

C27: LETTINGS POLICY	
Last reviewed: January 2017	Next Review: January 2019
Approved by Resources Committee	Date: 7th February 2018

Aim

To ensure that schools lettings are dealt with against clear criteria for deciding hiring costs and availability of accommodation

Guidelines

1. Use of site

a) School Use

The school has priority use of the school buildings for student use, whenever a planned activity is taking place. This includes:

- Parents' consultation events
- Open evenings
- Sporting fixtures
- School productions (music, dance, drama, artistic)
- House activities
- Other student led activities (by agreement)
- Staff social events
- Academic use (homework clubs, presentation evenings, holiday revision and summer schools)
- Meetings (staff, governors, HHSA)

b) Community Use

The school will encourage community use of the buildings (as part of our specialist designated status and community programme). This will include:

- Local clubs (dance, drama, sport)
- Local interest groups (stamp collectors etc.)
- Charity events

2. Decision making process

a) Priority of use:-

The School Business Manager will normally make decisions on use of buildings except in cases of dispute, where the Headteacher will make a final decision on priority.

b) Hire charges:-

The School Business Manager and Site Manager will consider the attached hire charge schedule (appendix 1) to recommend an appropriate level of charging for each activity. This charge may be changed to reflect individual circumstances including continuous booking and loyalty discount, staff use, county use etc. All charges must be met in full and account kept to ensure the school does not make a loss.

APPENDIX 1: Hire charges and Availability Schedule, with effect from 1st April 2018.

1. Availability

Weekdays	6.30 p.m.	–	10.00 p.m.
Weekends	8.30 a.m.	-	11.00 p.m.

The school is not (normally) available for hire on Bank Holidays.

2. Hire Charges

Area	Weekday £ per Hour	Weekend £ per Hour
Main Hall	33.00	34.50
Old Gym (PA1)	23.50	25.00
New Gym	23.50	25.00
Learning Resources Centre	24.50	26.00
Dance/Drama Studio	24.50	27.00
Classroom	12.75	14.00
Field/Pitch	16.00	17.00
	(including changing rooms + VAT)	
Use of Dining Room	72.00 flat rate per ½ day	

VAT will be charged on:

Sports and Physical Recreation lettings, except where the hire is by a club for 10 or more contracted sessions (within time restrictions). To qualify as a club, hirers must show that they have a formal constitution, named officers, subscriptions, etc.

Insurance

All hirers must provide an original insurance cover note which demonstrates Public Liability Cover for a minimum of £5,000,000. The document must have sight of this before the hire agreement is signed.

In the event a hirer does not have insurance they are able to use the Hertfordshire County Council insurance, but a 10% charge will be added to the final hire invoice.

Music and Public Entertainment

The school does not have a public entertainment licence and hirers are responsible for obtaining their own licences.

Other Issues

The kitchen may only be used for serving light refreshments and with the consent of the School Contracted Catering Manager.

It is considered that the school premises are not a suitable venue for 18th, 21st or engagement/wedding parties.

Hirers are responsible for ensuring that any electrical equipment they bring into school is covered by a current Portable Appliance Test

Subject to availability, car parking facilities may be available for use by the Hirer and other adults involved in the letting. The Hirer will request this in the Application Form.

Safeguarding

All responsibility for child protection issues at events is deemed to be within the remit of the hirer for the duration of the hire. 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.

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

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.