



Lamberhurst St Mary's CEP (VC) School

School Lettings Policy

(Taken from the KCC / School Financial Services Model Policy, June 2018)

This policy will be reviewed every two years and at any other time if changes are required to comply with changes in legislation, regulation or national or KCC advice. Any amendments will require the approval of the full Governing Body. A copy is stored online in the Teacher Area of the school server.

Date of approval by Governing Body	23 March 2020
Signature of Chair of Governors	Peter Edgesmith
Signature of Headteacher	Caroline Bromley
Date Due for review	Spring Term 2022

Philosophy:

The school buildings are considered a community asset. Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies 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 school office, as authorised by the Headteacher, 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 annually, currently set at £10 per hour.
- Specific charges are set at the time of the agreement.
- The VAT liability of the letting is determined at the time of the agreement.
- Payment is in advance for single lettings.
- Payment is in instalments for a series of sports facilities lettings that comply with VAT exemption regulations.
- The school office diary, Headteacher's diary and 'Clubs Timetable' records all school, PTA and outside use of the premises and grounds.
- The agreement should be updated and reviewed at least annually.
- The minimum hire period will be 2 hours. The school reserves the right to require a deposit over and above the hiring charge, as surety against damage to the premises, including equipment or the premises being left in an unacceptable condition incurring additional cost for cleaning, caretaking or other expenses.
- Payment will be required at the time of a booking by cash or cheque via school invoice.

Users sign an agreement that covers:

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance

- Charging
- Restrictions on use
- Licensing for the sale of alcohol, or public performances
- Parking

Roles and Responsibilities:

- The Governing Body recognises that it would be impossible for them to personally vet every applicant or organisation which wishes to make use of the school premises. However careful consideration is given to all enquiries and applications.
- The Governing Body has delegated day to day responsibilities for lettings to the Headteacher. Where appropriate, the Headteacher may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.
- The PTA Chair and individual teachers are responsible for discussing with the Headteacher well in advance of the events which will use the school premises.
- Opening and closing the school is undertaken by the caretaker or by prior agreement with an authorised member of the staff.
- 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 of the school, the user must ensure any controls are complied with in relation to the premises or activity or equipment involved.
- Post-letting checks are made by the caretaker and reported to the Headteacher.
- The Headteacher will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues.
- Unsatisfactory lettings will result in refusal of future letting requests.

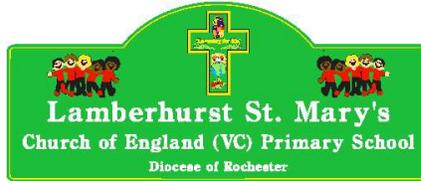
Conditions of Use

- All formal hiring of the school premises, including those for which no charge is made, shall be properly documented. All hirers must complete a 'lettings hire agreement' and will receive a copy of the conditions of their hire.
- The premises may not be used for any purpose other than that for which permission has been granted.
- No activity can begin unless a completed letting form has been returned to the school, with payment, and approved by the Headteacher.

- The hirer shall not cause or permit any nuisance or disturbance to other occupants or users at the school or to the occupants of neighbouring properties.
- Hirers must be aware of the appropriate action to take in the event of a fire or other emergency. They must familiarise themselves before the event with all fire exits and extinguishers and how to use them. A nominated person must be responsible for obtaining assistance from the emergency services if required.
- Damage of any kind sustained by the premises, fixtures and fittings, furniture and other chattels therein arising out of or in connection with the hire, shall be made good at the expense of the hirer.
- Hirers are responsible for arranging all public liability insurances and licenses.
- In the case of after school lettings, the person in charge on the day must report to the school office on arrival and sign the 'visitor's book'.
- It is the hirer's responsibility for dealing with all advertising required for the activity being run.
- Information issued to parents must clearly state: start and finish times and collection arrangements.

Monitoring & Evaluation:

Lettings will be evaluated to assess the additional income 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. Lettings may be refused if it is not deemed cost effective for the school.



REQUEST FOR COMMERCIAL/COMMUNITY LETTING

Please complete in block capitals

1.	Name of organisation using the premises:
2.	Name of lettings applicant (the person taking responsibility for the letting period):
3.	Address, Email contact and contact telephone number of applicant:
4.	Description of hire purpose:
5.	Any other requirements (e.g. tables chairs etc):
6.	Is heating required? Yes No
7.	Date of letting(s):
8.	Times of letting(s) (minimum 2 hours in 30 minute blocks only):
9.	The applicant has been shown and understood the fire evacuation procedures:
10.	Signature of applicant:
ONLY THE SCHOOL HALL AND HARRIS SUITE (includes toilet and sink/kettles/Urns) IS AVAILABLE FOR HIRE - ALL OTHER AREAS ARE OUT OF BOUNDS.	

Letting authorised by Headteacher: