Lettings Policy

Katherine Semar Schools

Date of policy	February 2023
Review date	February 2024
Headteacher's signature	
Chair of Governors' signature	

Lettings Policy

The academy encourages the letting of school premises to the local community, because:

- it involves the community actively in the life of the school;
- it fosters links between the school and a range of local, voluntary and community groups;
- it encourages parents to think of the school as more than just the place they send their children to each day – more as a resource to make full use of;
- it raises funds for the school.

However, the academy recognises that their primary role is to educate children. Therefore, the following criteria shall apply to the consideration of any application for a letting of school premises:

- in agreeing to any potential letting, the school shall have regard to the impact it might have on the safe and efficient functioning of the school for teaching and learning, including the consequences of any physical disruption to the premises or resources of the schools;
- the letting will cover any costs incurred by the school (except by agreement in advance with the Head teacher, and only in exceptional circumstances);
- the hirer will need to assure the school that the hiring has educational or community value;
- the hirer shall be bound by a written set of terms and conditions;
- the school shall have the absolute right, within the wish to maximise income from lettings, to refuse any letting which might bring the schools into disrepute, or where there is any doubt that the costs associated with the letting might be recovered.

Conditions of Hire

1. All hirings will be at the discretion of the Head teacher. Consideration will be given to regular users and prior bookings.
2. Applications for the hire of part of the school premises must be in writing on the enclosed form. The scale of charges and hours of letting are set out in Appendix 1.
3. The whole school (inside and outside) is a no smoking zone and hirers must ensure that there is no smoking at any event.

Facilities Available

1. The capacity of the hall and classrooms is as set out below.

Type of function	Capacity
Infant hall with seating arranged for a stage show	90
Infant hall with no seating	180
Junior hall with seating arranged for a stage show	110
Junior hall with no seating	250

2. Lettings shall be for the particular rooms and toilets as described in the confirmation of booking, and hirers shall ensure that no one enters other parts of the premises.
3. Other school equipment may be available to hire or use, such as chairs, tables, overhead projector and screen by arrangement.
4. Space for parking of cars may be provided on the school car park but entrances and exits must be kept clear for emergency usage.

Provision of Stewards

The hirer shall provide such number of attendants and stewards as may be necessary to secure the efficient supervision of the premises during the hiring, including the following:

a. The orderly and safe admission and departure of persons to and from the premises and the orderly and safe clearance of the premises in case of emergency;
b. The safety of the premises and the preservation of good order and decency therein: and
c. Ensuring that the fire exit from the room is unlocked and unobstructed and immediately available for exit during the whole time the premises are in use.
d. The cloakrooms will be in the care and custody of the hirer, who must provide his own attendants and be responsible for any loss that may occur.

Hirer's Responsibilities

1. If you run a club/group that involves children, you and your staff/helpers must have had the necessary checks carried out by the Disclosure and Barring Service. You must also ensure that you have appropriate safeguarding and child protection policies and procedures in place and ensure that your staff/helpers have annual training in these policies and procedures. A copy of your safeguarding and child protection policies must be shown at the School Office on request.
2. No nail or fastening of any kind shall be driven or put into any wall, or put into any wall partition, pillar or other fitting or furniture. Any decoration required must be agreed, in advance, with the caretaker.
3. The hirer shall repay to the school governors on demand the cost of reinstating or replacing or repairing any part or parts of the premises, and any school property contained therein, which shall be damaged, destroyed stolen or removed during the period of hire.
4. The hirer shall indemnify the school governors against claims, demands, actions or proceedings in respect of any loss, damage or injury caused by or to any persons which shall occur while such person is in or upon part of the premises or arise from any accident or occurrence which happens while such person is in or upon any part of the premises or in respect of any loss or damage suffered or sustained by any person by reason of use of the premises by the hirer.
5. The hirer shall arrange insurance to cover the terms of the indemnity set out in clauses 3 and 4 above and produce for inspection written confirmation from the insurance company or broker concerned.
6. The wearing of footwear of any kind that is liable to cause damage to the floor of the main hall is prohibited.
7. Electrical equipment must **not** be brought onto the premises unless the arrangement has been approved in advance with the hirer, and the equipment has been checked and has a current certificate to confirm that it complies with the Electricity at Work Regulations.
8. The premises should be left in a clean and tidy state. The school governors may by arrangement allow a hirer reasonable time to clear up and remove property at the end

of the hiring. The governors do not undertake safe custody of property remaining on the premises. Any extra cleaning costs if the premises are left in a dirty and untidy state will be recoverable from the hirer. Any extra caretaking costs, as result of unpunctuality by the hirer in opening or closing the premises, or if extra time is required by the hirer to clear up, will be recoverable from the hirer.

Please note:

1. Availability and location of a telephone for emergency 999 calls should be established at the time of the let with the site manager.
2. Should there be a fire in the building, please make your way to the following assembly points:
   If the letting is in the Junior hall, please make your way to the School car park.
   If the letting is in the Infant hall, please make your way to the school car park.
   All exits are clearly marked.
3. The site manager should be notified immediately of any emergency.
4. It is the responsibility of the hirer to ensure that the people under their care follow the evacuation procedures.

Appendix 1

Charges for use of School Premises

Hire of the KSS school hall costs £15.00 per hour.
All prices are per hour, the minimum let is for one hour.
Time is allowed for setting up and cleaning away, by the hirer, free of charge. (See Conditions of Hire)
The hire includes the use of the toilets and car park in accordance with the conditions of hire.

The above fees do not include the following:

1. Full attendance by caretaker if necessary
2. Additional cleaning charges (see Hirer's Responsibilities: clause 8)
3. Equipment hire
4. Any other charges made in accordance with the Conditions of Hire

Katherine Semar Infant and Junior School

Application to Hire School Premises

APPLICANT

Full name (block letters please) _____

Society or Organisation _____

PURPOSE OF HIRING _____

REQUIREMENTS

Please include setting up & clearing away times

Day	Date	Time	
		From	**To**

FACILITIES	Tick	Chairs (insert no. required)
School Piano		
Heating (see Note 1)		
Stage Lighting/Spotlights		

Accommodation		
Hall, Sports Hall, Gymnasia		
CLASSROOMS		
KITCHEN		
TIME	From	To
PURPOSE	Hot water/light refreshments only	Use of ovens etc (see Note 2)
PLAYING FIELD (describe requirements)		
OTHER ACCOMMODATION		

Name of competent person (See Condition 2.1) _____

Note 1 The heating period is 1 October – 30 April. Hirers are asked to state whether or not they wish heat to be provided at their function.
Note 2 Where approval is given to the use of school kitchens, other than for the provision of hot water and the service of light refreshments, hiring charges shall be increased accordingly.

Details of Function

Is the function to be *tick*

* Public? ☐

* Private? ☐

* Legal advice should be sought where doubt exists (see also Condition No. 26 and the Appendix on Conditions of Hire)

Will there be: *tick*

An admission charge	
Singing/Music	
Dancing (by performers or public)	
A Cinematograph exhibition	
Wrestling or Boxing	
A Theatrical Performance	
Sale and/or consumption of alcohol (*please state which)*	

Give details of any proposed action or performance involving scenery, decorations, real-flame, smoke or smoking, pyrotechnics or fireworks, pulsing lights (stroboscopes), lasers, firearms or any potential hazardous action on apparatus, animals, vehicles or aircraft.

If hiring will involve sporting or gymnastic activities, please give the name and qualifications of the person in charge.

PROCEEDS

State purpose to which proceeds will be applied.

Will a personal profit be made?

YOUTH ORGANISATIONS

In the case of Scouts, Girl Guides and approved voluntary youth organisations, please state:

Total number on roll ☐ No. under 16 years ☐

Declaration

I, on behalf of _____ hereby apply for the use of the accommodation and facilities stated, and, if my application is approved, I will ensure payment in advance of the charges due and comply with the conditions which I have read. I confirm that I have been given a copy of the school's own Child Protection Policies and Guidelines and will make myself and all other users within my jurisdiction aware of the procedures to be followed in the event of a fire or other emergency evacuation.

I have attained the age of 18 years.

Signature of applicant _____ Date _____

Address _____

_____

Tel Day_____ Evening_____

NB: Attention is drawn to Conditions 9 and 12. If the application is granted INSURANCE AGAINST RESPONSIBILITIES IS OBLIGATORY. In addition Condition 26 requires the hirer to ensure compliance with the 'Conditions of Licence' relating to the use of the premises for any function requiring a licence under one or more of the statutes mentioned.

Authorised by the Headteacher _____ Date _____

DATA PROTECTION ACT
Any personal data entered on this form may be held on computer files