

# Lettings Policy

## Westley Campus

<b>Approved by:</b>	Full Governing Body
<b>Last reviewed on:</b>	October 2020
<b>Next review due by:</b>	October 2021

### Document Change History

<b>Version</b>	<b>Date</b>	<b>Change Details</b>
1	05.03.13	1 <sup>st</sup> Academy Trust Issue
2	04.03.14	Reviewed – no changes
3	10.02.15	Reviewed – no changes
4	17.11.15	Changes to VAT charges on hire of games courts.
5	29.11.16	Reviewed – no changes
6	07.11.17	Reviewed – no changes
7	06.11.18	Reviewed – no changes
8	05.11.19	References of “Caretaker” replaced to “Key holder” point 25 added re: max number of people in Gym/Drama Hall
9	24.11.20	Changes to General Conditions

This policy is reviewed annually by the Finance, Audit & Personnel Committee

## **General Conditions**

Hirer	The person or organisation entering into the contract with the school
User	Those people making use of the premises hired under a letting agreement between the school and the hirer
Steward	Person or persons "supervising" or organising the users

The Governing Body of Westley has determined that the premises may be let to outside organisations. The Finance and Personnel Committee, on behalf of the Governing Body of Westley, has drawn up a set of conditions under which part or all of the building and/or grounds may be hired by outside users.

The Governing Body retains the right to refuse to hire facilities to organisations or individuals whose aims do not accord with those of the School or whom the Governing Body or School Leadership Team reasonably consider may not take good care of the facilities or may cause unreasonable difficulties to staff. The Governors will consider all requests for lettings, which, at their discretion, are deemed reasonable.

In all cases the Governing Body has the ultimate discretion over lettings and can vary the conditions by prior agreement with the hirer.

Within the above, and on the advice of the School Leadership Team, the Governing Body has resolved to make the building, games courts and facilities available for hire after 6.00pm Monday to Thursdays. **TERM TIME ONLY.** School events and functions beyond the normal working day will take precedence although every effort will be made to avoid inconvenience to hirers.

All lettings outside school hours are subject to the availability of the person authorised by the Governing body to ensure the school is locked and secure.

The Governing Body has set in place a scale of charges for hiring. Lettings fees are reviewed yearly, together with the conditions of hire.

The day to day arrangements for lettings are delegated to the School's Leadership Team.

## **Use of Facilities and Conditions of Hire**

- (1) The hire of games courts (netball and tennis courts) will include access to the outside toilet situated close to the rear car park. The school toilets will not be accessible.
- (2) A no smoking policy applies throughout all school premises and it is also requested that no food or drink be taken into the Gym
- (3) The hirer should make sure that they have adequate insurance cover (Public Liability Insurance). The hirer is responsible for the health and safety issues, not the school. All statutory requirements must be observed and school specific requirements complied with.
- (4) Rooms that are made available to hirers are checked periodically (not less than once per term) to ensure that they are in a suitable condition for the specific activity that any letting will involve. The school is not responsible for the users' activities, but is assured that the activity and the hired room/equipment are compatible.
- (5) The hirer shall be entirely responsible for the proper use of facilities and take all reasonable precautions to ensure that there is no damage to the fabric of the building, furniture and fittings or any school equipment.

- (6) The hirer shall indemnify the school when signing the application form against any claim for bodily injury or loss or damage to property whether belonging to the school or to any other person. If the said loss, damage or injury is either caused by the negligence of the user or by the negligence of any other person using the premises hired with the permission of the hirer.
- (7) Any electrical equipment brought onto school premises, by visitors, hirers or for other events has up to date portable appliance testing certificates unless the equipment is new and still within non-testing timescales
- (8) The hirer will be liable for any damage to property, buildings or injury to persons which is caused when the premises are being used for the function for which they are let. This is only operative if the damage etc. is caused by the negligence of the user or any other person using the premises with his permission.
- (9) Cancellations must be given at least twenty four hours before the proposed use otherwise the hirer will be liable for the charges.
- (10) In exceptional circumstances it may be necessary for the school to cancel a booking. As much notice as possible will be given. Where possible alternative accommodation will be offered.
- (11) The schools cannot accept liability in respect of commitments incurred by the hirer due to such cancellation as in (10).
- (12) Express approval by the Governors is required if alcoholic drinks are to be sold or even consumed on the premises. The selling of alcohol requires a licence.
- (13) Letting fees are reviewed annually. Payment in advance is required if the total fee is less than £30. A deposit of £50 maybe required at the time of booking to cover any damages etc.
- (14) The hirer is responsible for ensuring that premises are left in a clean and tidy condition, including replacing any furniture, which may have been moved. Any expense incurred by the school in the moving and replacing of furniture and equipment or extra cleaning that may be necessary, in returning the premises to a satisfactory condition shall be recharged to the hirer.
- (15) The hirer must ensure that only the areas hired are used. The user is not entitled to use or enter the building at other than the agreed times.
- (16) Users should acquaint themselves with the Fire and Safety regulations and procedures relating to the premises in use. (See Appendix 1).
- (17) The user is responsible for ensuring that any necessary licenses required for a particular event have been obtained.
- (18) The person signing the application form (see Appendix 2) will be considered the user
- (19) The user shall be responsible for ensuring that good order is kept on the premises and approaches thereto, immediately before, during and immediately after the agreed period of use. The school reserves the right to inspect the proceedings at any time and to stop any entertainment or meeting not properly conducted.
- (20) The user shall be responsible for ensuring that all staff/helpers (paid or unpaid) having access to children during the activity held on our premises are vetted for their suitability to work with children and young people.
- (21) The user is advised to set up, in line with Government guidelines (Safe from Harm),

policies and practices which help to safeguard children from any form of abuse. The Suffolk Area Child Protection Committee provides training.

- (22) In the case of leaving the premises before the end of the allotted time please notify the key holder (Mr Reading in the school bungalow) for security reasons
- (23) The school will accept no responsibility for damage howsoever caused to vehicles and other property while the user is on the school site. Cars shall be parked (at owner's risk) in car park areas only – not on the school playground and in such a manner so as to allow emergency service vehicles access to the field. AT NO TIME shall this access be restricted in any way.
- (24) Please show respect for local residents and an awareness of the need to keep noise nuisance to a minimum.
- (25) Maximum Numbers in Gym/Hall  
Gym: seated on floor or standing = 489  
Gym: seated on chairs / staging etc. = 220
- Drama Hall: = 60 (but can increase to 100 if the shutter to the kitchen is raised and the rear door to the kitchen is used as an exit route.

### **Scale of Charges for Lettings**

Hire of Hall/Gym	Per hour or part thereof	£15.00
Hire of Classroom	Per hour or part thereof	£15.00
Hire of ICT Suite **	Per hour or part thereof	£15.00
Games Courts (Netball & Tennis)	Per hour or part thereof	£10.00

\*\* Any media being used in the ICT Suite must be virus checked by the school before use

### **Cancellations**

Less than 24 hours' notice 100% of letting fee

#### **Please note:-**

- **The school premises is available for hire from 6.0pm – 9.30pm Monday to Thursday**
- **The school premises is unavailable for hire during school holidays**

**FIRE OR EMERGENCY EVACUATION PROCEDURE**

**IMPORTANT – PLEASE MAKE YOURSELVES FAMILIAR WITH THESE ARRANGEMENT**

1. **RED** – The fire or emergency alarm is a continuous ringing of the school bell. The building must be evacuated immediately.
2. THE PERSON DISCOVERING THE FIRE MUST SET OFF THE ALARM
3. The alarm may be sounded by breaking the glass on a fire alarm.
4. ONCE OUTSIDE, THAT PERSON MUST REPORT THE SOURCE OF THE FIRE TO THE STEWARD OR KEY HOLDER (MR READING IN THE SCHOOL BUNGALOW)
5. On alarm sounding, evacuate the building from the nearest available exit. The green and white fire exit signs indicate the nearest exits
6. The Steward or Key holder will direct the emergency services.

**APPLICATION TO HIRE FACILITIES AT WESTLEY CAMPUS**

<b>DETAILS OF APPLICANT</b>
ORGANISATION:
NAME:
ADDRESS:
TEL NO:
EMAIL:

<b>PURPOSE OF BOOKING</b>
EVENT DESCRIPTION: <i>(e.g. badminton club, exercise class etc.)</i>
ROOMS REQUIRED: <i>(e.g. gym, drama hall, classroom)</i>
EQUIPMENT REQUIRED: <i>(subject to availability)</i>
DATES:
START TIME: <span style="float: right;">FINISH TIME:</span>

I have read / understood the school's Letting Policy	YES / NO	I have seen the scale of charges	YES / NO
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I certify that I have received a copy of the Lettings Policy and will comply with the regulations. I undertake to make good any damage done to Westley premises in consequence of the use of the said premises.

Signature:	
Date:	

**This form when completed should be returned to:-  
Finance Office, Westley Middle School, Oliver Road. Bury St Edmunds, Suffolk,  
IP33 3JB**