



**ST. HILD'S  
CHURCH OF ENGLAND SCHOOL**

**Policy Document**

**LETTINGS AND SCALE OF CHARGES**

**At St. Hild's Church of England School we aim to provide all of our pupils with a world class education in a Christian context. We expect to find God at work in our school.**

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

***"I have come that they may have life in all its fullness (John 10:10)"***

**Introduction**

The Governing Body regards the school buildings and grounds (which are owned by the Diocese of Durham) as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, the promotion of equality opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind.

**Definition of a letting**

A letting may be defined as:

"Any use of the school buildings and grounds by parties other than the school and its partners. This may be a community group (such as a local music group or football team), or a commercial organisation"

The following activities fall within the corporate life of the school. These activities are not considered to be lettings and costs arising from these uses are, therefore, a legitimate charge against the school's delegated budget.

- Planned meetings of the Governing Body and sub-committees
- Extra-curricular activities for pupils organised by the school
- School performances
- Parents' and Carers' meetings

**Priorities for lettings**

The Governing Body is mindful of the needs in the local area and the following lettings are especially encouraged.

- Educational activities open to school pupils and their families
- Recreational activities open to school pupils and their families
- Activities organised by local community groups for the benefit of the local community
- Lettings to parents/carers attached to the school

- Lettings to voluntary organisations
- Lettings to parent support groups
- Faith groups and local church meetings
- Lettings to low income groups
- Lettings to childrens' groups
- Lettings to youth groups

The following activities are not considered to be appropriate for lettings as they are either well provided for in the local area or not deemed to be compatible with the ethos of the school or are not able to be accommodated within the school's facilities.

- Commercial activities with little potential to generate income or support for the school
- Events selling alcohol
- Activities promoting gambling, with the exception of approved raffles

### **Types of Lettings**

The Governing Body has agreed to define lettings under the following categories:

- School Lettings for activities for pupils or their parents and carers that provide educational benefit to pupils, which the school wishes to subsidise
- Community Lettings for other community activities which should be made on the basis of full cost recovery
- Commercial Lettings which will be charged on a cost plus income margin for the school

### **Charges**

The Governing Body is responsible for setting charges for the letting of the school premises. The scale of charges will be reviewed for implementation from the beginning of the financial year. Details of current charges will be provided in advance of any letting being agreed and are included in Appendix 1.

For the purpose of charging, the Headteacher and Business Manager are empowered to determine to which group any particular individual or organisation belongs. They are also able to offer any discounts or agree a subsidy for any lettings, as they deem appropriate. The basis of charging will be determined by the purpose for which a letting is arranged.

The school is constrained by law to apply value added tax to all transactions where this is appropriate.

The minimum hire period will be one hour. The school reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

The school will seek to recover any costs incurred by the school that are unavoidable and result directly from the cancellation of a letting.

### **Letting times, available facilities and equipment**

The following times, facilities and equipment are agreed as follows:

**15:30 - 21: Monday – Thursday** (depending on availability and after school activities) Hall, Sports Hall, Gymnasium, Dining Room, all classrooms.  
**Friday evenings, Saturdays and Sundays on request**

If the school premises are not being utilised by pupils then arrangements can be made to use the facilities from the end of the school day and during school holidays.

Variations to these facilities and times will be subject to the approval of the Headteacher.

## **Security**

The Headteacher or delegated authority may determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure.

## **Management of lettings**

The Governing Body has delegated day-to-day responsibility for lettings to the Headteacher in accordance with the Governing Body's policy. Where appropriate, the Headteacher may delegate all or part of this responsibility, such as security, child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Headteacher or delegated authority has any concern about whether a particular request for a letting is appropriate, she/he will consult with the Chair of the Governors.

## **Considering applications for lettings**

Organisations seeking to hire the school premises should approach the School Business Manager who will work in co-operation with the Headteacher and Site Staff. Details of charges and conditions of use should be given or referred to.

The Business Manager, on behalf of the Headteacher, will decide on the application with consideration to:

- The type of letting
- The priorities for lettings agreed by Governors as set out on pages 1 and 2 of this policy
- The availability of the facilities and staff
- The school's equal opportunities, health and safety, child protection policies
- The health and safety considerations such as numbers of users, type of activity, qualification of instructors etc.

Bookings will only be accepted on completion of the Application form, signed and dated (Appendix 2)

## **Issuing a Lettings Contract**

Once a letting has been approved, confirmation will be sent to the hirer via email or via letter if this is not appropriate.

The person applying to hire the premises will be invoiced for the cost of the letting in accordance with the Governing Body's current scale of charges. The School may seek payment in advance in order to reduce any possible bad debts and/or a deposit to cover damage.

An official receipt will be issued for all payments received. All lettings fees received will be paid into the school's individual bank account. The income and expenditure relating to lettings will be clearly recorded by the school and reported under the guidelines for Consistent Financial Reporting.

The Headteacher, on behalf of the Governing Body, has the right to refuse an application, and no letting should be regarded as 'booked' until approval has been given. The reason for

refusals will be recorded on the bottom of the application for lettings form and fully explained to the enquirer.

Signed .....(Headteacher)	<b>Next Review Date : March 2020</b>
Signed ..... (Chair of Governors)	

Revision Date	Version	Status (Annual)	Reference Material/Legislation
6 <sup>th</sup> March 2017	21.6	Approved at Full Governors 6 <sup>th</sup> March 2017	
March 2018	21.7	Ratified at FG 5 <sup>th</sup> March 2018	
January 2019	21.8	Ratified at F P & P January 2019	
Sept 2020	21.9	Ratified at IEB Sept 2020	

*Appendix 1*

**HIRING OF FACILITIES AND ACCOMMODATION**  
**Prices reviewed as of Apr 14**

St Hild's Church of England School is committed to playing a role in the local community by supporting the use of school facilities by outside bodies. Preference will be given to organisations which work principally with children and especially those which involve pupils from the school itself or youngsters in the local community. This does not preclude the use of facilities by adult groups.

Priorities for lettings are defined in the Lettings policy and scale of charges cover:-

- Commercial or external lettings
- Community lettings

**Charges for commercial or external lettings:**

***Assembly Hall, Sports Hall, Gym, Dining Hall and Classrooms***

£25 for the first hour

£35 per session (up to 2 hours)

£45 per session (up to 3 hours)

£55 per session (up to 4 hours)

£105 per day (6 hours minimum)

***Playing Fields, All Weather Pitch***

£21 per hour

£31 per 2 hour session

***Changing Rooms***

An additional charge of £15.50 per booking is made if changing facilities are required.

For long term lettings who use facilities for differing hours each week, a set monthly charge will be agreed at the point the letting is arranged.

**Charges for community/charity lettings:**

In order to encourage use of the school as a community base and in line with our school Christian ethos, the school reserves the right to reduce charges for community/charity lettings, depending on the occupancy of the building by external or commercial organisations. This is strictly to be agreed by the Business Manager on behalf of the Headteacher prior to confirmation of letting booking.

Payment – All bookings must be paid for in advance or according to the booking agreement and cheques should be made payable to “ HARTLEPOOL BOROUGH COUNCIL “ and paid to the Business Manager at the school.

VAT will be charged, if applicable

**THE SCHOOL ACCEPTS NO LIABILITY FOR THEFT, LOSS OR INJURY DURING THE HIRE PERIOD.**

Appendix 2

**ST HILD'S CHURCH OF ENGLAND SCHOOL**

APPLICATION FOR HIRE OF SCHOOL FACILITIES

**APPLICANT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name of Organisation \_\_\_\_\_

Address (If different \_\_\_\_\_

from above) \_\_\_\_\_

**FACILITIES REQUIRED:**

Accommodation: \_\_\_\_\_

Equipment: \_\_\_\_\_

Date(s) Of Booking: From: \_\_\_\_\_ To: \_\_\_\_\_

Time(s) Of Booking: From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose Of Booking: \_\_\_\_\_

I intend to bring/use electrical equipment during this booking period (please circle): Y / N

**UNDERTAKING**

*I / We hereby make application for the use of school premises as set out in the schedule above.*

*I am over 18 years of age*

*I have read and understand the terms and conditions of this booking, detailed overleaf*

*I confirm that insurance arrangements are in place in accordance with the terms and conditions of hire*

*I confirm that all licences that may be required for the activities during the hire period have been obtained/applied for*

*I agree to indemnify the School for any loss arising out of a breach of this agreement*

Name: (Block Letters) \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Completed forms should be returned to the school and marked for the attention of the Business Manager.

## **TERMS AND CONDITIONS**

### **Use and Application**

1. There must be a named representative at all functions covered by the booking
2. Use of the premises is restricted to specified in the application for hire.
3. The hirer must ensure that everybody making use of the accommodation complies with the terms and conditions of hire
4. The sub-letting or sharing of the premises is prohibited. The agreement is personal to the hirer and may not be assigned to any third party.

### **Cancellation and Termination**

1. Amendments to the original booking or cancellations must be made in writing. Cancellations within 72 hours of the original booking will still be charged in full.
2. The school reserves the right to charge for amendments made within 72 hours of the original booking.
3. A Governor, The Head Teacher, Deputy Head Teacher and others appointed by the Governors, shall have the right of entry to the premises during hiring. The school reserves the right to terminate any activity not properly conducted or supervised.

### **Payment**

1. An invoice for the letting will be sent which should be paid within 30 days of invoice date

### **Indemnity and Insurance**

1. The Hirer shall effect Third Party (public liability) insurance to cover its legal liabilities for accidents resulting in injuries to persons and/or loss of or damage to property, including hired premises.
2. The Hirer should take all precautions to prevent damage. The Hirer is required to pay for all breakages, losses or damage to property arising out of the letting.
3. The school will not be held responsible for any injury to persons or damage to property arising out of the hiring of the premises unless such injury or damage results from the negligence or breach of statutory duty on the part of the school.
4. Any goods/equipment left by any persons during or after the period of hire, are left at the owners risk. The school will not accept responsibility for any loss/damage to goods/equipment.

### **Premises**

1. The facilities to be used by the hirer are restricted to those listed on the application for hire.
2. The Hirer/group must arrive/vacate the premises within 10 minutes of the start/end of the booking. The school reserves the right to make an additional charge for extended occupation outside the times of the booking.
3. Parking is provided in the school car park for the duration of the booking only (plus 10 minutes either side). All vehicles using this facility should be parked in an appropriate bay and are parked at the owner's risk. The speed limit on site is 10 mph maximum.
4. The Hirer/representative must acquaint themselves with fire evacuation procedures, nearest fire exits and muster points.
5. During the booking period, in the case of an emergency, the Hirer/representative must contact the school on one of the following out-of-hours numbers:

i.	M Skinner, Site Supervisor	07483 171642
ii.	G Izzett, Site Supervisor	07483 171641
iii.	J Windram, Senior Site Supervisor	07483 171643
6. Smoking is not permitted on school grounds. This includes any vehicle parked on school property
7. Toilet facilities are included as part of the hire arrangements.
8. Bookings do not include use of the school telephone system. Hirers are expected to have use of their own mobile telephone.
9. The hirer must leave the premises in a clean and orderly state. Any additional cleaning costs must be met by the Hirer.

### **Performance Rights and Licences**

1. The Hirer should ascertain if a licence is required for an event and if so will ensure full compliance.
2. Intoxicating liquor is not permitted to be sold to the public or supplied on school premises without the express consent of the school. Details of the licence for sale of intoxicating liquor will need to be available for inspection.

### **Health and Safety**

1. The school takes no responsibility for First Aid provision. Hirers are recommended to provide their own First Aid cover at events.
2. Any electrical equipment brought by the Hirer into the school site must comply with the code of practice for portable electrical appliance equipment. The intention to use any electrical equipment must be notified on the application form.
3. The hirer is responsible for the health and safety of everybody using the accommodation (including first aid) and must make users aware of the fire precautions and procedures in existence.
4. Animals, other than guide dogs, are not permitted on the school premises without the written prior consent of the school.
5. All clubs hiring the facilities must have staff who have appropriate coaching certificates and are have completed the relevant Disclosure and Barring Service checks if working with children under 18 or vulnerable adults.
6. In relation to activities for children, the hirer must ensure that there are sufficient adults present to be in full control of the children throughout the whole period during which they are on the school site.