



LANESEND PRIMARY SCHOOL  
LOVE LANE, COWES  
ISLE OF WIGHT PO31 7ES  
TEL & FAX: 01983 293 233  
E: ADMIN@LANESENDPRI.IOW.SCH.UK  
WWW.LANESENDPRIMARY.IK.ORG



# Lanesend Primary School

## Lettings Policy

### Governor Policy

**Signed:** ..... **Date:**  
**(Headteacher)**

**Signed:** ..... **Date:**  
**(Chair of Governors)**

**Review Date:** March 2022 (Every 3 Years)

**Reviewed By:** Money Group and Full Governing Body

# Lanesend Primary Lettings Policy

## **Introduction**

Lanesend Primary School, as a Community School, recognises its responsibility to foster community activities and will consider all applications to hire the premises or grounds on an individual basis. The premises or grounds may be hired on evenings, weekends and during school holidays.

Letting will be subject to availability and the approval of the Headteacher and Governing Body. Preference will be given to members of the community.

If the Hirer is in any doubt as to the meaning of this Policy and the Conditions of Hire, please consult with the Headteacher.

## **Guidelines for Lettings**

The Headteacher will manage lettings in consultation with the School Development Manager and Site Manager. Priority will be given to those who foster the education, welfare and recreation of people in the community.

Charges will be as set out and will be reviewed annually by the Governing Body.

The Hirer will comply with the Conditions of Hire and any other rules, which may be imposed from time to time by the Headteacher or the Governing Body.

## **Conditions of Hire**

The Hirer, who must be 21 years of age or older will, during the period of the hiring, be responsible for the supervision of the premises. The person must accept responsibility for being in charge of and on the premises at all times when the public are present.

## **Application**

- a) All applications for hiring must be made on Lanesend Primary's Lettings Form
- b) Booking will be confirmed on a copy of the Lettings Form
- c) Verbal bookings must be confirmed on the Lettings Form
- d) Applications to use the school or grounds must be approved by the Headteacher and the School Development Manager, if a major event Governors must also approve the application, all have absolute discretion to refuse any application without giving reasons. They may cancel or terminate any booking, before or during the period of hire, if they have good reason to believe that it is likely to contravene this Policy and Conditions of Hire
- e) The Hirer shall not use the school or grounds for any purpose other than that described in the Lettings Form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything to bring onto the premises anything which may endanger the premises or any insurance policies in respect thereof

## **Insurance**

The school has joined the RPA scheme provided the DFE insurers. It covers bodily injury to Third Parties and/or loss or damage to the property. Commercial hirers must provide copies of their own Public Liability Insurance to the School Development Manager. Permission of the Headteacher must be sought concerning use of school equipment.

### **Licensing of Premises**

**THIS WILL NOT BE OFFERED AS AN OPTION**

### **Performing Rights**

Where applicable, payments to the Performing Rights and Phonographic Society will be the responsibility of the Hirer. The Hirer is also responsible for ensuring that any performances comply with Public Entertainment requirements.

### **Children and Teenagers' Parties**

It is the responsibility of the Hirer, with the assistance of parents and friends to supervise during hiring time, the activities of children and teenagers in the school and grounds and around the school premises.

### **Care of Premises and Property**

1. The Hirer will be held responsible for any damage caused to any part of the school buildings or grounds, including fabric, decorations, fittings and equipment. The Hirer must report any damage to the Headteacher and pay the cost of replacing, repairing or making good the damage as determined by the Headteacher and Governors
2. The Hirer shall check the rooms/grounds on arrival and finish. It is their responsibility to leave the rooms/grounds in a tidy condition
3. Football boots are to be removed outside the buildings
4. Dogs are not permitted in the school grounds, except by special arrangement
5. No smoking at all on site, inside the building or anywhere within the school grounds
6. It will be necessary for the Hirer to provide their own first aid equipment
7. Bicycles are not allowed on the fields
8. Tents and marquees must be pitched far away from the main playing area, in locations agreed with the Headteacher

### **Parking**

No parking of cars is permitted on the grassed areas or playground without prior permission. The hirer is responsible for avoiding obstruction on the highway and for acting in accordance with local agreements.

### **Use of School Kitchen**

Permission for the contractor, Chartwells, is necessary to hire the school kitchen. A service charge may be made. The same conditions, including insurance, will apply. If commercial catering is required the organiser must invite the contractor, Chartwells, to tender for the work. The bid that gives the best value for money must be accepted.

## **Keyholder Scheme**

Regular users of the school premises may apply for this scheme. It enables the Hirer to lock up themselves, thus not incurring the full “oncosts” charges and therefore reducing the hourly rate.

The Headteacher, School Development Manager and Site Manager must approve the application. If this is impractical (i.e. weekends and school holidays), special arrangements will be made with the Headteacher. Any costs due to the loss of keys will be the responsibility of the keyholder. The key will be returned once let ceases.

## **Charges**

All organisations will be charged in accordance with the scale of charges. The Headteacher and Governors reserve the right to waive or vary the fee.

Users will be charged: (please note: the hall holds 100 maximum capacity)

Hall £15 per hour (commercial use, where a charge is made to attendees)

Hall £12 per hour (community use, no charge to attendees)

Rooms £6 per hour

£300 per day for ‘special events’ (weddings, private functions etc)

## **Oncosts**

Caretaker time charged at £10 per hour (locking/unlocking, energy, wear and tear)

Time charged at £5 per hour (energy, wear and tear etc)

The Hirer has access to the emergency phone in the foyer.

Governors and the school reserve the right to waive or vary the fee in exceptional circumstances. For further information please contact the school office in the first instance on (01983) 293233. All applications will be considered by the Governors on an individual basis. In all cases, the decision of the Governors shall be final.

## LANESEND PRIMARY SCHOOL LETTINGS APPLICATION FORM

LETTING NO: \_\_\_\_\_

Note to applicant: Before completing this form, please read the attached information

PART 1: APPLICATION DETAILS (To be completed by the applicant. Please type or use a ballpoint pen)				
Accommodation / facilities required	Purpose of Hire	Day(s) of week	Dates required (from/to)	Times required (from/to)
<p>Name of applicant.....Telephone no. (office hours).....</p> <p>Full postal address.....</p> <p>.....</p> <p>Name of organisation.....</p> <p>I shall / shall not require the Caretaker's time (please delete as appropriate)</p> <p>I personally agree to be responsible for the fees charged in respect of this letting and will observe the regulations, which I have read.</p> <p>Signature of Applicant.....Date.....</p>				
PART 2: APPROVAL DETAILS (to be completed by the school)				

<p>I recommend that this application is:</p> <p>APPROVED / NOT APPROVED</p> <p>Signed.....(Finance Officer)</p>	<p>Date caretaker informed.....</p> <p>For WEEKEND USE ONLY – complete the following: Will the Caretaker be required to be on active duty throughout the duration of the letting?</p> <p style="text-align: center;">YES / NO</p>
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**PART 3: FOR OFFICE USE ONLY**

Basis of Charge					
Accommodation	Equipment	Hourly Charge	Caretaker's time	Vat at %	Total
<b>TOTAL AMOUNT TO PAY</b>					<b>£</b>