

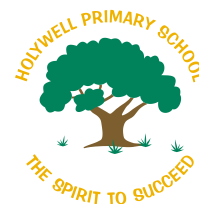


we are a learning community with the spirit to succeed

Holywell Primary School

Lettings Policy

Status:	Non-Statutory
Approval Body:	Governing Body
Review Frequency:	2 Years
Last Review:	May 2019
Next Review:	Summer 2021



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 and 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 lettings.
- 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 Headteacher will provide an annual report to the Governing Body setting out details of lettings during the year 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 Unless otherwise agreed, 50% of the total cost must be paid within fourteen days following the date of the booking or a minimum of thirty days prior to the letting, whichever is sooner and the remaining 50% two 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.
- 4.4 The hirer will be required to provide a £100 cash deposit to cover the cost of any damage or cleaning following the letting.

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
- 3rd 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
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: Cheque Bank Transfer

Amount of cash 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:

Unless otherwise agreed, 50% of the total cost must be paid within fourteen days following the date of the booking or a minimum of thirty days prior to the letting, whichever is sooner and the remaining 50% two days prior to 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: _____

