



REDBOURN JUNIOR SCHOOL LETTINGS POLICY

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REVIEW RECORD

Name of Policy	Date discussed at Staff Meeting
Lettings Policy	16 th March 2015
Staff Responsible for Review (e.g. Headteacher, Subject Leader)	Date of Review (term and year)
Headteacher	Spring 2015
Date Adoption recorded in Governing Body Minutes	Date of Next Review
11.3.15	Spring 2016

COPY OF POLICY KEPT IN POLICIES FOLDER IN HEADTEACHER'S OFFICE

RECORD OF AMENDMENTS

Page/Clause Amended	Brief Details of Changes

Lettings Policy

Governor Responsibilities

The Law states that governors control the use of the school premises outside normal school hours, but must comply with any directions given by the Local Authority.

The Local Authority has a legal requirement placed on them to provide accommodation for certain bodies, i.e. community language classes, as outlined in Section P of the HCC Property Matters guide.

The governors of Redbourn Junior School are keen to promote the Local Authority policy in encouraging the community use of school buildings and facilities.

Daily control of school lettings is the responsibility of the Headteacher (and the Financial Administrator), who is authorised to negotiate fees within the limits determined by the Governing Body.

The Financial Administrator is responsible for maintaining records for each organisation / individual hiring the premises.

Charging Rates

The governors determine their own charges for all lets outside the Free Letting Scheme taking into consideration basic running costs, e.g. heating, caretaking and cleaning, etc. These rates are reviewed by the Resources Committee on an annual basis, usually as part of the budget setting process, and the new rates approved through the Governing Body as recorded in their minutes. The new rates are normally implemented from the start of each academic year.

The school is expected to apply the governor-approved rates for all hirers to the school. However, to promote community use, the Head teacher may use their discretion to give a discount to certain hirers. This must be discussed with the Head teacher prior to agreement and details recorded with the hirers records.

One off hire charges must be fully paid in advance of each session of hire

Hourly Hire Charge Rates for 2014/15 (April to March) – adult classes

<u>Facility</u>	<u>14/15</u>
<i>Main Hall</i>	£24
<i>Dining Room</i>	£12
Kitchen Use of Facilities	£17
General Classroom	£12
Playing Field (inc pitches) Per Hour	£12

Reviewed	Next Review	Author	Committee Responsibility
Spring 14	Spring 15	N.Hairon/Governors	Resources

REDBOURN JUNIOR SCHOOL
HIRING PREMISES MANAGEMENT AGREEMENT

It is agreed by both parties this Hiring Management Agreement is put in place to ensure the smooth running of the whole site. Both parties duly agree to abide by the provisions detailed below.

This agreement is made on and will be valid for 12 months unless terminated before(end date)

Agreement between:

Redbourn Junior School and Hirer

Hirer

Address.....

Contact details (phone &email).....

1. Use of Premises

Description of use of premises

- Access (including rooms to be used or out of bounds)
- Security of premise (keys & alarms)
- Hours of usage (to include set up and Cleaning)
- Cleaning
- Equipment (including safety checks)
- Car Parking (specific arrangements)
- Food & Drink

Rates and Charges

- Hourly / Day rate
- Free of charge?
- What this does and doesn't include (see below)

LETTING TERMS AND CONDITIONS

2. Premises

2.1 Users of the premises must remember that the building is primarily intended for other use and much trouble and work will be saved if premises are treated with care and respect.

2.2 Documents and equipment should not be touched and furniture moved only when necessary and replaced in its original position unless otherwise directed.

2.3 The Hirer is to confine his/her activities to the accommodation hired and is not to use any other part of the building except as is necessary for access purposes.

2.4 At the end of the let it is the Hirer's responsibility to leave the accommodation in a satisfactory condition and to move the furniture back to its original position or to such a place as will facilitate cleaning. Failure to do this may result in an extra charge for the additional time spent cleaning.

2.5 Hirers must not use any equipment or rooms not covered in this agreement unless the request has been agreed to *in writing* at least 7 days in advance of the let, by Redbourn Junior School.

2.6 The minimum letting period shall be 1 hour.

2.7 Consideration must be given to local residents with regard to noise and car parking

2.8 Any lettings may be subject to a trial period of 3 months

3. Financial Arrangements

3.1 Brookmans Park School will set the charge within the following principle:

3.2 Lettings will include the cost of the Site Manager's attendance, if required, heating & lighting, wear & tear and administration.

3.3 VAT will be charged as required, in accordance with VAT rules.

3.4 Hirers will be given a minimum of 28 days' written notice of Brookmans Park School's intent to increase the letting charge.

3.5 Charges will be reviewed annually.

4. Insurance

4.1 All hirers must provide an original insurance cover note, which demonstrates Public Liability Cover for a minimum of £5,000,000. This document must be sent to Redbourn Junior School before this agreement is signed.

5. Regulations

5.1 All persons hiring/using the premises will be expected to conform to relevant Health & Safety regulations and will be required to follow the instructions of the Site Manager, or his representative, at all times.

5.2 Smoking is not allowed on site at any time.

5.3 A representative of the organization utilising the premises must complete a risk assessment form for the activity to be carried out and return it to Redbourn Junior School. The risk assessment form must state the maximum number of people who will be on site.

6. Termination

6.1 The termination notice period for a single event will be 14 days, and 28 days for a regular booking. In the event of breach of agreement, Redbourn Junior School reserves the right to terminate the agreement with immediate effect.

7. Staffing

7.1 Where the premise is being used for a service that relates to contact with children the staff concerned (whether volunteers or paid workers) are subject to the policies of Hertfordshire County Council's Safeguarding Board and the legal rules and procedures defined by The Safeguarding Vulnerable Groups Act 2006 and any subsequent Acts pertinent to the service provided.

7.2 The qualifications of staff, management and volunteers shall meet the minimum legal requirements and suitable for the services to be delivered.

7.3 If the Service involves the care of children as defined by Ofsted Regulations, then the qualifications of staff and managers shall be subject to the National Childcare Standards currently prevailing.

8. Monitoring

8.1 Both parties under this Letting Agreement will meet on a regular basis to maintain a dialogue and communication channels to ensure that any problem or complaint is addressed at the appropriate level at the earliest opportunity.

8.2 The school shall be responsible for initiating formal procedures to deal with complaints that are of a serious nature utilising the schools existing disciplinary and grievance procedures.

9. Disputes

9.1 If a dispute arises between the parties of this Letting Agreement every effort will be made to achieve a local resolution. If unsuccessful, disputes should be referred progressively through senior levels of management.

10. Complaints Policy

10.1 The hirer must communicate its complaints procedure to all service users.

11. General Terms

11.1 Redbourn Junior School must be first consulted before the name of the building is used on any promotional/marketing/advertising material, related to the letting.

12. Signatures

We agreed to the terms and conditions above:

.....
NAME NAME
School Hirer

DATE..... DATE.....

**REDBOURN JUNIOR SCHOOL
APPLICATION TO HIRE ACCOMMODATION**

FULL NAME OF ORGANISATION

NATURE OF FUNCTION

DATES REQUIRED SEATING REQUIRED

Accommodation	Tick if req'd	PREPARATION TIME		FUNCTION TIME		CLEARING TIME		CHARGE £
		FROM	TO	FROM	TO	FROM	TO	
Hall								
Classroom (s)								
Dining Room								
Kitchen								
Stage Lighting								
Playground								
Playing Field								

DEPOSIT REQUIRED OF 10%

Hire Charge	
Caretakers Fee	
Total	

NB: If any of the above services are to be used the Head must be satisfied that a competent operator and/or electrician is in charge before such use commences.

I agree to pay the charge accordingly to the scale in force at the date of the hire, payable 10 days prior to the event taking place. I am over 18 years of age.

Public Liability insurance is essential in all cases set at £5,000,000 minimum and hirers not having their own will be added to the schools insurance scheme at the rate of 5% of the hire fees.

The Hirer shall indemnify the School from and against all costs, claims, expenses or damage incurred or suffered by the School arising either directly or indirectly out of the use by the Hirer of the hired accommodation and equipment at the School. The Hirer is required, in addition, to take out Public Liability Insurance to the value of £5 million or pay an additional 5% of the hire charge to cover the cost of the additional insurance.

Should the hirer have a no show on the night of the booking, no refund would be forthcoming and only cancellations due to the facility being unfit for use would qualify for credit or refund.

It is a condition of the hiring that no responsibility can be accepted by the Governors for loss of, or damage to, any private property which may be brought on to the premises as a result of the hiring.

The school site must be left in the condition it is found. As the hire is for space only and any cleaning up, set up or break down required to be carried out by our site staff, will be chargeable.

Signed (Organiser) _____

Name (print) _____ Contact No. _____

Address _____

Signed (Headteacher) _____ Date _____

REDBOURN JUNIOR SCHOOL

LETTINGS INDEMNITY FORM

INSURANCE COVER – to comply with the conditions of the hiring agreement.

Please complete where applicable:

- I maintain a Public Liability Insurance Policy and have provided the school with a copy of the current insurance certificate.
- I wish to be covered by REDBOURN JUNIOR School’s Public Liability Hirers Insurance Policy during the period of hire and agree to pay the premium cost of 5% of the hire with the hire charge.
- I understand that there is an excess payable by me of £150 relating to each and every claim for loss or damage to REDBOURN JUNIOR School’s property arising from my hire of the premises
- I hereby undertake that in the event of claims arising during my hire of REDBOURN JUNIOR school’s premises I shall not admit liability to the claimant but immediately forward such claims with a brief report on the incident to the Headteacher at Redbourn Junior School,

Signature _____ Date _____

Organisation.....

Full Name (Block Capitals)

DECLARATION - Please read before signing:

Any licenses necessary and the Theatres Act 1968 and the Cinematograph Acts 1909 and 1952 have been or will be observed and any requirements of the Licensing Justices, where necessary, have been or will be met. I agree to pay the charges due as required and hereby certify that the premises and grounds will be used only for the purpose stated:

Signature :..... Date:

Organisation.....

Full Name (Block Capitals)

For School Use Only:

It is confirmed that the accommodation required is available for the time and date(s) requested.

Signature: Date:

