

RIVERSIDE SCHOOL



Lettings Policy

APPROVED BY GOVERNORS

RESPONSIBLE PERSON – HEADTEACHER

Introduction

Control over the use of accommodation and facilities at the school rests with the Governing Board. The Governing Board have delegated the responsibility for the letting of the school building to the Business Manager and Site Manager. The Business Manager is responsible for approving or declining applications, subject to any directions given by the Governing Body and will issue a regular report on the use of premises outside normal school hours.

Charges

Charges will not be levied below the economic cost of the letting. These charges are based on average costs of heating, lighting, cleaning, wear and tear and Site Manager's services.

The Governing Board reserves the right to amend their lettings charges at any time they should see fit. The decision of the Governing Board shall be deemed final in this matter.

A schedule of charges is reviewed annually.

Although the school is not allowed to subsidise lettings, registered organisations which are recognised as educational/cultural and which undertake a regular programme of approved activities may be eligible for preferential rates at the discretion of the Headteacher/Business Manager.

School functions and events organised by the Governing Board or Parents, Staff and Friends Association are exempt from all charges as they fall outside the scope of letting arrangements.

Conditions

Lettings will be accepted only upon condition that making the premises available to outside organisations would be suitable and does not affect the day to day use of the school facilities by its staff and pupils.

In accordance with the Licencing Act 2003 a Temporary events notice (TEN) is required for events involving Public Entertainment. However, if the activity is limited to teachers, pupils of the school, than a licence is not deemed to be required. Tickets may be sold, in advance through the school only and there should be no advertising, other than inside the school premises, nor should tickets be available at any Entertainment or Theatre Agency, nor should tickets be sold at the door at the time of the event. The restriction on advertising detailed above does not prevent letters or handbills being forwarded to parents and guests via the pupils. Donations are usually asked for at such events.

Insurance

The Council's liability policies cover the Council and those schools who insure through the Council, against claims for compensation from third parties who are injured, or whose property is damaged, as a result of either the Council's or the school's negligence.

The Council's liability policies do not cover any other individual or organisation against claims as a result of their negligence. The following is therefore applied to lettings:

- Any damage to the property or contents arising out of the letting must be made good at the expense of the hirer to the satisfaction of school.
- For non-commercial users that do not have their own insurance the Council has a contingent liability policy. A premium of 10% of the letting fee should be charged to the hirer, in addition to the hire charge. The policy covers the hirer's public liability to a limit of £20 million and has an excess of £250 for which the hirer is directly responsible.
- All commercial users (a commercial user is regarded as a person/organisation which hires the premises and may make a personal financial gain or business profit from the letting or an organisation which has a separate legal status) **MUST** have their own insurance cover including public liability to a limit of not less than £5 million. **A copy of the insurance schedule should be provided prior to the letting.**

Booking Procedures

Application for the hire of the premises should be made to the Business Manager on the relevant form, giving as much notice as possible.

Subject to approval a provisional acceptance form will be offered along with the Governors' Conditions of Use and Indemnity Form. Use of the facilities will only be allowed if acceptance is confirmed in writing and conditions of use and indemnity forms are returned along with payment in advance from occasional users.

Priority will be given to regular hirers with ten or more bookings each term.

Hire of all facilities will be paid for in advance of their use by the hirer.

Organisations will be required to pay for each occasion booked, unless the booking is cancelled by the school. Booking fees should include the cost of out of hours access arrangements.

Non-Payment

The Business Manager regularly reviews the outstanding invoices file to ensure that the school has no long-term debtors.

Reminders are sent out for all outstanding amounts 14 days after the date of the invoice. The Administrative Officer informs the Headteacher of the current position regarding lettings on a regular basis.

The Business Manager has the authority to cancel the booking of any organisation that has outstanding invoices owing to the school.

Health and Safety / Fire Safety Regulations

In accordance with the school's Health and Safety Policy and School Fire Safety Regulations the Site Manager will explain the above procedures to the representative in operational control of the organisation. This advice will specifically relate to:

- Emergency evacuation procedures
- Fire alarm points and fire fighting equipment
- Assembly points and roll call of personnel
- Location of telephone and how to summon the Fire Brigade and emergency services

A written copy of the fire evacuation procedures will be issued to hirers.

The school will retain income derived from lettings, and costs to the school of lettings will be met from this income.

All persons hiring the school premises will be expected to conform to the relevant Health and Safety regulations.

The school's Lettings policy will be reviewed on a bi-annual basis.