



**Roselands & Stafford**  
Federation

# **Policy for Lettings and Use of the Premises**

**Document control:**

<b>Ratification</b>			
<b>Signed by</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Headteacher	John Maxwell		
Chair of Governors	Jon Nay		
<b>Distribution</b>			
<b>Shared with</b>			
<ul style="list-style-type: none"><li>• Staff via school server</li><li>• Governors via full governing body meeting</li><li>• Parents via website</li><li>• Potential hirers via email</li></ul>			
<b>Revision history</b>			
<b>Version</b>	<b>Revision Date</b>	<b>Revised By</b>	<b>Revision</b>
1	01.04.19	John Maxwell	Original version based on Orbis guidance
<b>Date for next review:</b>			
<ul style="list-style-type: none"><li>• April 2021</li></ul>			

## **1 Rationale**

- 1.1 The Governing Body welcomes the use of the school's facilities outside normal school hours, or during school hours where appropriate, by groups within the local community. In agreeing a letting, the Governors will give due regard to the protection of the legitimate rights and interests of the local authority, the purposes of the group represented by the hirer, the amenities in the local area and the welfare of local residents.

## **2 Equal Opportunities and Inclusion**

- 2.1 It is the aim of the school to operate a fair and inclusive policy at all times. We welcome inquiries from potential hirers, and will consider all applications, regardless of the hirer's gender, ethnicity, physical disability, linguistic or cultural background. We recognise that certain groups and individuals may be discriminated against and therefore are strongly committed to positive action to ensure the building and grounds are fully accessible to all potential users. In general, the Governing Body welcomes sports and exercise classes, educational classes and cultural and social activities but reserves the right to refuse lettings to organisations that do not share the school's values.
- 2.2 Lettings may be made to individuals, groups or organisations at the discretion of the Governing Body.
- 2.3 The Governing Body requires that all lettings are undertaken with the understanding that the hirer adheres to the school's principles of inclusion and equality of opportunity as outlined in the school's policies.

## **3 Aims**

- To safeguard the needs of pupils within the school above the consideration of lettings at all times
- To provide a fair system for determining lettings
- To maintain a safe and secure environment for all users of the site
- To ensure the school is well maintained, clean, tidy and ready for use at all times
- To encourage community use of the school
- To maintain a good reputation for the school within the community by ensuring high standards of behaviour by those using the premises during letting

## **4 Roles and Responsibilities**

### 4.1 THE GOVERNING BODY

- To develop the lettings policy in accordance with the legislative and ESCC requirements
- To ensure that the policy is maintained and reviewed. This will be delegated to the Finance and Resources link governor
- To delegate the day-to-day management of the lettings policy to the head teacher
- To communicate the policy and procedures to the potential hirers
- To organise lettings with regard to commitments of the site manager and ensure a healthy work/life balance for those directly involved with lettings
- To monitor the success of lettings and take immediate action should any difficulties arise

#### 4.2 THE SCHOOL BUSINESS MANAGER

- To administer lettings in accordance with the policy
- To keep up to date records of all lettings
- To ensure all documents relating to lettings are available to potential hirers

#### 4.3 THE SITE MANAGER

- To prepare the site (school or outside environment) for letting at least half an hour before the letting commences
- To be available to hirers throughout the period of the letting
- To make the school ready for pupil use by cleaning any areas used by the hirers and ensuring rubbish is cleared immediately after the letting
- To record in the premises book and report any health and safety concerns, accidents or other incidents to the head teacher immediately
- To secure the premises immediately after the letting

### **5 Implementation**

5.1 The policy, procedures and conditions for hire will be made available to potential hirers

#### 5.2 SCHOOL AREAS FOR HIRE AND FACILITIES INCLUDED

Halls, children's toilets, adult visitors' toilets, playgrounds, MUGA, car park, field and any other areas as deemed appropriate by the Headteacher

#### 5.3 TELEPHONE ACCESS

It will be a condition of the let that the hirer will provide a mobile telephone number for use in emergencies, and inform the lettings administrator of the contact number

#### 5.4 TIMES OF LETTINGS

5.4.1 Lettings will normally only be considered outside school hours

5.4.2 Lettings outside term time will be considered on an individual basis

#### 5.5 CHARGING

5.5.1 Lettings will normally be by the hour. The hourly letting charge is set and reviewed annually by the Governing Body

5.5.2 Standard hire charges may be waived or reduced at the discretion of the Governing Body

5.5.3 Payment and dates will be agreed before the date of hire. Failure to make payment in good time will result in further bookings being rejected until the account is settled

5.5.4 An additional refundable deposit will be required in respect of any possible damage to school property

5.5.5 Charges are as follows:

School Buildings (per room)

After school (1530 – 2100) £15 per hour

Weekends and school holidays £30 per hour

School Field

After school (1530 – 2100) £20 per hour

Weekends and school holidays £25 per hour

Multi Use Games Area	
After school (1530 – 2100)	£20 per hour
Weekends and school holidays	£25 per hour

## 5.6 HEALTH AND SAFETY

- 5.6.1 All hirers should ensure they have adequate insurance for their attendees. Where this does not apply, a charge for insurance will be applied in addition to the lettings charge
- 5.6.2 Hirers are responsible for ensuring that their activities are appropriately supervised
- 5.6.3 A basic first aid kit is available from the school office
- 5.6.4 All hirers should make themselves familiar with the emergency evacuation procedures, the location of the nearest emergency exits, fire extinguishers and fire alarms. Copies of the emergency evacuation procedure are posted in all rooms
- 5.6.5 Any special requirements for a particular hire, such as footwear or use of school equipment such as PE apparatus, should be discussed at the time of hire. Unauthorised use of school equipment or apparatus may be regarded as grounds for terminating the letting

## 5.7 CANCELLATION

- 5.7.1 Lettings may be subject to cancellation with reasonable notice by the school or local authority for school or local government purposes. An appropriate refund or adjustment to future charges will be made under such circumstances
- 5.7.2 Where lettings are cancelled, the hirer will be subject to a cancellation charge of 50% of the hire fee

## 5.8 SAFEGUARDING

- 5.8.1 The hirer must provide a copy of their own safeguarding policy, or agree to abide by the school's own safeguarding policy. Staff employed by the hirer will be required to provide DBS evidence and information if the letting requires it

## **6 Monitoring and Evaluation**

- 6.1 For long term lettings there will be a review of the success of the letting at the end of each half term between the site manager and the head teacher. The head teacher will immediately address any issues arising. There will be a review after each one-off letting.



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## APPLICATION TO HIRE FACILITIES

Location of letting (please circle):

**ROSELANDS INFANT SCHOOL**

**STAFFORD JUNIOR SCHOOL**

HIRING ORGANISATION including name and address of person responsible:

PURPOSE OF HIRING:

DATES AND DAYS REQUIRED:

ACTUAL TIMES REQUIRED (to include preparation time and time for cleaning afterwards):

MAIN FACILITIES / ROOMS REQUIRED:

WILL ANY OTHER FACILITIES BE REQUIRED? Eg stage lighting/piano/specialist equipment

DO YOU REQUIRE HEATING:       Yes       No

DECLARATION BY HIRER:

I acknowledge that I have received a copy of the conditions governing this hiring and understand them. I agree to abide by them and to pay the sum due before the hiring takes place. I agree to pay for the reinstatement following any damage to property caused as a result of this hiring.

Date \_\_\_\_\_ Signature \_\_\_\_\_

INSURANCE

I confirm that I have adequate insurance for this letting

Name of insurance company \_\_\_\_\_

Value of insured amount: £ \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

TO BE COMPLETED BY THE SCHOOL

This Hiring has been approved for, and on behalf of, the school.

Date \_\_\_\_\_ Signature of Head \_\_\_\_\_

The charge for this Hiring will be: £ \_\_\_\_\_

PAYMENT RECEIVED:

DATE: