



# NINE ACRES COMMUNITY PRIMARY SCHOOL

South View, Newport, Isle of Wight, PO30 1QP


Team Work Respect Aspiration Perseverance Caring Creativity Citizenship Courage Independence

*'Striving for Excellence'*

## Lettings Policy

June 2018

Nine Acres Primary School

Approved By:	
Approval Date:	07.6.18.
Review Frequency:	Every three years
Next Review Due:	06.06.21



## **Introduction**

All schools are free to control lettings of their premises and to set levels of charge, if any. Schools also control access to their premises and may choose to which organisations, if any, they wish to let.

This is because, under formula funding, all schools have the cost of lettings (energy, caretaking, and wear and tear) charged against their budgets and will therefore receive all consequent income.

## **Policy Statement**

Nine Acres Community Primary School welcomes the opportunity to:

- promote the well-being of our pupils through the provision of Out of Hours Clubs
- promote community cohesion through letting the School's facilities for the benefit of the whole community

By community cohesion we mean working towards a society in which there is a common vision and sense of belonging by all communities; a society in which the diversity of people's backgrounds and circumstances is appreciated and valued; a society in which strong and positive relationships exist and continue to exist in the workplace, in schools and the wider community.

## **Charge Levels**

Charges for community use need to be judged with care. Where any activity enriches the community its value to the School is measured not in amounts of money added to the budget, but more in the improved opportunities it gives to the locality.

Charges for commercial use will be in relation to an amount per hour and the range of facilities being used, it also may incur a caretaking cost. Where the Governors anticipate valuable commercial letting but suspect the possibility of damage, they might consider asking for a deposit against damage rather than lose income.

The following charges for occasional lettings apply and are to be reviewed by the Governing Body at each policy review date: £15 per hour, plus £15 Site Manager's costs.

## **Cancellations**

The School requires 7 days' notice in writing if any event is cancelled. Failure to cancel incurs the full hire charge. Please note the School reserves the right to cancel bookings at

any time. Where this is necessary as much notice as possible will be given to the hirer; in these circumstances a full refund of any booking fee paid will be due.

## **Access**

Access to the building will be by prior arrangement only. All hirers must complete the Lettings Form. Use of the car park is at owners' risk.

## **Emergency Procedures**

All people who use the School buildings out of hours need to be aware of emergency procedures. The hirer is responsible for ensuring all persons in their group are aware of the fire procedures. The hirers are also responsible for providing their own First Aid personnel. A first aid box is situated in the hall. Fire procedures are displayed on the wall. If any of the School facilities are used (e.g. First Aid kit) the School shall be informed to allow for the replacement and logging in the accident book. Hirers are expected to familiarise themselves with the layout of the area hired and the fire escape routes.

## **Insurance**

The School is part of the Local Authority's Third Party Hirers Insurance scheme. The policy runs with the school year and incurs a charge of our fee income for lettings. The policy protects persons and organisations using the School premises under a hiring agreement against all allegations of negligence made against them, thus protecting the School from any claims that may arise on a contingency basis. Hirers must ensure they have their own activity public liability insurance.

## **Safeguarding**

The School takes the safeguarding of children very seriously. If any organisation or group involved with children or vulnerable adults wishes to hire the School premises on a recurring basis they should have their own Safeguarding Policy and procedures. It is their responsibility to ensure that DBS checks (Disclosure and Barring Service) are carried out. The School reserves the right to inspect these checks and to view the policy of the hirer upon request.

## **Conditions and Terms of Use**

The Lettings - Conditions and Terms of Use Form is to be issued for all bookings and a signed and authorised version retained by the School. A copy is to be issued to the hirer.



## **Nine Acres Primary School**

### **Lettings - Conditions and Terms of Use Form**

For each letting the following conditions and terms of use are to be stipulated in writing and a copy of the agreement signed by way of acceptance prior to the occasion:

1. Prohibited:
  - a. Excessive noise or unsuitable activities
  - b. The consumption or display of alcohol, unless a license has been agreed and the School is aware
  - c. Activities likely to cause damage or disfigurement to the property. The decision of the School in all case is final
2. Damage must be reported to the School and paid for at the School's valuation
3. The hirer will be held responsible for his own legal liabilities in respect of any damage caused
4. The hirer is responsible for ensuring all persons organising or attending the event are aware of the emergency procedures
5. Smoking inside the School buildings, or on the School grounds is not permitted
6. The hirer must ensure they have their own activity public liability insurance.
7. The school requires 7 days' notice in writing if any event is cancelled. Failure to cancel incurs the full hire charge. Please note the School reserves the right to cancel bookings at any time. Where this is necessary as much notice as possible will be given to the hirer; in these circumstances a full refund of any booking fee paid will be due.
8. Posters and Notices may not be displayed without permission.
9. The School cannot accept responsibility for any losses.
10. Premises must be left clean and tidy and all litter generated must be removed. Any furniture or equipment used must be returned to the original position.
11. Access to the building will be by prior arrangement only. Use of the car park is at owners' risk. No car parking is allowed on the field
12. Dogs are not permitted on the School grounds except by special arrangement
13. Firm booking must be made in writing to the address above. Verbal enquiries must be confirmed.
14. The cost of hire of the premises are at the following rates and should be remitted to the address below:
  - a. £15 per hour + £15 Site Manager costs
  - b. Key holder rates do not incur Site Manager costs.
  - c. A 50% deposit to be paid for occasional bookings at the time of confirmation. This will be refunded if 24 hours' notice of cancellation is received.



**Nine Acres Primary School**  
**Lettings Form**

Name of Hirer

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Address of Hirer

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Contact details

Tel.....

Email.....

Number of Attendees ..... (approx.)

Area hired

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Facilities required

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Date of hire

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Times of hire (hours) ..... (Inc. setting  
up and clearing time)

No. of Sessions booked .....

Access/Locking up required .....

Amount due .....

Date Due.....

Signed ..... (Hirer) Date.....

Agreed by ..... (Headteacher) Date.....