



Wouldham All Saints Church of England Primary School

Worrall Drive, Wouldham, Rochester, Kent, ME1 3GE

☎: 01634 861434 Email: office@wouldham.kent.sch.uk

Headteacher : *Mr Carl Fitter B-Ed(Hons) NPQH*

SCHOOL LETTINGS POLICY

Philosophy:

Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for the school
- Better integrate the school into the local community
- Familiarise individuals with the school, who may become pupils or their parents
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the school

Implementation:

Bookings are made through the representative of the school, as authorised by the Governing Body, and confirmed in writing.

- School and PTA activities have priority
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
- Outline charges are set by the Headteacher/Governors and reviewed periodically
- Specific charges are set at the time of the agreement
- Payment is in advance for single lettings
- Payment may be in instalments for a series of sports facilities lettings
- The agreement should be updated and reviewed at least annually

Users sign an agreement that covers:

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance
- Charging
- Restrictions on use – any letting will not cover the usage of school resources and/or equipment beyond standard room and furniture. Any request for usage of additional resources and equipment (eg AV resources) will be considered with additional charge made to the fee.
- Licensing for the sale of alcohol, or public performances
- Parking

Roles and Responsibilities:

The school authorised representative is responsible for the construction and regular update of the lettings diary.

- Opening and closing of the school is undertaken by an appointed key holder.
- The school may impose a condition that a member of staff (eg caretaker or other keyholder) must remain on site during the letting and if this is the case then an increased fee will apply to cover the costs of providing this service.
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used
- When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with
- The authorised representative will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues
- For lettings that provide services and/or activities for children the authorised representative must provide evidence of appropriate safeguarding procedures and awareness.
- The authorised representative must ensure all rubbish and waste materials are removed off site and the premises are left in a clean and tidy state.

Monitoring & Evaluation:

Lettings should be evaluated to assess the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating and caretaker's payments.

Date policy agreed by the Governing Body : 12th July 2019

Date for review : May 2020

Table of fees for guidance

<u>Item/location</u>	<u>Fee</u>
Main Hall	£25 per hour (min 2 hours)
Studio Hall	£20 per hour (min 2 hours)
WASPS Room	£20 per hour
Performing Room	£15 per hour
Other locations	To be negotiated upon request
Out of hours access charge	£25 – rising to £35 after 9pm
Staff retained on site during letting period	£15 per hour rising to £25 per hour after 9pm
Use of AV equipment	From £20 per session
Use of other equipment	To be negotiated upon request
Use of food/drink preparation area	From £10 depending on need
Cleaning charge (if left in poor state)	£60 minimum charge
Damage deposit	£100 (returned after hire period)

Please note – Any lettings taking place on Sundays and bank holidays will incur a supplementary fee of £5 per hour on all the above room charges.

Non-profit making groups that exist for the benefit of children, and especially for children within the parish of Wouldham, may be offered a reduction to the above fees. Any group wishing to request reduced fees on this basis should be able to communicate their foundation and purpose to the school in writing.



WOULDHAM ALL SAINTS

CHURCH OF ENGLAND PRIMARY SCHOOL

Conditions of Use for a Letting

Use of School premises for a letting must be agreed in advance and confirmed in writing by both the user and the authorised representative of the school. The agreement will include the fee, appropriate VAT and any other charges payable. It must be recognised that school use of the premises takes priority and that there may be occasions when arrangements have to be changed (where possible these will be advised at the time agreement is reached). Formal confirmation of regular bookings will be made termly when school requirements have been finalised.

The users are required to ensure all activities taking place within the premises during the hire period do not compromise the school's Christian foundation and ethos.

A payment of 25% of the total fee must be made to secure all one-off bookings at time of confirmation. The balance and security deposit must be paid at least 48 hours before the agreed booking.

If the user wishes to cancel a specific booking or set of bookings, ten clear working days notice must be given of the cancellation, in which case the school will charge a cancellation fee of a quarter the total fees due. If less than ten days notice is given, the whole of the fees may be charged by the school. When regular weekly/monthly bookings have been made, cancellation will result in a negotiated fee according to the opportunities available for re-letting the facility.

Standard rated VAT is payable on lettings of sports facilities unless the letting is to a school or club that meets with the ten sessions rule and more generally the VAT regulations in full, in which case the lettings will be exempt from VAT. Therefore a refund for a cancellation may break the series and result in VAT being chargeable on all the lettings. Full details of the VAT regulations are available from the HMRC website in the Internal Guidance Manual for Land and Property section 18.

Damage or loss of any kind sustained to the premises, fixtures and/or fittings, furniture and/or other chattels therein arising out of or in connection with use of the school shall be made good at the expense of the user within one month by the school or, by agreement, by the user and to the satisfaction of the school.

The users are required to make arrangements for suitable insurance cover (currently a minimum of £5 million for each and every claim for public liability) with a reputable company in respect of claims which might be made against them by a third party for accidental injury including death or accidental loss, or damage to property arising out of, or in consequence of, the letting and to cover the school, and must produce proof of the policy before the letting is contracted.

However, if non-commercial users are unable to provide insurance cover which meets the council's requirements, cover must be arranged through the KCC Hirers Liability Policy, for which a contribution towards the cost of the KCC Hirers' Liability Policy equal to 3.15% of the total hire charge will be levied in addition to the hire charge itself. The user will be responsible for the first £350 of each and every property damage claim.

The charge for a letting payable by the user includes an amount to cover payment for standard opening and closing caretaking duties and may include additional duties if agreed prior to the letting. The user is expected to adhere strictly to the agreed times or, subject to a caretaker being available, be prepared to pay additional overtime.

It is the user's sole responsibility to control entry of all visitors at the external entrance allocated and to ensure that only those people known to them are allowed access to school premises. The entrance and any other

external doors that are unlocked must be controlled by responsible adults at all times during the period of the letting. On completion of the letting a check must be carried out to ensure that all windows have been shut and secured, and all visitors have left the premises.

The user shall not cause or permit any nuisance or disturbance to other occupiers or users at the school or to occupiers of neighbouring properties.

The user should be aware of the appropriate action to be taken in the event of fire or other emergency. They should know where extinguishers are located and how to use them, how to obtain assistance from the emergency services and the location of fire exits.

The Health and Safety at Work, etc Act, 1974 (as amended) imposes duties not only on employers in respect of their employees but also on persons having control over places of work or places where plant or substances are used and on anyone who by virtue of a contract has an obligation in relation to such a place. The duties are to ensure as far as is reasonably practicable, that the facilities and means of access are safe and without risk to health. Users must comply with the school health and safety policy, a copy of which is available on request.

All rubbish, empty containers, crates, etc must be removed from the premises by the user immediately after the letting has taken place and before the caretaker locks up. Furniture and equipment is to be left as found unless other arrangements have been agreed with the school's authorised representative or caretaker.

The use of materials for preparing floors for dances and the wearing of shoes likely to damage floors, especially in any hall and any gymnasium, is prohibited.

The premises shall not be used for any purpose other than that for which agreement has been granted nor shall any areas of, or furniture/equipment in, the school but not included in the letting agreement be used without express permission; in such cases an extra fee may be payable.

The user must have written permission from the school before arranging for alcoholic drinks to be consumed on the premises. Under The Licensing Act 2003 the users are responsible for Temporary Event Notices (TENs) to the district/borough council and local police. Alcoholic drink may not be brought onto the premises while students are present and are to be cleared from the premises when the event ends.

No public performance of a play, cinematography exhibition, public dancing, singing, music or other public entertainment of the like shall be performed in or close to the premises unless any necessary licence for the same shall first have been obtained from the appropriate authority and all necessary measures taken to fulfil the conditions of the licence. It may be that KCC blanket PRS (Performing rights Society) or PPL (Phonographic Performance Ltd) Licences will cover some situations but this aspect must be cleared in advance with the school. Temporary Event Notices (TENs) are required not only for any sale/supply of alcohol, but also for regulated entertainment (eg. live and recorded music and performance of dance) and late night refreshments.

Vehicles should not be allowed on the playing fields and no parking which restricts the caretakers' or emergency services access will be permitted. Control of parking is the responsibility of the user. No responsibility can be taken by the school for any damage to vehicles sustained whilst in the school grounds.

No landlord and tenant relationship shall be created.



WOULDHAM ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL

HIRE AGREEMENT FORM

From Headteacher:		HIRE AGREEMENT No:
Wouldham All saints Church of England Primary School		
Worrall Drive, Wouldham, Rochester, Kent, ME1 3GE		
Name and address of Hirer:		
<i>Further to your application I am pleased to offer the following facilities:</i>		
Accommodation/ Furniture/Equipment		
Use to be made of facilities		
Date(s) & Time(s)		
Charge		
Insurance arrangements		
Access arrangements		
Risk Assessment required	Yes / Not required (delete as appropriate)	
Headteacher's Signature:	Date:	
Your use of the school facilities is subject to your agreeing to the Conditions of Use as attached. Subject to your agreement would you please sign and return the form as soon as possible.		



WOULDHAM ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL

HIRE AGREEMENT FORM

To: Headteacher	HIRE AGREEMENT No:
Wouldham All Saints Church of England Primary School	
<i>I am satisfied with the details shown above and in the letter and confirm that we accept the <u>Conditions of Use</u>. We have the appropriate insurance cover / require KCC Insurance cover (delete as appropriate)</i>	
Name:	
Organisation:	
Address:	
Risk Assessment:	Attached / Not required
(if required)	(delete as appropriate)
Signature:	Date:



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Lettings Information

This information is important and needs to be fully understood to ensure you have a successful and safe time in our school building. If you have any difficulties with any of the information or instructions on this sheet then please make sure you raise it immediately.

In case of fire

There are no automatic fire alarms or sprinklers. If you discover a fire then evacuate the building through the hall and assemble your group on the paved area outside the main entrance.

Call the fire brigade on 999. The address and postcode are shown above.

Should a fire alarm sound whilst in the building then evacuate as above. Do not re-enter the building until a member of school staff has cleared the alarm.

To prevent false alarms there cannot be any use of any smoke generating equipment, fine sprays or use of toasters etc unless in pre-specified areas (our smoke detectors are very sensitive!)

Emergency Contacts

Should you have any need for assistance during your letting then please call the following number/s:

Mr Atkins – 07511 003 779

Mrs Roberts – 07729 798 384

Mr Fitter – 07790 598 222

If a member of staff needs to attend the site for anything but essential emergencies then there will be a further charge made.

Use of school equipment

If you have arranged to use any school equipment then this must be looked after with great care and returned to the location it was originally from. If you have arranged to use tables then these must be wiped down before putting away. If you make use of any food preparation areas then these must be fully cleaned before you leave.

Rubbish must be removed from the school site at the end of your letting.

Smoking

Smoking is banned from our entire site – this includes outside areas and the car park. If there is any evidence that anyone from your group has been smoking in the grounds then you may **lose your full deposit**. It is your responsibility to make all members of your group aware of this and ensure full compliance.

Security and CCTV

You are responsible for the security of the building during your letting. Doors need to be controlled to make sure only those people connected with your group can enter. You must not leave the building unsupervised at any time during your letting. If you need to leave before your booked time then you must contact the staff member who has been assigned to your group.

The school has extensive CCTV coverage both inside and outside. This is recording all of the time. If there are any issues or difficulties during your letting then we may review the CCTV record. Cameras must not be covered or tampered with in anyway.

Damage and breakages

We are sure you will take great care of our building and equipment. Accidents can happen and if this is the case then please make sure you show us any damage at the end of your letting. Any cost of replacing or repairing damage to the building or equipment may be passed on to you.

Cleaning

Please check the condition and cleanliness of the hall and toilets before you leave. Floors should be clear and toilets flushed and clean. Thank you.

Whatever the purpose of your letting we hope you have a successful and happy time in our lovely school. Please remember that we are a school for 400 children and our utmost priority is providing the very best environment for them that we can. Please bear this in mind during your activities.

We are also a Church of England school and don't allow any activities that are in conflict with our Christian values. If you are not sure about anything then please make sure you contact us as soon as possible!