

WELTON PRIMARY SCHOOL



Lettings Policy

Policy confirmed by the Governing Body of Welton Primary School on:

Date:

Signed: _____ (Chair of Finance)

To be reviewed on:

Rationale

Bath & North East Somerset Council have set the Policy, agreed charges and regulations for lettings of School buildings. This responsibility has been devolved to the School governing body, with the School's Business Manager having the responsibility for operating these procedures on a day to day basis.

In order to assist the School Business Manager in responding to inquiries, reviewing scales of charges, making decisions regarding individual lettings, balancing priorities of the School and the community and in managing caretaking and other support staff to facilitate the use of the buildings, it is now necessary to set down guidelines which reflect the Governors' aims for the community use of the School buildings.

Purposes

These guidelines are intended to:

- Ensure that the School discharges its statutory functions with respect to its pupils
- Maximise community use of the facilities whilst minimising the impact on pupils
- Assist in determining priorities regarding use of School buildings
- Simplify decision making with regard to letting requests
- Set the context for cost effective income generation from lettings

Guidelines

Availability To School

- 1.1 The School buildings should be available for the exclusive benefits of the pupils and staff between the hours of 8.30am and 4.00pm during School terms. Any exceptions to this must be specifically approved by the Headteacher.
- 1.2 No letting outside these hours in term time weekdays should be allowed to prevent a School extra-curricular activity taking place.
- 1.3 Use of the School buildings outside School hours required by the pupils, staff, Governors and P.T.A should, as far as possible, be registered with the School Business Manager by the end of July for the following academic year. Any additional requirements will need to be checked against the lettings diary.

Availability To Other Users

- 2.1 Multi-lets take priority over individual one-off bookings.
- 2.2 Where possible, multi-lets for clubs, etc. should have access to facilities all year round, with exception of public holidays and days designated by the School management as unavailable (e.g. because needed for cleaning/ refurbishment/ examinations, etc.)
- 2.3 Precise dates of multi-lets will be agreed at least every term in advance and, where possible, for the whole academic year in advance.

Availability Of Staff And Facilities

- 3.1 Any letting of the external sports facilities should either have the facilities ready for students' use at the end or else include within the agreed fee the additional grounds maintenance charges to achieve this. Grounds maintenance staff need to be informed.
- 3.2 Any letting of the School Hall will require the School caretaker or other responsible person to be present at the beginning and end of the letting period on each occasion a letting takes place to check that equipment and facilities are in order.
- 3.3 Any letting of the School Hall or other internal facility will require the School caretaker or other responsible person to be on the premises and available on call throughout the letting period.
- 3.4 With the exception of the Sports Hall, lettings will not normally include specialist facilities apart from heating, lighting and access to electrical power. Exceptional use of the specialist facilities (e.g. stage lighting, PA system, catering, washing up, laboratory, workshop or IT facilities) will require the hirer to have a competent person on site throughout the letting period.

Responsibilities

- 4.1 The School will be responsible for providing facilities as agreed in good working order throughout the period of the letting.
- 4.2 The hirer will be responsible for ensuring that all users are aware of the procedures for safe and correct use of equipment and facilities and shall report any deficiencies on the occasion of each use.
- 4.3 The hirer will be responsible for the registration and conduct of persons attending the function for which the School has been let, including ensuring that security and health and safety requirements are met.
- 4.4 A complaints slip will be available so that each user may register any deficiency in equipment or level of service at the time it occurs.
- 4.5 The School reserves the right to terminate booking if the above requirements are not met.

Charges

- 5.1 A schedule of charges will be reviewed annually by April for the following academic year, setting a market rate for the facilities let.
- 5.2 Information on remissions, discounts and no-charge lettings will be made available to the user before confirmation of booking.
- 5.3 Payment will be in advance where possible and “on the day” at the latest for one-off bookings. This may include a damage deposit for all new users.
- 5.4 Payments for multi-lets will be on a termly basis, payable by half-termly amounts, in advance, during the term when the lettings occur.
- 5.5 The School Business Manager may decide, in consultation with the Senior Management Team if appropriate, that a letting is not cost-effective and decline the request.
- 5.6 Charges will include, where appropriate, the full cost of staff availability and, where possible, equipment maintenance. This sum to be specified where possible.

Specialist Activities

- 6.1 Where specialist activities with a higher than normal risk of injury, damage or loss are to take place, the hirer must, before booking can be confirmed, assure Governors That:
 - a) Those in charge are suitably qualified
 - b) The correct equipment is being used
 - c) All appropriate guidelines, codes of practice (statutory or otherwise) are being observed
 - d) The hirer has insurance which will reimburse the School for any damage or loss resulting from their activities.

Public Entertainment

- 7.1 All public entertainment's must be overseen by a manager, nominated by the hirer, a responsible person 21 years of age or more, who shall be on the premises at all times whilst the entertainment is in progress.
- 7.2 It is important that all managers of events open to the public (whether for a fee or not) are familiar with the conditions of the licence granted to the School in respect of the above.
- 7.3 In particular, regulations with regard to maximum numbers (200) and fire arrangements must be complied with.
- 7.4 It is the responsibility of the manager of the event to ensure adequate attendants and good order during the event.

General

- 8.1 Smoking is not allowed on the School premises.

- 8.2 The Governors reserve the right to refuse any booking without stating a reason, should it be deemed unsuitable, unsafe or in conflict with the ethos of the School.