

Lettings Policy
Date reviewed: Summer 2017
Next Policy Review Date Summer 2019



Sherburn Church of England Primary School

and

Luttons Community Primary School

Joint Lettings Policy

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SHERBURN CHURCH OF ENGLAND PRIMARY SCHOOL and LUTTONS CP SCHOOL

This document reflects the Schools' mission statements:

Sherburn CE VC Primary School's Mission Statement is:

Sherburn CE VC Primary School's Mission Statement is:

'Working Together, Putting Children First Within Our Christian Family' and provides a framework for the creation of a happy, secure and orderly environment in which everyone can work.

Christian Ethos

Christian values underpin the work of Sherburn CE VC Primary School and these influence our care of the individual. The three priority values for 2015/2016 are friendship, truthfulness and forgiveness.

These support this policy wholeheartedly;

- Forgiveness because we wish to learn how to respond properly when hurt;
- Truthfulness to help us to be open; and
- Friendship because we call God our friend.

Luttons C P School's Mission Statement is - **'Together we care, learn and grow'**. Our aim is to **'Nurture, support and mentor everyone as they strive for excellence'**

Rationale

The Governors and teachers at Sherburn CE Primary School aim to create a secure and caring environment in which children can experience a curriculum which is respectful of diversity and difference and prepares them well for life in a diverse society. The value of personal, social and moral development is taught within a broad and balanced curriculum. As a church school, we endeavour to help children to explore the mystery of faith with confidence.

Lettings Policy

Introduction

The Governing Body is committed to ensuring the efficient use of the school's premises and making them available for use by the local community. To this end they have adopted the lettings policy.

Policy

The Governing Body is required to ensure that any expenditure resulting from the use of school premises by external organisations does not fall on the delegated budget. Consequently a scale of charges for the use of accommodation has been produced and is reviewed by the Governing Body each year. The charges are as follows:

Use of the hall	£10.00 per hour
Use of football pitch	£12.00 for 3 hour session
Caretaking charge outside contract	1 hours basic pay

Authority is delegated by the Governing Body to the Headteacher to deal with the requests for lettings of a routine nature. Where any prospective letting involves extended use of the premises (over a number of days/nights or after 12 midnight) or where the prospective hirer is not known to the Headteacher, the Chairman of the Governing Body should be consulted. The LA's standard lettings forms shall be used on all occasions.

Hirers are responsible for damage to premises or property which occurs during or as a result of their letting and appropriate supervision arrangements should be in place for activities held in buildings or grounds.

The Local Authority maintains insurance cover for liabilities incurred by Governors with regard to lettings, but insurance for liabilities incurred by hirers is the responsibility of hirers.

Hirers are responsible for removing or otherwise disposing of litter and rubbish resulting from their use of the premises or grounds.

No smoking/drinking of alcohol is permitted by individuals on the school premises.

A minimum of three weeks notice is required by the school of all lettings. The standard lettings forms should be completed by the school and signed by the hirer in advance of the letting.

Hirers are not permitted to use any equipment that is the property of the school or catering contractor.

Hiring for a series of dates. Not exceeding one school term	
Dates and times of proposed letting:	
from.....am/pm*	to.....am/pm*
on.....day(date)
until.....day(date) inclusive
for.....(number of occasions) during the *Autumn/Spring/Summer Term	
* excluding the dates of the half-term holiday.	

* Delete as appropriate (a separate form is required for each term).

Conditions relating to Letting of Educational Premises and Grounds.

1. Hirers will be held responsible for any damage to premises, property or equipment which occurs during or as a result of their use.
2. Hirers must ensure that premises and grounds are left in a clean and tidy state after their use, that all litter is removed and that where items of furniture have been moved they are put back in position at the end of the letting. A charge to cover any cleaning will be made if necessary.
3. The Authority has insurance cover for liabilities which the school incurs as a result of lettings, but personal accident insurance and any insurance for liabilities incurred by hirers are the responsibility of the hirers themselves.
4. Hirers must ensure that full supervision is provided during lettings, especially of playing fields, and the Authority will not be responsible for any claims which may arise as a result of negligence on the part of hirers or their supervisors.
5. The School reserves the right to cancel letting arrangements, without notice if necessary. This will be done only in exceptional circumstances, in the event, for example, of premises being required for a statutory purpose, such as election. Use of grounds may, however, be cancelled by the Head at any time should he/she consider that they are unfit for use.

Lettings Policy

Date reviewed: Summer 2017

Next Policy Review Date Summer 2019

6. Failure to comply with the School's conditions may result in the refusal of future requests to hire premises or grounds.

7. Charges. VAT is added to the lettings charges when sports facilities are used on a casual basis i.e. unless the whole series of lettings is booked in advance for at least three calendar months, covering a minimum of ten individual dates at not less than fortnightly intervals and on the basis that the lettings charges will be paid whether or not use takes place on a particular date.

APPLICATION FOR HIRE OF EDUCATIONAL PREMISES OR GROUNDS

Name of Applicant or Organisation

.....
 (IN CAPITAL LETTERS)

Name and address for correspondence

.....
 (IN CAPITAL LETTERS)

3. Purpose for which letting is requested

.....

4. Date(s) and time(s) of proposed letting

<i>Day</i>	<i>Date</i>	<i>Month</i>	<i>Year</i>	<i>From am/pm*</i>	<i>To am/pm*</i>
*the series of dates specified overleaf					

<i>Accommodation requested (specify)</i>	£	p
<i>Equipment (specify)</i>		
<i>Caretaking and Cleaning</i>		

5. I/we* agree (i) to pay the Governor's charge on demand

(ii) that use of the accommodation shall be in accordance with the conditions given overleaf

Signed..... Date

Position in Organisation.....

Lettings Policy
Date reviewed: Summer 2017
Next Policy Review Date Summer 2019

6. FOR SCHOOL USE

Account No.....

Date.....

*Delete as appropriate. This form should be returned to the Head of the School at least three weeks before the proposed date of letting.

Hiring for a series of dates. Not exceeding one school term	
Dates and times of proposed letting:	
from.....am/pm*	to.....am/pm*
on.....day(date)
until.....day(date) inclusive
for.....(number of occasions) during the *Autumn/Spring/Summer Term	
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**NORTH YORKSHIRE COUNTY COUNCIL/SHERBURN CE SCHOOL
Information and Instructions to Organisers of Events held on School Property**

Organisation

.....

Event

.....

Name of Organiser

.....

Date

.....

Under the Health and Safety at Work etc Act 1974 the County Council is required to provide you with the following information.

1. The area/room allocated to your activity is.....
2. Access is gained to this area from.....
3. The nearest telephone is located.....
4. The Caretaker's telephone number is.....
5. The telephone number of the Officer in Charge is.....
6. The First Aid Box is located.....
7. Potential Health and Safety Hazards

Instructions to Organisers

1. In the event of fire **immediately** dial 999 for Fire Brigade.
2. **Evacuate** all your party from the area to a safe place. Check your register, await Fire Brigade.
3. **Immediately** thereafter telephone Caretaker and/or Officer in Charge.
4. **In the event of an accident** – follow First Aid procedures, if **serious** telephone 999 for Ambulance.
5. **Immediately** thereafter telephone Officer in Charge (inform Caretaker if on the premises). All accidents must be reported.
6. Obtain names and addresses of at least two witnesses where possible.
7. If accident has occurred whilst utilising the Council's equipment do not move or touch the equipment until a Council representative has examined it.

Lettings Policy

Date reviewed: Summer 2017

Next Policy Review Date Summer 2019

Notes to Organisers

1. The area allocated to you must be reached by the most direct route from the access point indicated, and members of your party must not enter other rooms or areas, other than to utilise cloakroom or toilet facilities.
2. In the event that the Council has agreed to permit the use of facilities for the purpose of preparing beverages or food, only such equipment shall be used as is necessary for the preparation of these, and the activity must be under the supervision of the organiser or some other responsible person.
3. Any equipment made available must be used strictly in accordance with standard practice and under the supervision of the Organiser.
4. Organisers are reminded that the responsibility for the safety of their party rests with the Authority and with the Organiser jointly.

Additional Model Forms and Letters based on the CYPS documents can be found in the appendix.