

# ST GEORGE'S CHURCH OF ENGLAND FOUNDATION SCHOOL

"Every moment, every day, every individual counts"



## LETTINGS POLICY

*Last Reviewed:* **September 2018**

*Date for Review:* **Term 1**

Governors Monitoring Pair: Finance, Premises, Health and Safety

SLT Responsible: Headteacher/Director of Finance

*"For the body does not consist of one member but of many" 1 Corinthians 12:14*

**HOPE**

**FORGIVENESS**

**COMPASSION**

**FRIENDSHIP**

**WISDOM**

# ST GEORGE'S C OF E FOUNDATION SCHOOL, BROADSTAIRS

## LETTINGS POLICY

### Philosophy:

Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies during the school day, after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for the school
- Better integrate the school into the local community
- Familiarise individuals with the school, who may become pupils or their parents/carers
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the school

### Implementation:

Bookings are made through the Lettings Manager or other representative of the school, as authorised by the Governing Board, and confirmed in writing. In considering hiring out the school facilities the following issues are taken into account:

- School activities have priority
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
- Outline charges are set by the Headteacher and reviewed annually
- Specific charges for individual lettings are set at the time of the agreement
- The VAT liability of the letting is determined at the time of the agreement
- Payment is to be made in advance for single lettings
- Payment can be made in instalments for a series of sports facilities lettings that comply with VAT exemption regulations
- The agreement for each individual letting should be updated and reviewed at least annually
- The management of the school premises and grounds offered for use by the community covering all school and outside community use is maintained on a software programme entitled 'Venue Booker'.

Users wishing to hire any part of the school grounds are required to sign an agreement that covers:

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance
- Charging
- Restrictions on use
- Licensing for the sale of alcohol, goods or public performances
- Parking

Copies of the Agreement and the Terms and Conditions are attached to this Policy.

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## **Roles and Responsibilities:**

The school Lettings Manager or an authorised representative of the school is responsible for the construction and regular update of the 'Venue Booker'.

- Individual teachers are responsible for informing the Lettings Manager or an authorised school representative of events outside teaching hours, which will use the school premises. It is expected that a least one terms notice be given of such a planned use to enable sufficient notice of cancellation to outside users where there is a conflict in use.
- Opening and closing the school is undertaken by the Lettings Manager, security company, or by prior agreement with an authorised member of the staff, for example the premises staff.
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used and must report any issues to the Lettings Manager or security company at the time.
- When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure compliance with any controls identified.
- Post-letting checks are made by the Lettings Manager, security company or members of the premises team and reported to the school authorised representative.
- The authorised representative will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues

## **Monitoring & Evaluation:**

Lettings should be evaluated to assess the benefits to the school through additional income raised less the cost of any reasonable wear and tear to the furniture and fabric of the school made during lets and any other costs associated with the letting of the school

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ST. GEORGE'S CHURCH OF ENGLAND FOUNDATION SCHOOL  
WESTWOOD ROAD, BROADSTAIRS, KENT CT10 2LH  
Tel: 01843 861696 Fax: 01843 609001

**REQUEST FOR HIRE OF SCHOOL PREMISES**

Please complete ALL SECTIONS using BLOCK CAPITALS and return for attention of the Shelley Hall in the Finance Section or email [lettings@st-georgescofe-thanet.kent.sch.uk](mailto:lettings@st-georgescofe-thanet.kent.sch.uk)

NAME OF ORGANISATION TO BE INVOICED: \_\_\_\_\_

NAME AND ADDRESS FOR CORRESPONDENCE: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

DATE/S OF HIRE: \_\_\_\_\_

PREMISES OPEN FROM: \_\_\_\_\_ PREMISES CLOSED BY \_\_\_\_\_

**PREMISES TO BE VACATED WITHIN 15 MINUTES OF CLOSING TIME.**

FUNCTION START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

**THIS MUST NOT OVER-RUN THE CLOSING TIME.**

PURPOSE OF HIRE: \_\_\_\_\_

ACCOMMODATION TO BE USED: \_\_\_\_\_  
\_\_\_\_\_

MAXIMUM NO OF PEOPLE ATTENDING \_\_\_\_\_ OCCASIONAL SALE: **YES/NO** ALCOHOL ON SALE: **YES/NO**  
(Selling of goods)

**ABOVE SECTIONS MUST BE COMPLETED/LICENCES MUST BE OBTAINED**

PLEASE INDICATE CARETAKING REQUIREMENTS (tick appropriate box):

NONE  OPEN AND CLOSE  OTHER  If other please state: \_\_\_\_\_

ADDITIONAL EQUIPMENT REQUIRED E.G. TABLES, CHAIRS ETC: \_\_\_\_\_  
\_\_\_\_\_

Agreed Hire charge: £  (To be paid prior to hire date)

I confirm that I have received the terms and conditions of hire, read and understood them, and agree to fully comply with all said terms and conditions.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**HIRER PLEASE NOTE – The hire is NOT CONFIRMED until a copy of this form has been returned to you approved by the Headteacher**  
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**Approval is given for the hire and satisfactory arrangements have been agreed in consultation with the Governors for the use of the premises above.**

SIGNED: \_\_\_\_\_ (HEADTEACHER) DATE: \_\_\_\_\_

St George's encourages all its visitors and community users to use sustainable travel whenever possible

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## ST GEORGE'S CHURCH OF ENGLAND FOUNDATION SCHOOL

### CONDITIONS OF HIRE - EDUCATIONAL PREMISES AND FACILITIES

- Payment to the School must be made prior to any hire period. In the event that a payment is not received the School reserves the right to cancel the hire.
- In the event of cancellation by the hirer the following scale will be applied regarding refunds 8 or more days' notice = 90% of charge refunded, 6/7 days' notice = 50% of charge refunded, 1-5 days' notice = No refund.
- If no advance payment has been received a corresponding charge will be payable. Evening cancellations must be made before 1.00 p.m. on the day, weekend cancellations before 1.00 p.m. of Friday prior. If this is not possible a responsible person must attend a booked opening time.
- School Examination period takes priority over any letting and the school will give reasonable notice for the letting to be cancelled.
- The School reserves the rights to decline any hire application or cancel any previously agreed hire.
- Damage of any kind (except that caused by fire, which is covered by the School's own insurance) sustained by the premises, fixtures, fittings, furniture and other chattels therein, arising out of or in connection with the hire shall be made good or replaced at the expense of the hirer to the full satisfaction of the School within one month of the occurrence.
- With permission, the hirer of the premises must hold suitable Liability insurance cover in respect of any claims that may be made against them by third parties for personal injury, loss or damage to property arising out of or in consequence of hire. A copy of this policy must be supplied for the School records.
- Alcoholic drinks must not be brought onto the premises whilst school is in session or without the express permission of the Headteacher. All empty bottles, cans and containers **MUST BE REMOVED** from the premises at the end of the hire. The hirer undertakes to inform the School if any Alcoholic Drinks or any other goods are to be sold during the hire and to obtain and provide a copy of the necessary Local Authority Licences under the Licensing Act 2003.
- The School does not hold Public Entertainment or Performance Licences, therefore no public performance of a play; any cinematography exhibition, public singing, dancing, music or other public entertainment shall be performed on the premises.
- The hirer undertakes to pay the School any costs involved in relation to additional caretaking, cleaning, security or administration incurred relative to the hire.
- The hirer undertakes to clean, tidy and remove rubbish from all areas used at the end of the hire.
- On days when the School is in session, no article, apparatus or any other items appertaining to the hire may be delivered to the school before 4.00 p.m. on the day of use. Specific arrangements should be made, in advance, in relation to Extended Schools Services.
- The number of people using the premises shall not exceed the number agreed and authorised on the booking form, and the premises shall not be used for any other purpose other than that agreed.
- No School equipment of any description shall be used without the permission of the Headteacher.
- No guarantee is given in respect of the number of tables or chairs available at the school. No transfer of furniture may be made from the school.
- All measures to conserve fuel at the school shall be made.
- Under no circumstances is access permitted to any other part of the premises.
- The hirer must vacate the premises by the agreed allotted time. Please respect others who use the facilities after you. If the premises are not vacated at the agreed time an additional fee may be charged.
- Any activity, event or footwear likely to damage floors is prohibited. All people entering the sports block, following a field activity, should remove their footwear. White soled trainers **ONLY** are to be worn in the gymnasium and sports halls. **NO FOOD OR DRINK** is to be taken into or consumed within the sports/gymnasium or the drama studio.
- No inflammable item or naked flame devices shall be used on the premises without the permission of the Headteacher.

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- Motor vehicles are not permitted on any of the grassed or paved areas.
- The user shall not cause or permit any nuisance or disturbance to other occupiers or users at the school or to occupiers of neighbouring properties.
- Express permission for use of kitchen and catering facilities must be sought in advance. The School will levy an additional charge whenever these areas are used. The hirer must undertake to strictly comply with all Health and Safety regulations pertaining to kitchens and catering areas and to leave such areas in immaculate condition at the end of the hire.
- The School operates a NON-SMOKING policy on its premises. NO SMOKING IS ALLOWED anywhere on the premises.
- No landlord and tenant relationship shall be created
- It is the responsibility of the person in charge to ensure safe evacuation of the building. Fire Exit signage is displayed around all parts of the school and doors are clearly named 'FIRE EXIT'. It is essential you have a register of all persons present at each session. If you see or suspect a fire please inform security. On no account is any person to re-enter the building until given the all clear by the emergency services.
- The Fire Alarm is a siren and audible warning (Secondary) and a Siren (Primary).
- DBS CHECK S: The School takes no responsibility to ensure that DBS checks have been run on either the hirer or any participant of any activity. Where DBS checks are necessary this is the sole responsibility of the hirer/organiser.
- GENERAL STATEMENT – HEALTH AND SAFETY AT WORK ACT

Whilst the School takes all reasonable precautions to ensure that the premises are safe for use, the hirer and users have certain responsibilities under the Health and Safety at Work Act 1974. All hirers should be aware of their responsibilities under the Act.

Section 4 of the Health and Safety at Work Act 1974 imposes duties in relation to those who are not their employees, on persons having control over places of work or places where plant or substances are used and on anyone who by virtue of a contract or tenancy has an obligation in relation to the maintenance or repair of such a place. The duties are to ensure, so far, as is reasonably practicable, that the places, the means of access thereto or egress therefrom are safe and without risk to health.

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