

Lettings Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2015	Dec 2016	Resources Committee	Governing Body	Graeme Patterson

We at The Devonshire Hill Nursery and Primary School acknowledge section 42 of the Education Act 1986 that the use of the school premises at all times other than during the school day is under the control of the Governing Body of this school.

We recognise the school premises are a valuable resource within the community and therefore we are very keen that they are used for the benefit of the local community. We realise that by letting the school premises we are promoting the school not only locally but in the wider community and also we are generating an income for the school.

In order to maximise the out of hours use of the School premises/resources for the financial benefit of the School, as well to provide facilities for use by the local community, the governors of The Devonshire Hill Nursery & Primary School aim to supplement the School budget by encouraging the letting of the School premises where appropriate, provided that any letting is not detrimental to the School or its pupils.

A letting may be defined as “any use of the premises (buildings and grounds) by either a community group, or a commercial organisation or for a privately arranged event.

The Governing Body, in consultation with The Headteacher or nominated Deputy, will decide which areas of the School premises are available for letting.

We will let the school premises to groups or individuals in the community for:

- Educational use that will benefit the school;
- Social or community use;
- Commercial or private use

In line with the Prevent Agenda, we will not let to any group that promotes or supports racism, sexism, ageism, homophobia or any other type of discriminatory behaviour or whose presence would otherwise be incompatible with the school’s ethos and policies.

Also, before letting the school premises or parts of the school we will have regard to the likelihood of any damage being caused to the premises or any nuisance that may arise as a result of accepting the booking.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims

- To ensure the school premises are used for the benefit of the local community.
- To further integrate the school into the local community in order to pursue the extended schools’ agenda.
- To promote the school in the wider community.
- To raise money in order to develop school projects and activities.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

The Governing Body has:

- Delegated responsibility of letting the school premises to the Headteacher and School Business Manager;
- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- Responsibility for ensuring that the school complies with all equalities legislation;
- Nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- Responsibility for ensuring funding is in place to support this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Responsibility for ensuring all policies are made available to parents;
- Nominated a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the Governing Body;
- Responsibility for the effective implementation, monitoring and evaluation of this policy

The Headteacher in conjunction with the School Business Manager will:

- Consider all applications for lettings before approval;
- Set the hire charge for each category of letting;
- Seek the approval of the site manager on applications for lettings;
- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Work closely with the link governor;
- Provide leadership and vision in respect of equality;
- Provide guidance, support and training to all staff;
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy.

The Link Governor will:

- Work closely with the Headteacher;
- Ensure this policy and other linked policies are up to date;
- Ensure that everyone connected with the school is aware of this policy;
- Report to the Governing Body every term;
- Annually report to the Governing Body on the success and development of this policy

Guidelines

- All lettings will be at the discretion of the governing body and The Headteacher or nominated Deputy, who may refuse lettings if they consider it in the interests of the School to do so;
- The governing body or The Headteacher or nominated Deputy will have the right to terminate any letting;
- Lettings may be refused if intoxicating liquor is available or if excessive noise or local nuisance is likely. Prior written permission will be needed by The Headteacher or nominated Deputy;
- Lettings after midnight will not generally be permitted;
- All hirers must be aged over eighteen;
- Priority of use will go to the School activities and other lettings will be judged on a needs basis within the community. In particular:
 - Organisations that seek to serve young people
 - Organisations that serve the local community
 - Organisations that seek to promote educational or sporting activities
- The hiring of the premises will be subject to the "Standard Conditions of Hire" document being agreed by the hirer at the time of application;

- All hirers must secure the necessary insurance cover for the letting and sign the declaration and insurance indemnity;
- All buildings and associated premises are non-smoking areas;
- The School is not responsible for any loss of or damage to vehicles parked on its premises, or their contents;
- The School facilities will not be let unless in a suitable condition to be used.

Management and Administration of Lettings

The Headteacher or nominated Deputy is responsible for the management of lettings. Where appropriate, the Headteacher may delegate all or part of this responsibility to the Business Manager, whilst retaining overall responsibility for the lettings process. If The Headteacher or nominated Deputy has any concern about whether a particular request for a letting is appropriate or not, he will consult with the Chair of the Resource Committee who is empowered to determine the issue on behalf of the Governing Body.

Organisations seeking to hire the premises should complete an application form accompanying the Standard Conditions of Letting. The Governing Body has the right to refuse an application. No letting should be regarded as “booked” until the application has been approved. A decision on all applications will be made within 14 days. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body’s current scale of charges. The invoice must be paid in advance.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address.

All lettings fees that are received by the school will be paid into the School delegated budget.

Income and expenditure associated with lettings will be regularly monitored to ensure that at least a “break even” situation is being achieved.

Process

Any person or organisation wishing to use the school premises must:

- Complete an Application for Hire of Education Premises Form (**Appendix A**);
- Complete a Declaration and Insurance Indemnity Form (**Appendix B**);
- Agree and abide by the Standard Conditions of Hire of Education Premises (**Appendix C**);
- Agree and abide by the Health and Safety Information (**Appendix D**).

The details of the application are checked and if approved the applicant will be sent:

- A letter of confirmation;
- An invoice to cover the cost of the let

Conditions of Hiring the School Premises

Bookings

Bookings can only be accepted when the Site Management Team of the school is available.

Hire Costs

The Governing Body is responsible for setting charges for the letting of the premises. The letting charge will be calculated to cover overheads including the following expenditure:

- Cost of services (heating and lighting);

- Cost of staffing (additional security, caretaking and cleaning) – including “on costs” e.g. employer’s national insurance and pension contributions;
- Cost of administration;
- Cost of “wear and tear”;
- Cost of use of school equipment (if applicable).

All charges will be subject to annual review by the governing body. The minimum increase will be in line with inflation. The calculation of charges will include consideration of the real costs of heat, light sewerage and water, and the cost of caretaking for the event. All lettings to charitable and community groups are made without profit but will be set at a level to cover costs. Other charges are agreed by the governing body and may include an element for profit above actual costs.

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved. The specific charge levied will be reviewed annually, during the spring term, by the Resource Committee for implementation from the beginning of the next financial year, with effect from 1st April of that year.

Current charges will be provided in advance of any letting being agreed.

Rates are based on a letting period of 1 hour, which is the minimum letting period for a session.

All rates include a fee for the opening, closing and securing of the premises.

All rates include the use of toilet facilities.

The main kitchen is **not** for hire.

There is no fee for cleaning of the premises. This will be the responsibility of the hirer to leave the premises in the condition they found them.

If additional cleaning is found by the school to be required after a letting, then the hirer will be charged at the rate of £10 per hour or part there of, for this cleaning.

The use of equipment (tables etc.) will be negotiated separately with The Headteacher or nominated Deputy and may incur additional charges.

The Governing Body with advice from The Headteacher or nominated Deputy will reserve the right to reduce the charges for groups whose purposes are in line with those of the School, balancing their decision against the criteria to cover all overhead costs.

Facilities available for hire

Charges per hour

The Main Hall	£40 per hour, or part thereof
The Dining Hall	£40 per hour, or part thereof
The Conference Suite	£40 per hour, or part thereof
The School Field	£40 per hour, or part thereof
School Classroom	£40 per hour, or part thereof

Personal Property

The Governing Body accepts no responsibility for the loss or damage of personal property

Raising Awareness of this Policy

We will raise awareness of this policy via:

- The school website

- The Staff Handbook
- School events
- Meetings with school personnel
- Reports such annual report to parents and Headteacher reports to the Governing Body
- Information displays in the main school entrance

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the link governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Wednesday 9th December 2015.