



Wootton Lower School

Date Approved: **Jan 24**
Next review Date: **Jan 27**

Title: Lettings Policy

Aims and objectives:

The purpose of this policy is to ensure that the most effective use is made of the school premises. We believe that our school should be a centre for lifelong learning and a resource for parents and the wider community and thus help to promote community cohesion. We recognise that the facilities could generate resources for the school. This policy sets out the criteria for making decisions on requests for use by external organisations.

Policy into Practice:

The Head teacher will:

- Establish a central booking system
- Apply the criteria agreed by the governing body and consult the Resources Committee on requests for bookings which do not meet them or where there is a potential conflict of interest

The governing body, with advice from the head teacher, will:

- Balance the desire to generate income against the desire to support “worthy” groups within the community
- Agree the criteria to be used when deciding which groups are to be allowed to use the premises and consider requests for bookings against those criteria.
- Take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school
- Ensure that use by external organisations does not degrade the standards of the facilities
- Consider issues of political balance
- Consider the implications of all requests received for the health, safety and security of pupils and staff
- Consider the implication for workload/availability for all staff of any decisions it makes
- Use the scale of charges and Hirer’s Agreement in Appendix A to this policy
- Not let the premises at a loss to the school without prior agreement that the letting is otherwise beneficial to the School

Management Support

On a day-to-day basis this policy will be operated by the School’s Finance Manager under the management of the Head teacher.

Equal Opportunities

This policy has been written taking account of the School’s Equal Opportunities Policy.

Annual Review:

The Resources Committee of the governing body will receive reports from the head teacher on an annual basis of the schedule of use of the school outside of the school day, the number of groups involved and the net profit from such activities. Issues that required intervention by the Head teacher will be noted, together with the action taken and the outcome. The Resources Committee will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.

Signed

Date

19/2/2024

1. The hirer must comply with all the Terms and Conditions listed below and submit applications for use of premises to the Head Teacher at least 12 days before the date required.
2. A responsible adult must be appointed by the organisation to take overall charge at the meetings. They will ensure an orderly use of the premises during the period of hire and shall be liable for any loss or damage to the premises or the contents thereof which is caused during or as a result of their use. Hirers using their own electrical equipment will be responsible for its suitability and safe operation.
3. Hirers must familiarise themselves in the case of fire with escape routes, location of fire extinguishers, fire alarms and exit doors and to make every effort to call the Fire Service if fire should break out.
4. The School reserves the right to cancel or postpone use of the premises at any time. This will only be done in exceptional circumstances. Use of the playing fields may be cancelled if we consider them unfit for use.
5. The Hirer shall observe all safety regulations and procedures advised by the School and shall ensure that the number in each part of the premises does not exceed the maximum advised by the School. Failure to observe such safety procedures may invalidate insurances affected on the premises, in which case the Hirer will be held liable for any resulting loss, in addition to any penalty at law for non-compliance with the regulations. Maximum number of people for each room of letting:
BEDFORD ROAD - Hall and Foyer (depends on letting): Seated 300 (less cast and helpers),
Dance 150, and Classroom 20.
HARRIS WAY – Hall 220.
6. No food or drink must be sold from the premises and smoking is not allowed anywhere on the premises (which includes outside of the building) at any time.
7. Except for ‘assistance dogs’, no dogs or other animals are permitted on the premises at any time, without the explicit approval of the Head Teacher.
8. The Head Teacher and Site Agent shall be allowed access to the premises at all times.
9. The School accepts no responsibility for loss or damage to any items brought on to or left at the premises.
10. The period of hire shall be in units of hours. The minimum period of hire for functions is three hours (including half an hour setup and half an hour clear up). The building must be vacated at the time detailed in the agreement. The school reserves the right to raise additional charges if the premises are not vacated on time.
11. Hirers must ensure that the premises is left in a clean and tidy state after their use. All litter and waste materials should be removed from site and, where items or furniture have been moved, they are put back in position at the end of the letting. A further charge may be levied if additional cleaning is required. The premise must not be used other than for the purpose approved.
12. The charge for hiring shall be agreed between the Hirer and the School at the time of acceptance of the hiring. 10% of this charge shall be payable at this time and refunded if the event is cancelled more than 4 weeks in advance. The balance of the charge shall be payable 4 weeks prior to commencement of the period of hire, this is non-refundable. The School may ask for a refundable deposit of £50 as security for any damage of the premises during the period of hire, or for any non-booked extension of use.
13. It will be the duty of the Hirer to have the appropriate insurance i.e. insurance of their property and insurance against claims that might be made by third parties. This can be arranged through the Borough, via the school, and must be for a minimum of £5,000,000, which is a requirement of our Local Authority.

14. All Hirers who use the school premises must take any necessary action to protect people on the premises from hazards, so far as reasonably practicable. Full supervision must be provided by the hirer during lettings as the school and Local Authority will not be responsible for any claims which may arise as a result of negligence on the part of the hirer.
15. Regular Hirers will provide the School with appropriate Safeguarding Policies and assume responsibility for their own safeguarding and you will be required to provide an enhanced Disclosure and Barring Service Certificate if you are using the facilities for a children's group.

APPLICATION FOR HIRE OF PREMISES

Name/Organisation ("Hirer") Address	
Telephone Number	
Purpose of Hire ("Event") ()	Approx Number Attending
Site Required: BEDFORD ROAD ☐ HARRIS WAY ☐	
Dates:	
Times (including setting up and cleaning afterwards):	
Facilities Required:	
DECLARATION BY HIRER: I confirm I have received a copy of the terms and conditions regarding this hire and understand them. I agree to abide by them and to pay the sum due before the letting takes place. I agree to pay for any damage caused as a result of the letting. Signature of Hirer: Date *delete as appropriate	
TO BE COMPLETED BY THE SCHOOL This hiring has been approved for, and on behalf of, the School. Head Teacher Date The Charge will be: £..... Payment Received Date	
Payment Preferably by BACs: Nat West Account Name: Bedford Borough Council Receipts Suspense Account Account Number: 62288849 Sort Code: 60-02-13 If you have to pay by cheque then please make it payable to Bedford Borough Council	