

St Chad's Patchway CE VC Primary School

Lettings Policy

“Learning to love, loving to learn.”

1) Rationale

St Chad's, Patchway C.E. Primary School will, whenever possible, provide a venue which is known, welcoming and strive to meet the needs of the people in the area served by the school, without prejudice to the school's reputation, church status and budget.

The Governors and Headteacher, whilst wishing to encourage the community to fully utilise the accommodation provided at the school, reserve the right to process, approve or refuse applications for hire. In addition to this, decisions will be made having consulted with the school caretaker who is responsible for the security, maintenance and cleaning of the buildings.

2) Purpose

- 2.1) To maximise the effective use of the school's physical resources to the benefit of the school and its community, in line with our Community Cohesion Policy.
- 2.2) To operate a scheme of letting fees that avoid the necessity of a subsidy from the school's delegated budget.
- 2.3) To use any profit to the benefit of the education provided for the pupils who attend the school.
- 2.4) To keep within the LA lettings framework.

3) Guidelines

- 3.1) Short term bookings are only undertaken subject to the availability of the caretaker, while long term lettings can be negotiated separately.
- 3.2) Caretaker fees are as directed by the LA.
- 3.3) School to finance caretaker costs when school functions are taking place unless it involves the multi-use of a room, where the costs could be shared.
- 3.4) Letting fees to be applied for the duration of time the buildings, grounds or school facilities are being occupied and / or the length of time the caretaker's time is required.
- 3.5) Differentiated letting fees to be applied according to the size of the room.
- 3.6) Definition of rooms to follow the LA guidelines for caretaker fees.
- 3.7) A reduced second-user fee will apply for any organisations hiring more than one room during the letting period.
- 3.8) Letting fees to be reviewed annually by the school's Governing Body.
- 3.9) All non South Gloucestershire LA users are responsible for ensuring they have adequate insurance cover. Hirers *must have* Public Liability insurance of at least £5m, in order to be adequately covered whilst using the School premises.

- 3.10) Groups using school facilities for the school's benefit will not incur a hire charge, but may be asked to cover caretaker costs.
- 3.11) The hirer is responsible for covering the cost of damage caused, either accidentally or intentionally during the period of hire.
- 3.12) Smoking on the premises is illegal.

4) Specifics of hiring

- 4.1) All applications to hire facilities at the school must be made using the official application form available from the School Secretary.
- 4.2) This should be completed and include as much detail and information as possible concerning the nature of the hire and returned to the school, giving a minimum of 4 weeks notice of the required hire date.
- 4.3) As part of the school's duty to promote and safeguard the welfare of children, the school requires that organisations letting the school premises for activities that involve children, have the policies and procedures in place as listed in the Safeguarding Agreement (appendix 1) which must be signed and returned to school with the Letting Application Form (appendix 2)
- 4.4) Applicants from either private or recognised local organisations applying for hire will be required to provide evidence of cover in respect of public insurance and, where appropriate, a licence in respect of music, entertainment, gambling or the provision and consumption of alcohol for the event(s) planned at the school.
- 4.5) Applicants should include any requirements in terms of furniture i.e. chairs, tables etc, normally available within school. Regrettably no additional furniture, other than that described, can be provided, however hirers are at liberty to provide their own should they wish to do so and they remain the property of the group hiring and any damage will fall under the hirer's liability. Should it be the case that additional equipment will be brought on site, details should be disclosed and discussed with the Headteacher at the time of application.
- 4.6) Any facilities hired, once used should be returned to their original state, (including the positioning of furniture/equipment) and swept, mopped and cleaned with equipment and materials provided. Failure to comply with these requests could result in an unsuccessful application for hire by the organisation/individual concerned in the future. Respect must be shown to near neighbours with regard to noise created during the event.
- 4.7) Any decorations should be affixed using only staples, pins or 'Blutak'. On no account should nails or screws be used. In all cases, requests for decorations should be disclosed on the application form and discussed with the Headteacher and all effort made to ensure that the school is returned to the same state it was prior to the hirer's use.
- 4.8) Facilities are not available in the day during term time until after 6.00pm and this is subject to availability.
- 4.9) Care must be exercised with regards to any equipment, fixtures and fittings in the area to be hired. In particular:
 - Displays of children's work
 - Occasional furniture/plants
 - PE equipment, which is *not* available for hire
 - Piano, which is *not normally* available for hire

- General decoration
- Music system
- Books, pencils, pens and other classroom staples
- IT equipment

5) Letting Fees

The current letting fees are listed in appendix 3.

Any further details or information concerning this policy and arrangements of hire can be obtained by contacting the school office.

Telephone: 01454866523

Email: patchwayprimary.school@southglos.gov.uk

The school does not accept any liability for personal injury, damage, theft or loss. Hirers will be responsible for providing insurance to cover any such eventuality.

Approved by the Governing Body March 2012, November 2012 February 14

Reviewed January 2016

Signed Chair of governors Date.....

Signed..... Headteacher Date.....

South Gloucestershire Council

St Chad's Patchway CE VC Primary School

Safeguarding Agreement with all Organisations Letting the School Premises

As part of the school's duty to promote and safeguard the welfare of children, the school requires that organisations letting the school premises for activities that involve children, have the following policies and procedures in place:

- The recruitment of staff running the activities is compliant with 'Keeping children safe in Education' <https://www.gov.uk/government/publications/keeping-children-safe-in-education>
- The organisation has an up to date record of recruitment and vetting procedures for employed staff.
- Adequate health and safety policies with which the staff are familiar, and ensure the safety of children and staff.
- Child Protection Policies with which the staff are familiar.
- Insurance to cover personal injury, damage, theft or loss. Hirers must have Public Liability insurance of at least £5m, in order to be adequately covered whilst using the School premises.

By signing this agreement agrees that all the above policies and procedures are in place for safeguarding.

Signed:.....

Date

Lettings Application form

**Note to applicant: before
completing this form,
please read carefully the
policy for lettings and
Safeguarding.**

Lettings number:

St. Chad's Patchway CE VC Primary School Cranham Drive Patchway Bristol BS34 6AQ Tel: 01454 866523 Fax: 01454 866524 Email: patchwayprimary.school@southglos.gov.uk
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Application details, to be completed by the applicant.

Facilities required	Purpose of hire	Day	Dates required		Times required	
			From	To	From	To

Do you wish the lettings to continue over a school holiday?

Name of applicant	Name of organisation
Full address	Telephone number
Is the organisation a registered charity?	
Public liability insurance number:	
I hereby agree to hire the rooms/facilities/equipment in accordance with School regulations I agree with the 'Terms & Conditions of Hire' and the hire charges.	
Signature of Hirer	Date
Print Name	

For School Use Only
 This application for letting is approved / not approved.
 If not approved state reason:

Basis of Charge:

Accommodation	Equipment	Hourly charge	Weekly charge	Yearly charge	VAT	Total

St Chad's Patchway CE VC Primary School

Charge for Hire of School Premises

Inside the School

Area	Cost
Main Hall	£22.00 per hour
use of school piano	£5.00 per hour
use of Hall ICT facilities	£5.00 per hour
School Classroom (use of any additional rooms can be negotiated at a minimum charge of £10.00 per hour)	£11.00 per hour

Outside the School

Playground Area	£7.50 per hour
Plus cloakroom and toilet facilities	£10.00 per session
Playing Field (Use of portable football posts available if required)	£15.00 per game
Plus cloakroom and toilet facilities	£10.00 per session

Caretaker charges: Depending on the area being used the cost are approximately £10.00 per hour.

Also available for hire:

Use of overhead projector and screen - £5.00 per session

Use of TV package - £5.00 per session

Facilities for making refreshments can be made available.

A lettings form is available from the school secretary, on 01454 866523.

Reviewed by Finance Committee and agreed by Governing Body November 2007.

Reviewed and amended by Finance Committee September 2008

Reviewed by Finance Committee November 2009

Revised by Finance Committee November 2010

Revised in February 2012 and agreed by FGB on 14 March 2012 Feb 2014 Jan 16