

LETTINGS POLICY

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Responsibility: Anya Salisbury
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Aims

The aim of this policy is to provide guidelines for the use of school facilities including the Children's Centre for the benefit of the school and its community. To enable the school management to achieve this aim the Governing body have drawn up the following policy.

Policy Statement

- The needs of the school that is of the Headteacher, staff and pupils shall be given priority.
- The Premises and/or grounds are available for hire to approved individuals or groups with priority given to activities of the local community.
- The Headteacher shall have absolute authority to refuse any application. The Premises Manager must be present as required, and his agreement must be obtained.

Lettings Policy

- Hirers must apply on form ED110 and must sign to confirm that they have read and agreed the terms and conditions.
- A letting will only be confirmed on receipt of the completed booking form. A copy of the lettings policy will be issued with the confirmation.
- Evening hire between the hours of 6.00 p.m and 10.00 p.m and weekend use at the discretion of the Headteacher.
- Payment for all lettings shall be paid termly in advance where appropriate. No refunds will be given if the hirer is unable to fulfil his/her part of the lettings agreement.
- Standard rate VAT is payable by hirers on short-term hire of sports facilities for physical recreation, however there are some exemptions. Any exemptions will be clarified to the hirer when the ED110 form has been received by the school.
- All non-Education hirers must be covered by insurance. The SCC requirement is that an insurance charge as a percentage of the letting fee will be made if the hirer is not in possession of his/her own insurance policy with current SCC recommended public liability cover. Clarification of non-education users can be obtained from the school.
- The areas to let must be clearly defined and, where for example access to the main corridor or toilets is authorised, security of school equipment must be ensured.
- A refundable damage deposit is required.
- Charges for lettings will be reviewed annually in April - a current copy is attached. Further information regarding lettings procedures can be obtained from School Office 2.

Hirer's Responsibilities

1. If the school hall, classrooms, playing fields (for sporting activities) or Children's Centre are being used, permission is granted to use the footpaths to and from these premises only and not for use of the playground, playground facilities or playing fields (unless hired).
2. The car park must not be used in term time during the hours of 8.00 a.m. and 6.00 p.m. We would emphasise that it is the hirer's responsibility to ensure that this condition is observed by all users. Use of

areas other than those for which permission has been granted will be deemed as trespassing and any resulting accidents would not be the responsibility of the *Governors*, the *Headteacher*, the *School* or *Surrey County Council*.

3. In all cases the hirer must be made aware of his/her responsibility for
 - any damaged caused.
 - clearing up.
 - vacating the premises at the agreed time.
 - insurance cover requirements.
4. *Dovers Green School* has adopted a no smoking policy in order to protect the health and working environment of all members of the school community. All hirers are asked to ensure that the no smoking policy is observed on the entire school site at all times.
5. Dogs are not permitted on the premises.

Charges

Charges are fixed by Surrey County Council for use of school premises by Education Service users as follows:

Premises Manager's fee including NI and Pension plus:

	LEA Standard Charge	Youth Service
Use of room (irrespective of size)	£7.00 per hour	£3.50 per half hour
Use of hall (irrespective of size)	£15.00 per hour	£7.50 per half hour
Use of playground or playing field	£14.00 per hour.	

Elections

Polling purposes: 6.45am - 10.15pm £56 per day.

(PLUS charge equal to the cost of the Premises Manager, including NI and Pension, after 6 p.m. or before normal working hours.)

Charge fixed by governing body

Minimum charge

Premises Manager's fee plus:

Location	Use by charity (hourly rate)	Use by community for community (hourly rate)	Use by commercial company (hourly rate)
Use of room	£8.00	£8.75	£10.50
Hall	£16.50	£18.75	£22.50
Playground/Field	£15.50	£17.50	£21.00

A refundable damage deposit of £100 will be charged.

School Functions

No charge will be made for caretaking costs incurred.

Use Of School Kitchen

If preparation and provision of food is required a member of catering personnel must be present. The school admin officer would contact Surrey Commercial Services for current costs and these would be agreed in advance and met by the hirer.

Use Of Children's Centre For Children's Parties (For School Families Only)

- The Children's Centre can be hired for children's parties for four hours on either a Saturday or Sunday by parents or carers of children registered at Dovers Green School between the hours of 10.00 a.m and 6.00 p.m. (one booking per weekend)
- The cost of £50 would cover the use of the hall, kitchen, toilet facilities, Rainbow Room and outside within the fenced area of the Children's Centre. Cheques are payable to Dovers Green School.
- A deposit of £100 will be required when keys are collected from the School Office on Friday afternoon. Following inspection of the Children's Centre premises this will be refunded when the keys are returned to the School Office on Monday morning.
- Hirers must comply with all other conditions outlined in this policy but additionally are responsible for ensuring that all areas used are left clean, bins are emptied and all rubbish removed from site and all doors are locked.

For further information and information about charges for extended use of schools please refer to Section M - Annex G (revised September 2016) of the Finance Manual. A copy of this is in the policy file in the headteacher's office.