



Lettings Policy – Sports Pitch

Katherine Semar Schools

Date of policy	February 2023
Review date	February 2024
Next review	February 2025
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

Sports Pitch on school field

Can be available as 2 x 5-aside, or 1 x 7 or 9 aside.

1. 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.

2. 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

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. 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.
3. 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.
4. 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.
5. The wearing of footwear of any kind that is liable to cause damage to the pitch is prohibited.
6. 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.
7. 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: **School car park at the front of the school**
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 Sports pitch costs £35.00 per hour plus VAT or £150 per day plus VAT.

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

Accommodation		
Sports pitch		
TIME	From	To
PLAYING FIELD (describe requirements)		

required)

Name of competent person (See Condition 2.1) _____

Details of Function

Is the event Public or
* Private?

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

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 pitch 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