



Lanesend Primary School Lettings Policy 2022

Signed: **Date:**
(Headteacher)

Signed: **Date:**
(Chair of Trustees)

Review Date: September 2025 (Every 3 Years)

Reviewed By: Money Group and Board of Trustees

Lanesend Primary School 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. 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 Finance and HR Lead 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 Board of Trustees.

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 Board of Trustees.

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 Finance and HR Lead, if a major event Trustees 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 is insured by Zurich Insurance Services. 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

Finance and HR Lead.

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 Trustees
2. The Hirer shall check the rooms/grounds on arrival and finish. It is their responsibility to leave the rooms/grounds in a tidy and clean 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 or vaping 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 is necessary to hire the school kitchen. A service charge may be made. The same conditions, including insurance, will apply.

Use of Field

The field can also be hired for clubs and events. Use and charge will be discussed separately to reflect the need and the use of the field.

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, HR and Finance Lead 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 Trustees reserve the right to waive or vary the fee.

Users will be charged:

Hall £16.50 per hour (commercial use, where a charge is made to attendees)
Hall £13.50 per hour (community use, no charge to attendees)
Rooms £7.50 per hour
£500 per day for ‘special events’ (weddings, private functions etc)

Oncosts

Site Manager time charged at £12.50 per hour (locking/unlocking, energy, wear and tear). Time charged at £6.50 per hour (energy, wear and tear etc)

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

Trustees 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 Trustees on an individual basis. In all cases, the decision of the Trustees shall be final.

Lanesend Primary School Letting 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 Site Manager'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 Site Manager informed.....</p> <p>For WEEKEND USE ONLY – complete the following: Will the Site Manager be required to be on active duty throughout the duration of the letting?</p> <p>YES / NO</p>		
PART 3: FOR OFFICE USE ONLY					
Basis of Charge					
Accommodation	Equipment	Hourly Charge	Site Manager's time	Vat at %	Total
TOTAL AMOUNT TO PAY					£

