



Lettings Policy 2023-2024

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Rationale:

Highweek is a 'Community School'. We believe that we provide a good education for the children of the community. We try to involve parents and other members of the community in supporting the school and in turn we support community initiatives whenever feasible. In our buildings and grounds we have a valuable asset which we are willing to make available to community groups in so far as it does not adversely affect the needs of the school. In order to ensure its proper use, we operate a formal lettings policy

Objectives:

- To present an updated scale of charges applying to the various possible user groups.
- To make clear the administration and obligations involved.

Charges:

- We are unable to subsidise lettings from the School Budget share. Therefore, minimum charges must apply.
- For security and cleaning charges see the table at end of the policy.
- Full payment for singular bookings to be paid in advance at time of request. Payment for regular users by agreement will be invoiced monthly.

Group types

- School sponsored groups e.g., P.T.F.A., toddlers groups, family literacy, parenting classes
- L.A./Voluntary youth organisations
- Organisations affiliated to the community Association
- Charitable organisations
- Individual booking e.g. Children's parties; Badminton; Other indoor sports
- Private profit making organisations

Administration

- A Lettings form has to be completed and signed by requestor for each booking at least 48 hours in advance of the event/usage.
- Where there is a regular booking, a form will be required for each school term/year.

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- Users are expected to ensure the area is cleaned to satisfactory standard immediately after event finished. Where extra cleaning is deemed necessary it will be charged at the standard hourly rate.
- Where there is no legal obligation to accept a letting and following advice from the L.A. the Headteacher is given the discretion to decide whether or not a request for a letting should be accepted. The Headteacher may cancel a letting at short notice if requirements are not being met.
- The Headteacher has the discretion to offer a discount to organisations run predominantly for the benefit of children living within the designated area of the school.
- Issues of priority are delegated to the Headteacher who may ask for the guidance of the chair in matters of dispute.

Obligations

- Users are expected to leave the area in good condition, reporting any breakages.
- A mop and brushes are left out for basic cleaning.
- All Hirers must demonstrate that they have suitable safeguarding arrangements in place.
- All Hirers must be aware and understand the need for compliance with the school's child protection guidelines and procedures.
- **All Hirers must have Public Liability Insurance to cover their booking and ensure a copy of the certificate is attached to their booking form at time of request**

Health and Safety

- Do not use electrical equipment that has not been PAT tested (School can arrange for this to be undertaken at a small charge).
- Acknowledge location of fire call points and routes of escape
- Acknowledge the 'No Smoking' policy
- Please ensure that you bring your own First Aid equipment (there is no access to First Aid equipment or First Aiders outside school hours)
- Ensure that you have access to a mobile phone in case you need to contact the Caretaker while you are on school premises.
- Public liability insurance cover.

Equipment:

School equipment may be made available for use or hired from the school at the discretion of the Headteacher.

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A returnable deposit will be negotiated where valuable or vulnerable equipment is being borrowed.

<i>Table of charges 2023-24</i>	
Hire of hall	£6.50 ph
Extra cleaning	£15.00 ph
Security (half hr unlocking start – half hr locking end)	£16.00 ph Week days £20.00 ph Sat & Sun £25.00 ph Bank Holiday

Notes about charging:

- Standard cost of hire consists of an amount calculated by a formula agreed by Devon County Council for their school premises, plus a small charge for administration costs.
- Cleaning charges consist of the cost to the school plus a small administration charge. (No more than 10%)

Equality Statement'

'Equality will be promoted, in line with our Equality Policy, and this policy will be operated in a non-discriminatory way'

Signed: _____ Finance Governor

Date of review and adoption by Governing Board: July 2023

Date for next review: June 2024

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HIGHWEEK
Primary School
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(revised July 2020)
Application for Hire of School Premises

Name of Organisation/Hirer

.....

Position in Organisation

.....

Address of

Organisation/Hirer.....

.....

.....

Post Code

Contact Phone Number(s)

Email address

Day of hire date.....month.....year.....

Start time finish time.....

Reason of hire:

.....

I have received a copy of the Lettings Policy and I agree to abide by the terms and conditions and to pay the charges on receipt of a termly invoice. I also agree to pay any extra charges which may be due in the event of damage/uncleanliness.

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please tick

I do have Public Liability Insurance and have provided a copy to Highweek Primary School

I am aware of the importance of safeguarding during my hiring and if there are any concerns, please contact:

MASH Enquiries: 0345 155 1071

Email: mashsecure@devon.gov.uk

Enquiry form: <https://new.devon.gov.uk/making-a-mash-enquiry>

Emergency Duty Team out of hours 0845 6000 388

Police non-emergency 101

Signature of Hirer

Date

Letting Agreed by:

Name.....Position

Date.....

Copy of hirer Public Liability Insurance attached: Y/N

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