



Policy

Lettings Policy

The latest update of this policy was approved in March 2022 by the Full Governing Body

Date of next review:

Signed: _____

Date: March 2022

Nominated staff member responsible for policy:- L. Jamson

Willow Farm Primary School

SCHOOL LETTINGS POLICY

		Charges per hour			
		A	B	C	D
School Hall 15 + Persons	Weekday	N/A	£20	£30	£20
	Saturday	N/A	£30	£45	£30
Lodge 10 + Persons	Weekday	N/A	£20	£30	£20
	Saturday	N/A	£30	£45	£30

Please note: Each letting will be charged at a minimum of 2 hours.

A – School/PTA use

B – Voluntary Organisations/non-profit making ventures (i.e. Brownies etc)

C – Other/Private Lettings

D – Regular Lettings

Please read the conditions of hiring on the reverse side of your booking form.

The Governors of Willow Farm Primary School have made additional conditions with particular reference to Willow Farm Primary School

- Includes the use of the car park, opening of school, locking up, heating and lighting
- All lettings must finish by 10 pm.
- No smoking anywhere in the school or within the grounds
- Use of the kitchen for preparing food is not included in the letting.
- Use of the school grounds is not included in the letting.
- Payment by BACs to **Willow Farm Primary School** (Bank details provided by the school office)
- **The school site will not be hired to groups who support extremist ideologies or promote hatred.**

An additional charge of **£15.00** will be made if the Caretaker is required to be in attendance. It shall be for the Governors to determine whether Caretaker attendance is required (e.g. Discos etc.).

Heating charged at **£11.00** per hour in addition to above fees irrespective of the number of rooms used.

On the back of the lettings Application Form is a list of 'conditions of hiring'. I should like to draw your attention to number 12 and number 17. The latter numbered condition also includes goods left inside a vehicle.

Equals Trust Lettings Policy

1. Equals Trust (the Trust) aims to ensure the use of all its academies facilities to their fullest potential. It is intended that premises and sports facilities are available firstly, for the benefit of the pupils and secondly, for local communities.
2. This policy aims to;
 - 2.1. Ensure that lettings are not in conflict with the fundamental purpose of the Trust and the member academies.
 - 2.2. Support community involvement in the life of the Trust and the member academies.
 - 2.3. Maximise commercial opportunities for lettings for the benefit of the Trust and the member academies.
 - 2.4. Ensure costs are appropriately calculated and covered for all lettings.
 - 2.5. Provide a professional service to users of the Trust and academy premises and facilities and ensure good customer care.
3. The responsibility for managing lettings rests with each member academy, within the overall guidance of the Trust policy. Each Academy has their own lettings policy in place supported by the Trust policy.
4. A letting is defined as 'any use of the academy buildings, grounds or facilities by parties other than the academy and its partners'. This may include community groups or commercial organisations.
5. The following activities fall within the corporate life of the academy and as such are not considered to be lettings;
 - 5.1. Trust and Local Governing Body meetings
 - 5.2. Extra-curricular activities for students organised by the academy or the Trust
 - 5.3. Academy performances
 - 5.4. Family learning
 - 5.5. Parent's meetings
 - 5.6. PTA meetings
 - 5.7. PTA organised events
6. Care should be taken to ensure that any lettings are consistent with Trust values. The following activities are not considered to be appropriate for lettings as they are either well provided in the local area; are not deemed compatible with the ethos of the Trust; or are not able to be accommodated within the Trust premises:

6.1. Commercial activities with minimal potential to generate income or support the Trust and its member academies.

6.2. Events selling or serving alcohol. No Trust premises holds a licence for the sale of such items.

6.3. Activities promoting gambling, except for fundraising events where 'chips' or 'tokens' are included within the ticket price.

6.4. Activities or events of a political nature, except for times when premises may be used as polling stations.

6.5. Activities or events which may bring the academy or Trust into disrepute.

7. The Head Teachers, School Business/Office Managers and the Premises Officer, where applicable, are responsible for determining the security risk for each letting and will be responsible for allocating appropriate resources to mitigate this risk.

8. Overall responsibility for academy lettings is held by the Local Governing Body. The Head Teacher at each academy must ensure adherence to the Trust policy and practical responsibility for the policy is delegated to the School Business/Office Manager.

9. Each Academy is responsible for:

- 9.1. Managing the day-to-day lettings of the premises and ensuring effective communication between all parties.

- 9.2. Maintaining accurate records of all bookings in line with the Trust Finance Policy and Procedures.

- 9.3. Confirming bookings using appropriate terms and conditions.

- 9.4. Inspecting insurance documents.

- 9.5. Inspecting DBS documents where necessary.

- 9.6. Raising invoices and chasing outstanding payments.

- 9.7. Ensuring appropriate staffing – particularly ensuring an appropriately trained member of staff is present when any specialised equipment or accommodation is hired.

- 9.8. Booking duty site staff for lettings.

- 9.9. Ensuring facilities are as required by hirers.

- 9.10. Monitoring all hirers to ensure all aspects of the contract are being adhered to and that facilities are left ready for academy or Trust use.

- 9.11. Providing a professional service to users of the academy or Trust premises and ensuring good customer care.

10. Charging and Bookings 10.1. All charges are to be reviewed annually and set at a commercially viable rate by the School Business/Officer Managers in consultation with relevant local academy staff.

10.2. All bookings will be made directly with the academy or Trust, recorded locally and supported by a company of the terms and conditions signed by the hirer.

10.3. In considering requests for lettings; 10.3.1. Whilst the academy will try to accommodate all requests, the academy and current hirers will be given priority.

10.3.2. Other considerations include the type of event, site supervision availability, and the number of other lets coinciding.

11. Health and Safety 11.1. No smoking is permitted on any Trust premises.

11.2. The Trust and its member academies have a responsibility to work within the framework of the law; however, hirers must take all reasonable steps to prevent injury, loss or damage to any person or property for the duration of the letting.

11.3. Hirers are responsible for arranging any first aid provision for the members of their organisation or group.

11.4. The academy telephone system may be used in the event of an emergency.

11.5. The Trust reserves the right to cancel any lettings where the hirer fails to comply with health and safety requirements.

11.6. The hirer must adhere to all instructions from the premises officer or designated academy staff.

12. Safeguarding 12.1. All hirers providing activities for children and young people are required to complete the terms and conditions template which indicates that they have appropriate health and safety, child protection and safeguarding policies in place.

13. Any complaints should be lodged in writing to the School Business/Officer Manager.