as appropriate)

Name:

Organisation:

Address:

Risk Assessment:

Attached / Not required

(if required)

(delete as appropriate)

Signature:

Date:

Facility being hired	Cost per hour	Additional fees
<i>Example: School Hall</i>	<i>£20.00</i>	<i>Cost of caretaker to lock school up £10.00</i>

Please note that school facilities can only be ordered in quantities of fifteen minutes/half an hour/one hour blocks (or as determined by the school)

This lettings pricing document should be attached to the School's Lettings Policy and should be approved at the same time as the lettings policy on a yearly basis.

APPLICATION FORM (for use of Hollingbourne School Premises/Site)

To Request the Use of:

..... **School**

This form to be completed by the applicant and submitted to the Headteacher

Name of Organisation			
Applicant's Name Address & Post Code			
Telephone No			
Email address			
Use to be made of the premises		Maximum number of persons	
Accommodation required		With / without heating	
Days		Dates	
Times (including preparation and clear up time)			
Furniture and equipment requirements			
Insurance certificate available / unavailable*			
Caretaking requirements (opening, closing, for duration etc)			

Risk assessment will be provided for the activities listed here / Risk assessment not required (delete as applicable)			
Signed		Dated	

***Commercial hirers must have their own insurance** of at least £5,000,000 to be seen and copied by the school. For non-commercial hirers the KCC insurance will be applied at 3.15% of the hire charge unless own insurance seen and a copy attached

<i>For office use only:</i>	Date
Application Approved / Refused (delete as applicable)	
Hire Agreement Letter & Hire Agreement Form & Conditions of Use sent together	
Risk Assessment acceptable / Not required	
Insurance Seen / KCC Insurance included (delete as applicable)	
Hire Agreement Form signed & returned	
Invoice(s) Issued	
Invoice Number(s)	
Payment(s) Received	