



# Lettings Policy

Committee Responsible – Resources  
Last review: April 2018  
Next Review: 2018/2019

## AIMS

The aim of the policy is to provide guidelines for the use of school facilities for the benefit of the school and its community. The governors recognise that the school facilities are a valuable asset and would wish to encourage their wider use by the local community, both as a means of developing school-community links and as a moderate source of income for the school. To enable the school management to achieve this aim the Governing Body has drawn up the following policy, based on Surrey CC/Babcock 4S guidance on lettings (per Section M - Hire of School Premises of Finance Manual updated July 2015)

## POLICY STATEMENT

- 1 The needs of the school (staff and pupils) shall be given priority.
- 2 The Governing Body has the right to refuse any request for hiring.

## LETTINGS POLICY

- 1 Hirers must apply on form ED110 and must sign to confirm that they have read and agreed the terms and conditions.
- 2 A letting will only be confirmed on the receipt of the completed booking form.
- 3 A refundable deposit may be requested for certain lettings.
- 4 Payment for lettings should be paid termly in advance where appropriate. No refunds will be given if the hirer is unable to fulfil his part of the lettings agreement.
- 5 All non-education users must be covered by insurance. Either Surrey County Council's insurance can be arranged at 15% on top of the letting charge (or a flat rate of £5 if charge is nominal), or evidence of public liability insurance to the value of £5m is in place for their event.
- 6 All persons hiring the school premises will be expected to conform to the relevant Health and Safety regulations, including compliance with the school's 'No Smoking' policy. The consumption of alcohol is prohibited unless supported by Governor approval and the appropriate licence if applicable.
- 7 The school is committed to safeguarding and promoting the welfare of children and young people, and expects hirers and their representatives to share this commitment. <http://www.st-petersschool.co.uk/site/index.php?id=674>). This includes the Prevent duty on anti-radicalisation. The Governors require that for all hirings involving groups working with children, an appropriate level of disclosure has been obtained from the DBS for the individuals working on the school premises and that sufficient evidence has been obtained.
- 8 The scale of charges is set by the Governors and is reviewed annually. Lettings to the PTA of St Peter's will be free of charge. Any other charity events will be charged at cost. Any income from the hiring of playing fields shall be paid over the School's delegated account.

**Application for the Use of School Premises**  
**Please complete this form using BLOCK CAPITALS**

**Form ED110**

**School**



Your Surname

Your Forename(s)

Your Address

Postcode

Email

Name of Organisation

Home Tel Number & Mobile Number

Work Tel Number

Will you be Present during the event(s)? Yes  If no, please tell us about the person responsible:

Surname

Forename(s)

Address and Postcode

Home Tel Number & Mobile Number

Email

Work Tel Number

**Please tick to show type of attendance:**

- a) Limited only to members
- b) Limited only to members, parents and friends
- c) Open to the general public
- d) On payment of charge

If d) who will receive the takings?

**Please tick to show which of the following facilities you need**

- |  |   |   |
|--|---|---|
| Sports Hall <input type="checkbox"/>         | Classroom <input type="checkbox"/>      | Specialist room <input type="checkbox"/>                    |
| Gymnasium <input type="checkbox"/>           | Computer Suite <input type="checkbox"/> | (specify) <input type="text"/>                              |
| Changing facilities <input type="checkbox"/> | Workshop <input type="checkbox"/>       | Kitchen <input type="checkbox"/>                            |
| Field <input type="checkbox"/>               | Netball Court <input type="checkbox"/>  | (For reheating food only, hirers must supply own equipment) |
| Dining Hall <input type="checkbox"/>         | Drama Studio <input type="checkbox"/>   | Number of people to be catered <input type="text"/>         |
| Examinations Hall <input type="checkbox"/>   |   |   |

**Proof of public liability insurance must be provided** (see note 5 overleaf). A 15% additional charge (i.e. 15% extra on total letting charge) will be automatically applied unless such written proof is provided. The School will organise insurance for you for where such a fee is levied.

Do you wish the school to arrange insurance for you? Yes  No

**Facilities Required**

Occasional letting:

Or

Regular Letting

Starting from

**I undertake to pay the approved charges. I accept the terms and conditions of use set out overleaf.**

Signature

Date

## Terms and conditions of use for community school premises

- 1 There will be at least 2 weeks' notice for any cancellation of a booking made by the hirer.
- 2 Payment of the appropriate charges will be made on demand.
- 3 If in attendance, caretakers will give reasonable assistance, within the terms of their employment to hirers.
- 4 The premises will be left clean and in good order and vacated not later than the time booked. The hirer shall reimburse any costs incurred by the Governors in cleaning the premises after the hiring necessary to ensure that the premises are sufficiently clean for normal use by the school.
- 5 The hirer shall pay to the council the cost of repair or replacement resulting from any loss or damage arising from the hiring however caused or of whatever nature to the school premises and all equipment or property thereon (whether provided by the council or any other body or person). Hirers shall ensure they have a policy of insurance to cover such liability up to at least **£5 million** (amount as advised by the Risk Management and Insurance Unit) and shall produce the policy to the Governors on demand. The school can arrange insurance for an additional fee.
- 6 The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. This includes the Prevent duty on anti-radicalisation. The Governors require that for all hirings involving groups working with children, an appropriate level of disclosure has been obtained from the DBS for the individuals working on the school premises. Where a DBS/CRB disclosure includes convictions, or other relevant information, the hirer is required to undertake an assessment of risk to determine whether that individual is suitable to work with children and young people.
- 7 If the caretaker is in attendance and the hirer provides additional personnel to prepare for a letting, these personnel shall be subject to the general direction and control of the caretaker.
- 8 A hirer must not sub-let to another party.
9. The hirer is responsible for ensuring that no unauthorised persons enter the premises during the hours of use and to ensure the premises have been fully vacated at the end of each use.
- 10 No intoxicating liquor will be brought on to or consumed on the premises except at a function organised by a body which the Governors of the school shall have approved. Where a licence for the sale of intoxicating liquor is necessary for a function the responsibility for obtaining such a licence is solely the hirer's.
- 11 No preparations are to be applied to the floor.
- 12 Seating accommodation in the room booked may be used but the hirer must make their own arrangements for any additional chairs, tables etc required for the letting, and for removing them before the school reopens the following day.
- 13 In the case of lettings for music, singing, dancing or stage plays, the entertainment must be for a closed organisation such as a society or club or by invitation only.  
NOTE All other entertainments are classified as public entertainments, in which case there exists a statutory requirement that the school must be properly licensed. Any proposals to use a school for a public entertainment must be discussed carefully with Surrey County Council.
- 14 There must be no infringement of copyright, and in the case of musical entertainment, the requirements of the Performing Right Society must be fulfilled.
- 15 Surrey County Council operates a No Smoking policy in all its premises.
- 16 Before approving any letting for the exhibition of pictures involving the use of films or television, enquiries should be made to the appropriate District Council as to whether the exhibition is exempted from or requires a licence under the provisions of the Cinemas Act 1985 or any statutory modifications thereof.
- 17 Hirers will have access only to the particular room(s) let to them, including where it is practicable the use of a cloakroom toilets. In no case is access permitted to any other part of the premises.
- 18 The hirer must ensure the immediate evacuation of the premises if an alarm is triggered or when requested to do so by any member of the staff or the Police or other emergency service in case of fire or other emergency in any part of the premises or in or on any neighbouring land or premises or when any fire or other emergency drill is being carried out on the premises.
- 19 Any dispute on the use of school facilities or school equipment out of normal school hours shall be settled by the school Governors.
- 20 Power of Revocation
  - (a) The Governors reserve the right to revoke without notice any contract for the hire of school premises.
  - (b) Governors or any employee of the County Council so authorised, are empowered to withdraw, without notice, permission to use the school playing fields when such playing fields are unfit for use.

*The use of school premises for purposes other than those of the school itself is subject in all respects to the County Council's regulations for the community use of schools.*