



# Holly Park School Lettings Policy

## **1 Rationale**

- 1.1 The Governing Body welcomes the use of the school's facilities outside normal school hours, or during school hours where appropriate, by groups within the local community. In agreeing a letting, the Governors will give due regard to the protection of the legitimate rights and interests of the local authority, the purposes of the group represented by the hirer, the amenities in the local area and the welfare of local residents.

## **2 Equal Opportunities and Inclusion**

- 2.1 It is the aim of the school to operate a fair and inclusive policy at all times. We welcome inquiries from potential hirers, and will consider all applications, regardless of the hirer's gender, ethnicity, physical disability, linguistic or cultural background. We recognise that certain groups and individuals may be discriminated against and therefore are strongly committed to positive action to ensure the building and grounds are fully accessible to all potential users. In general, the Governing Body welcomes sports and exercise classes, educational classes and cultural, religious and social activities.
- 2.2 Lettings may be made to individuals, groups or organisations at the discretion of the Governing Body.
- 2.3 The Governing Body requires that all lettings are undertaken with the understanding that the hirer adheres to the school's principles of inclusion and equality of opportunity as outlined in the school's policies.
- 2.4 The school is not a platform for extremists and therefore will not be let out to any group where there is suspicion of extremism or radicalisation.

## **3 Safeguarding**

We will ensure that our school premises will not be a platform for extremists. Speakers to the school will need prior approval from the Headteacher and they will be subject to the appropriate safeguarding checks. Use of school premises for lettings will be monitored and any behaviours found not to be in keeping with safeguarding policy will result in a termination of the letting contract and possible contact with the police and local authority.

## **4 Aims**

- To safeguard the needs of pupils within the school above the consideration of lettings at all times
- To provide a fair system for determining lettings
- To maintain a safe and secure environment for all users of the site
- To ensure the school is well maintained, clean, tidy and ready for use at all times
- To encourage community use of the school
- To maintain a good reputation for the school within the community by ensuring high standards of behaviour by those using the premises during letting

## **5 Roles and Responsibilities**

### **5.1 THE GOVERNING BODY**

- To develop the lettings policy in accordance with the legislative and LEA requirements
- To ensure that the policy is maintained and reviewed. This will be delegated to the premises committee
- To delegate the day-to-day management of the lettings policy to the head teacher
- To communicate the policy and procedures to the potential hirers
- To organise lettings with regard to commitments of the site manager and ensure a healthy work/life balance for those directly involved with lettings
- To monitor the success of lettings and take immediate action should any difficulties arise

### **5.2 THE LETTINGS ADMINISTRATOR (Business Manager)**

- To administer lettings in accordance with the policy
- To keep up to date records of all lettings
- To ensure all documents relating to lettings are available to potential hirers

### **5.3 THE SITE MANAGER**

- To prepare the site (school or outside environment) for letting at least half an hour before the letting commences
- To be available to hirers throughout the period of the letting
- To ensure the school has been left fit for purpose by the hirers immediately after the letting before the hirers have left the premises – that rubbish is cleared, floors swept and mopped and furniture etc is put back in its original position..
- To report any health and safety concerns, accidents or other incidents to the head teacher immediately
- To secure the premises immediately after the letting

### **5.4 THE HIRER**

- To have filled in the relevant forms and have paid the required cost.
- To set out all equipment as they want it and to put it back at the end of the letting
- To follow school rules with regard to smoking on site etc
- To take their own safeguarding measures with regard to any entertainer etc they may hire
- To ensure reasonable behaviour of all visitors during the letting period
- To pay for any damage caused during the letting
- To follow advice given by the site manager
- To contact the site manager if there are any problems
- To take responsibility for the safety of all visitors during the letting

- To make the school ready for pupil use by cleaning any areas used by the hirers and clear away rubbish immediately after the letting

## **6 Implementation**

6.1 The policy, procedures and conditions for hire will be made available to potential hirers

### **6.2 SCHOOL AREAS FOR HIRE AND FACILITIES INCLUDED**

Hall, dining hall, children's toilets, adult visitors' toilets, playgrounds, ball area, car park and any other areas as deemed appropriate by the Headteacher

### **6.3 TELEPHONE ACCESS**

It will be a condition of the let that the hirer will provide a mobile telephone number for use in emergencies, and inform the lettings administrator of the contact number

### **6.4 TIMES OF LETTINGS**

Lettings will normally only be considered outside school hours

Lettings outside term time will be considered on an individual basis

### **6.5 CHARGING**

Lettings will normally be by the hour. The hourly letting charge is set and reviewed annually by the Governing Body

Standard hire charges may be waived or reduced at the discretion of the Governing Body

Payment and dates will be agreed before the date of hire. Failure to make payment in good time will result in further bookings being rejected until the account is settled

An additional refundable deposit will be required in respect of any possible damage to school property. Any extra hours incurred by the Site Manager in respect of the hirers negligence in ensuring the school is fit for purpose after the event will also be charged.

Charges are as follows:

Early Evening (1530-1800)	£25 first hour, £15 each subsequent hour
Evening (1800-2100)	£35 first hour, £25 each subsequent hour
Weekends and school holidays	£40 first hour, £30 each subsequent hour

### **6.6 HEALTH AND SAFETY**

All hirers should ensure they have adequate insurance for their attendees. Where this does not apply, a charge for insurance will be applied in addition to the lettings charge

Hirers are responsible for ensuring that their activities are appropriately supervised  
A basic first aid kit is available from the Site Manager.

All hirers will be made familiar with the emergency evacuation procedures, the location of the nearest emergency exits, fire extinguishers and fire alarms by the Site Manager. Copies of the emergency evacuation routes are posted in all rooms.

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Any special requirements for a particular hire, such as footwear or use of school equipment such as PE apparatus, should be discussed at the time of hire.  
Unauthorised use of school equipment or apparatus may be regarded as grounds for terminating the letting

## 6.7 CANCELLATION

Lettings may be subject to cancellation with reasonable notice by the school or local authority for school or local government purposes. An appropriate refund or adjustment to future charges will be made under such circumstances

Where lettings are cancelled, the hirer will be subject to a cancellation charge of 50% of the hire fee

## **7 Monitoring and Evaluation**

7.1 For long term lettings there will be a review of the success of the letting at the end of each half term between the site manager and the head teacher. The head teacher will immediately address any issues arising. There will be a review after each one-off letting.

7.2 Long term lettings will require a separate contract dealing with the individual needs of the hirer and the requirements of the school. This contract may be amended after consultation with the hirer should certain unforeseen circumstances arrive.

7.3 It is the responsibility of the Governing Body to monitor the effective deployment of this policy. This responsibility has been delegated to the Premises Committee.

7.4 This policy will be reviewed annually

## **Document Control**

### **Revision History**

Version	Revision Date	Revised By	Revision
1.0	Spring 2015	Premises Committee	Reviewed
1.1	Spring 2016	Ann Pelham	Reviewed following Prevent Training
1.2	Spring 2017	Premises Committee	Reviewed
1.3	Spring 2018	Premises Committee	Reviewed
1.4	Spring 2019	Premises Committee	Reviewed
1.5	Spring 2020	Premises Committee	Reviewed

### **Signed by**

	Name	Signature	Date
Headteacher	Ann Pelham		

Chair of Governors	Tim Graveney		
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Date for next review
Spring 2021