



we are a learning community with the spirit to succeed

## Holywell Primary School

### Lettings Policy

<b>Status:</b>	Non-Statutory
<b>Approval Body:</b>	Governing Body
<b>Review Frequency:</b>	2 Years
<b>Last Review:</b>	February 2021
<b>Next Review:</b>	Summer 2023

## Holywell Primary School

### Lettings Policy

#### 1. Purpose

The purpose of this policy is to ensure that the most effective use is made of the school premises. We believe that our school should be a centre for lifelong learning and a resource for parents and the wider community. We recognise that the facilities could generate resources for the school. This policy sets out the criteria for making decisions on requests for use by external organisations and the process for setting up and managing hire agreements.

#### 2. Roles and responsibilities of Headteacher and Governing Body

##### 2.1 The **Headteacher** will:

- consult with the Governing Body on requests for bookings
- recommend annual rates for letting at the beginning of each school year for agreement by the Governing Body.

##### 2.2 The **Governing Body**, with advice from the Headteacher, will:

- balance the desire to generate income against the desire to support “worthy” groups within the community
- set annual rates for letting
- consider requests for bookings and approve hirings which meet the school’s criteria
- take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school.
- ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils.
- consider issues of political balance
- consider the implications of all requests received for the health, safety and security of pupils and staff.
- consider the implications for workload of all staff of any decisions it makes.

#### 3. Arrangements for monitoring and evaluation

- 3.1 The Governing Body will receive reports from the Headteacher on a termly basis of the schedule of use of the school outside of the school day, the number of groups involved and the net profit from such activities.

- 3.2 Issues that required intervention by the Headteacher will be noted, together with the action taken and the outcome. The Governing Body will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.

#### **4. Rates for letting, terms of payment and cancellation charges**

- 4.1 Rates for letting will be agreed at the time of the request in line with agreed annual rates.
- 4.2 50% of the total cost must be paid 10 days prior to letting and the remaining 50% 2 days prior to the letting.
- 4.3 Should the letting be cancelled less than 30 days prior to the date agreed, a surcharge of 50% of the total cost will be applied.

#### **5. Insurance**

All hires must be covered by public liability insurance. The school may take insurance out on the hirer's behalf through the county council's insurance section and the cost per hire will be 10% of the hiring charge with a minimum being £1.00. This fee will be added to the booking charge. Hirers may take out their own insurance and it is the condition of hire that this should provide for:-

- £2 million cover
- 3<sup>rd</sup> party and public liability cover
- Loss or damage to premises or content

#### **6. Evacuation Procedures**

Hirers must ensure that evacuation procedures in the event of an emergency are explained to visitors at the start of the session. Fire exit doors must be kept clear at all times and it must be possible to evacuate the building within a reasonable period of time in all circumstances.

#### **7. Use of Kitchen**

Use of the school kitchen will be by prior consultation with the school cook. Hirers must comply with:-

- The Food Safety Act, 1990
- Guidelines for the safe preparation of food for consumption at the events using county procedures
- Guidelines for the use of the school kitchen

#### **8. Documentation**

Parties interested in hiring the premises will be required to complete the following application form. The school will agree the terms and conditions of the hire and set these out in writing.

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Holywell Primary School

Tolpits Lane, Watford, Herts, WD18 6LL

Tel: 01923 225188 Fax: 01923 440408 email: [admin@holywell.herts.sch.uk](mailto:admin@holywell.herts.sch.uk)

Headteacher: Mr Coert van Straaten

Name of Company/Group: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number - Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Day(s) of the week that you would like: \_\_\_\_\_

Times: \_\_\_\_\_

Facilities required: ☐ Classroom ☐ Hall ☐ Kitchen ☐ Annexe ☐ Field ☐ Parking

Please list all session dates for the term:

1)	8)	14)
2)	9)	15)
3)	10)	16)
4)	11)	17)
5)	12)	18)
7)	13)	19)

Payment Method: ☐ Cash ☐ Cheque ☐ Direct Deposit

Do you have Public Liability Insurance:- ☐ Yes ☐ No

Name of Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Policy Start Date: \_\_\_\_\_

Policy End Date: \_\_\_\_\_

*NB: The hirer must be covered by Public Liability Insurance. Where the hirer holds a Public Liability Insurance policy, a copy of the Cover Note must be provided to the school **prior** to the hiring.*



**Payments:**

50% of the total cost must be paid 10 days prior the letting and the remaining 50% 2 days before the letting.

**Cancellation Charges:**

Should you cancel the letting less than 30 days prior to the date agreed, a surcharge of 50% of the total cost will be applied.

**Declaration:**

Please read before signing:

Any licenses necessary and the Theatres Act 1968 and the Cinematograph Acts 1909 and 1952 have been or will be observed and any requirements of the Licensing Justices, where necessary, have been or will be met. I agree to pay the charges due as required and hereby certify that the premises and grounds will be used only for the purpose stated:

Signature of Hirer: \_\_\_\_\_ Date: \_\_\_\_\_

Name (BLOCK CAPITALS) Mr/Mrs/Miss: \_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

