



Lettings Policy

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Agreed by:	Martin Ledgard (Head)
Signed:	
Date:	



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1 Introduction

This policy sets out the conditions for letting out the school building and the health and safety requirements associated with such lettings.

2 Conditions for Lettings

The authority for letting the premises lies with the headteacher but the governing body maintain an overview of lettings processes through the Resources and Management committee. Lettings can never be accepted if they compromise the ethos, health & safety, financial position or educational work of the school.

People hiring the school premises must demonstrably be of reputable character. The school will not offer lettings to persons under 18 years of age or to any organisation or individual where there are concerns about an unlawful, extremist or otherwise anti-social background.

Anybody wishing to make an application for letting the school premises should first approach the school office who will ask a potential hirer to complete the first section of the Lettings Application/Agreement Form given in Appendix 1 of this policy. This information will then be reviewed by the headteacher (using section 2 of the form) who, if satisfied, will then agree a letting fee with the hirer. Section 3 of the same form is then used for both parties to sign up the letting agreement.

The school premises can be available for lettings on weekday evenings and during the weekends. It is also possible to hire the dining room during the school day as long as this is not already in use for school activities (subject to appropriate safeguarding considerations and arrangements). Where the Headteacher judges it to be appropriate, a joint keyholder understanding agreement can be put in place to enable a named hirer to open and close agreed areas of the school site independently.

Any letting arrangements will be reconsidered annually to ensure that each remains economically viable, supportive of the health & safety policy of the school and does not undermine the educational work or values of the school. This includes a hirer operating within all statutory guidelines, laws and frameworks including those relating to equality legislation.



Charges for letting will depend on the activity/event and will be agreed with the hirer as part of the application/agreement process.

Invoices will be issued termly and credit facilities will not be offered. The headteacher will be informed where accounts have not been settled. In the event of non-payment, the hirer should be contacted and, where necessary, refused access until payment is made in full. Where payment is not made, the headteacher will initiate recovery procedures in accordance with Coventry City Council policy.

The hirer must notify the school of a cancellation at least three working days before the date booked – otherwise the full hire charge will be payable.

The school reserves the right to cancel a booking although it would not be common practice to do so without a reasonable explanation.

The hirer is responsible for any equipment bought onto the site and is responsible for ensuring that it conforms to all relevant safety standards (e.g. electrical safety standards).

No food or drink (including alcoholic drinks) may be bought on to the school premises without prior arrangement and agreement with the school.

Gambling and the use of gambling machines is prohibited.

Free admission to any part of the premises during any letting is to be given, at all times, to members of staff and governors of the school or other parties authorised by the headteacher.

3 HEALTH AND SAFETY FOR LETTINGS

All hirers are to be made fully aware of, and are responsible for compliance with, the school's health and safety policy. Good housekeeping within the school must be maintained and all areas used by the hirer must be left as found. Hirers will be responsible for any damages to the premises, fixtures, fittings and displays of work and are required to have appropriate indemnity insurance in place to cover any losses or damage incurred.



Prior to the initial hire session, the hirer will meet with the school representative (typically the Site Services Officer) who will acquaint the hirer with the following:

- The school's fire and emergency plan and fire evacuation procedures
- The location of fire-fighting equipment
- Accident, incident and assault reporting procedures
- Arrangements that need to be made for out of hours security

Hirers must nominate one responsible person to be in charge of proceedings. This nominated person will be responsible for initiating and organising any emergency actions, including:

- Contacting the emergency services, the school representative or site services officer in the event of an emergency. The responsible person must also be in possession of a mobile phone in the event of a communications failure or being unable to access a landline.
- Providing sufficient first aid equipment and qualified first aiders for the people attending their activity.
- Informing the Headteacher of all emergencies at the earliest opportunity ideally no later than the next working day.

Hirers are to ensure that adequate security controls remain in place during occupancy. Access to the site should only be made via one main entrance to prevent out of hours casual intrusion and a designated representative should be tasked with staffing the main entrance to 'meet and greet' and to register attendees. Internally, areas of the school not used for the letting will be out of bounds. Should intruders be sighted on school premises, do not attempt to intercept or challenge them. Inform the Emergency Services Unit, Police and site services officer.

Where the letting of school premises involves the participation of school pupils, the school will require users to prepare and submit, prior to the hiring commencing, a system of work for the following:

- The safe arrival and departure of pupils to/from the activity
- Responsibility for transferring pupils from class to the activity and from the activity to parents / guardians
- The security of pupils during the activity

Vehicles should not obstruct the school entrances in the event that emergency access to the school is required by emergency services. Hirers must ensure that the entrance to the site and access to fire hydrants remains available.



A strict **NO SMOKING** policy (including e-cigarettes) exists in school buildings and on the school site. This must be adhered to at all times.

The Site Services Officer must be informed when activities are concluded in order that the buildings can be secured



4 APPENDIX 1: GRANGE FARM PRIMARY SCHOOL LETTINGS APPLICATION / AGREEMENT FORM

Section 1 – Application for a Letting

Name of hirer:	
Phone number:	
I am over 18 years of age:	
Name of organisation (if applicable):	
Address of hirer (including postcode):	
Name and contact details of suitable referee (can be a school contact):	

Dates required:	
Times required:	
Exclusion dates (if applicable):	

What is the name and purpose of the activity? What is the intended audience?	
Are you intending to provide food and drink?	
What approximate numbers will attend?	



Facilities / Equipment required:	
Will an entry fee be made to people attending the activity? How much?	

I confirm that all the information provided in Section 1 is correct and that I have read and understood the Lettings Policy and the Health and Safety Policy.	
Signed	Date

Section 2 – Headteacher Review (School-use only)

Are you satisfied that...

...the letting will not compromise the values and ethos of the school?	
...the hirer is reputable and trustworthy?	
...the letting will not compromise the educational work of the school?	
...the letting will not compromise the health and safety of other users of the school site?	
...the letting will not compromise the financial stability of the school?	
...the hirer has read and understood the Lettings Policy and the Health and Safety Policy of the school?	
...satisfactory arrangements are in place to ensure the security of the school and its contents?	
Any other comments?	

Section 3 – Letting Agreement (to be completed after Section 2 is complete)

Details of Letting Charge:	
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	Signed	Date
Hirer:		
Headteacher:		