



GREEN LANES SCHOOL POLICY

Lettings Policy

*It is our vision and aim to create a learning experience in which **every** child will achieve and realise their full potential. At Green Lanes Primary school we create independent and resilient learners for life.*

Signed by	Signed by Green Lanes governing body
Signed by	Signed by Headteacher
Date Reviewed	Autumn 2024
Due for review	Autumn 2025

Purpose

The purpose of this policy is to ensure that the most effective use is made of the school premises. We believe that Green Lanes Primary School should be a centre for lifelong learning and a resource for parents/carers and the wider community. 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.

Who was consulted?

The governing body and relevant hirers of the school building and grounds. Relevant DfE guidance has also been considered.

Relationship to other policies

This policy should be read in conjunction with the accessibility plan, equal opportunities policy, health and safety policy, curriculum policy and Keeping Children Safe in Education.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Roles and responsibilities of Headteacher, other staff and governors

The **Headteacher** will:

- establish a central booking system
- apply the criteria agreed by the governing body and consult the full governing body on requests for bookings which do not meet these criteria or where there is a potential conflict of interest.
- Ensure that health and safety procedures are followed.

The **governing body**, with advice from the Headteacher, 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. These could include educational focus, charitable causes, benefit to the community.
- 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 to the extent that they are no longer suitable for use by pupils.
- consider issues of political balance.
- consider the implications of all requests received for the health, safety and security of pupils and staff.
- consider the implications for workload of all staff of any decisions it makes.
- take advice from other schools and the LEA on the charges to be levied.

Arrangements for monitoring and evaluation

The Full Governing Body of the school will receive reports from the Headteacher 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 in Spring term budget update each year.

Issues that required intervention by the Headteacher will be noted, together with the action taken and the outcome. The governing body will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.

The Headteacher and full governing body will take steps to refuse to hire premises or have on site premises individuals or groups who do not reflect the values and ethos of the school and will take into consideration the actions of pupils of the school's in relation to the behaviour and discipline policy. Hirers will not have on school site individuals who are on fixed term suspension or permanent exclusion. The Headteacher will be informed of any incidents which are contrary to the school's ethos and values by the hirer.

Date for review

The Governing Body will set charges for lettings;

- a. Use by the GLSA will be free of charge.
- b. Lettings to bona fide non-profit making community groups, will be charged as schedule 1 (see below).
- c. Where letting is subsidised by the Youth and Community Service, that service will determine the proportion of the letting charge to be paid direct by the hirer.
- d. Where the School is used as a polling station, the relevant authority will be charged the actual additional costs incurred by the School.
- e. Lettings to all other hirers will be charged by schedule 2 or 3 (see below).
- f. All bookings shall carry a £50.00 refundable deposit, subject to the premises being left in a reasonable condition.

HIRERS CHECKLIST

1. Contact the school for clarification of any points made below.
2. Sign the Application to Hire Form confirming your full compliance with the terms and conditions listed below and return to School.
3. Pay a deposit of £50.00 for your letting two weeks before the event.
4. Ask the School for details of their Public Liability insurance scheme if you would like this.
5. If you are providing your own insurance, send a copy of your cover note to the School with your Application to Hire Form.
6. No alcoholic drinks are permitted to be served during the hiring unless a license from a local magistrate for selling alcoholic drinks is obtained and subject to the discretion of the headteacher and governing body. If agreed, the hirer must notify the local police one week before the event and ensure that no alcohol is supplied to any persons under 18 years of age.

Fire Procedures

It is the responsibility of the person running the event to ensure all visitors to Green Lanes School are familiar with the evacuation procedures of the site. Green Lanes School key holder will ensure the person running the event is clear on evacuation procedures. In the event of the alarms sounding all attendees are to proceed to the assembly point located on the field side of the building via the nearest fire exit.

The person running the event will have taken a register of attendees and will check all attendees are accounted for once safely at the assembly point. Report any missing person as soon as possible to facilities staff or emergency services personnel.

CARE OF PREMISES

The hirer shall indemnify the School from, and against, all costs, claims, expenses or damage incurred or suffered by the School either directly or indirectly, out of the use by the hirer or the hired accommodation and equipment at the school.

Reasonable care should be taken to protect any surface or equipment, which is likely to suffer damage as a result of the hire. The Governors wish to emphasise that it is the responsibility of the hirer to ensure the maintenance of order and in particular the cleaning of the premises at the end of the function.

Should additional cleaning be required following a let, a charge will be levied to cover costs and taken from the deposit.

Any misconduct by any person attending the function may result in the hirer and his/her organisation being refused further bookings. If the premises are not fully vacated by the time given for the function to end, a surcharge will be made for the extra time taken from your deposit.

Safeguarding

The hirer should ensure that if follows and are compliant in relevant safeguarding procedures and all hirers provide the school with copies of their safeguarding policies and relevant DSP information.

HIRE CHARGE OF SCHOOL

SCHEDULE 1

£15.50 PER HOUR – Use of the main Hall. Additional rooms are negotiable.

A 10% discount may be applied if bookings are made and paid for half termly in advance. Bookings of the School Grounds are on a negotiated basis and are not subject to the above terms. A caretaking charge will also be applied for unlocking and locking the premises.

SCHEDULE 2

£25.00 PER HOUR - A minimum Charge may apply

A 10% discount may be applied if bookings are made and paid for half termly in advance. Bookings of the School Grounds are on a negotiated basis and are not subject to the above terms.

A minimum charge may be charged depending on the booking.

The charge for the hire after the minimum charge can be broken down into half hour slots. A caretaking charge will also be applied for unlocking and locking the premises

SCHEDULE 3

£10.00 PER HOUR - Use of the field.

Saturday and Sunday hiring will be charged at £30 per hour plus a caretaking fee for unlocking and locking the premises.

PAYMENT

The Governors reserve the right to refuse any application or terminate the agreement at any time for non-payment.

Single Bookings

When the booking is made, the hirer shall pay 100% of the hire charge as well as the deposit of £50.00. The deposit will be returned after the event if no damage has occurred. A full refund will be given if the event is cancelled 28 days prior to the hiring, 75% refund will

be given if the event is cancelled 14 days prior to the booking, and 25% refund will be given if the event is cancelled 24 hours prior to the booking.

Block Bookings

These will be invoiced monthly in advance by the School office. Payment should be made before the next hire date.

Sports Bookings

To qualify for VAT exemption the booking must be for 10 or more sessions of the same sport or activity. Each session must be in the same place and the interval between sessions is to be at least a day but not more than 14 days.

An invoice will be issued in advance and the series must be paid for as a whole.

PRIVATE PROPERTY

No responsibility can be accepted by the Governors or the School for loss of, or damage to, any property which may be brought onto the premises as a result of the hiring. All electrical items brought on to the site must be electrically tested to an approved standard.

INSTALLATIONS AND USE OF PREMISES

The hirer must not interfere with any electrical wiring, switches, lights or any other installation of the School without written consent from the Governors.

No nails, screws, adhesives or adhesive tape can be fixed to the floors, walls, ceilings or any part of the building. Nor shall any platform or other erection or any decoration be put up without the written consent of the Governors;

- Hirers must comply with the non-smoking policy which applies throughout the entire site.
- Hirers must ensure that they comply with fire regulations and inform users of emergency fire exit and assembly point.
- No application will be granted for any purpose that may jeopardise the insurance of the School.

USE AND TIMES

The hirer shall not use the accommodation and/or services for any purpose other than that specified on the application to hire form, and shall neither enter the premises before nor leave them after the times stated on the application form. Note that events should finish by no later than 10pm to ensure that noise levels are kept to a minimum.