

## LETTINGS POLICY

The Ashington Learning Partnership (ALP) recognises that its premises are valuable to the local community and as such, we are pleased to let the premises out to organisations within the local community.

Though we let the premises out, the ALP is aware that this can pose certain concerns, such as in terms of safeguarding. Therefore this policy will be distributed to all organisations wishing to let the premises and the conditions outlined within must be followed at all times.

The ALP reserves the right to refuse applications without giving a reason, have a representative present at any event and terminate immediately any activity not properly conducted.

The Hirer will not rely on any ALP risk assessment for any activities and must complete their own, a copy of which must be lodged with the SBM. Schools are not responsible for undertaking risk assessments for the hirers activities.

Animals, other than guide dogs, are not permitted on the school premises.

### 1. Charges

- 1.1 The Finance and Resources Committee (FRC) is responsible for determining charges for the letting of the school premises – a charge may be imposed in order to cover the following:
  - Costs of services (e.g. heating and lighting)
  - Costs of staffing, including “on-costs” (e.g. additional security or caretaking)
  - Costs of administration
  - Costs of wear and tear
  - Costs of insurance (if the school has arranged its own public liability insurance – see terms and conditions)
  - Costs of using the school’s equipment, if applicable
  - Profit element, if applicable
- 1.2 Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the hirers involved.
- 1.3 The charge issued for each letting will be reviewed annually by the FRC.
- 1.4 The review of charges will take place at least one full school term prior to implementation.
- 1.5 The fee will be paid to the schools on or before the requested booking date.
- 1.6 Hirers will provide the school with at least five days’ notice before cancelling a booking, otherwise charges will apply.
- 1.7 If the whole fee has not been paid as per paragraph 2.5, the school reserves the right to refuse the hirer entry to the premises.
- 1.8 The Friends of the schools’ groups are not subject to these charges.

### 2. VAT

The ALP is constrained by law to apply VAT to all transactions where this is appropriate. In general, the lettings of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT.

The letting of sports facilities is standard rated for VAT purposes. However, if all of the conditions are met, the letting may be treated as exempt:

- The series of letting is for 10 or more sessions to the same organisation.
- Each session is for the same sport or activity.
- Each session is at the same location.
- The interval between each session is at least one day and not more than 14 days.
- The contract is for the whole series. This must include evidence that payment is to be made in full for the series whether or not the right to use the facility for any specific session(s) is actually exercised.

### **3. Managing lettings**

- 3.1 The FRC has overall responsibility for the management of lettings. The SBM will be delegated the day-to-day management of the lettings.
- 3.2 The SBM will delegate aspects of the management of lettings to other relevant members of staff, such as the site manager.
- 3.3 If the SBM has any concerns regarding the activities the hirers are conducting, they will consult the EP for him to reach a decision.
- 3.4 The SBM will review the application; the ALP has the right to refuse an application and interested parties should be advised that no letting should be regarded as “booked” until approval has been given in writing.
- 3.5 Once the letting has been approved, a letter of confirmation will be sent to the hirer, setting out the full details of the letter and enclosing the terms and conditions of the hire agreement.
- 3.6 The hirer will be invoiced for the cost of the letting, as appropriate.
- 3.7 The hirer will be a named individual and the agreement should be in their name, giving their permanent private address, proof of which should be provided.
- 3.8 Fees can be paid in cash or cheque. The hirer will state how they intend to pay in their application form.
- 3.9 Sub-letting of any kind is strictly prohibited. If the school receives any evidence pertaining to plans to sub-let, all booking that the hirer has made will be cancelled.

### **4. Safeguarding**

- 4.1 Organisations submitting a lettings request involving working with children will submit a signed copy of their current Safeguarding Policy.
- 4.2 All hirers must state the purpose of the hire.
- 4.3 Each application will be vetted by the DSL and any concerns will be reported to the EP prior to approval.
- 4.4 When determining whether to approve an application; the EP will consider the following factors:
  - The type of activity;
  - Possible interferences with school activities;
  - The availability of facilities;
  - The availability of staff;
  - Health and safety considerations;
  - The school’s duties with regards to the prevention of terrorism and radicalisation;
  - Whether the letting is deemed compatible with the ethos of the school.
- 4.5 An application will not be approved if the hirer’s purpose:
  - Is aimed at promoting extremist views.

- Involves the dissemination of inappropriate materials.
  - Contravenes the statutory Prevent duty.
  - Is likely to cause offence to public taste and decency (except where this is, in the opinion of the trust, balanced or outweighed by freedom of expression of artistic merit).
- 4.6 If any members of staff have concerns regarding the purposes for which the hirer is using the facilities, they should contact the EP immediately using a green H & S form.
- 4.7 The SBM will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.
- 4.8 Where an individual group is found to be promoting views in contravention of the school's Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, the school will contact the police/school security who will remove the person or group from the school premises.
- 4.9 All hirers will read and review the school's Safeguarding and Child Protection Policy.

## **5. Asbestos**

- 5.1 The schools' Asbestos Management documents will be available to hirers.
- 5.2 The site manager/caretaker will inform all hirers of any asbestos-containing materials (ACMs).
- 5.3 When approving the applications to hire the premises, the site manager/caretaker and the SBM will conduct a risk assessment to establish whether the requested purpose of use will disrupt any ACMs.
- 5.4 Hirers should have procedures in place to deal with the unintended or unexpected release of asbestos.
- 5.5 Anyone who has come into contact with asbestos, and is concerned about their exposure, will be advised to contact their GP.

## **6. Licences**

There are a variety of licences that may be required for different types of function. The onus is on the hirer to ensure which are necessary, and must produce documentary evidence before the letting takes place. The hirer will indemnify the ALP against any action brought about by failure to obtain the necessary licence(s).

## **7. Emergencies and health and safety**

- 7.1 The site manager and SBM will undertake relevant risk assessments before activities are carried out on the premises to ensure the safety of the hirer and any additional visitors.
- 7.2 In case of an emergency, the on-site telephones can be used to call the emergency services.
- 7.3 The medical co-ordinator checks first aid kits regularly to ensure their stock levels remain high and, where necessary, restock the first aid kits with the relevant items.
- 7.4 The site manager/caretaker will show hirers where first aid kits are, should they be required.
- 7.5 A first aider (provided by the hirer) will be on site at all times.
- 7.6 Smoking is not permitted on the premises at any time.
- 7.7 Alcohol will not be brought on to, or consumed on, the premises by hirers at any time.
- 7.8 The hirer familiarises themselves with the school's Fire Risk Assessment and other relevant risk assessments before using the premises.
- 7.9 The hirer will be shown the school's fire exits and evacuation points by the site manager/caretaker on arrival.

## 8. Using the site

- 8.1 The hirer will liaise with the site manager/caretaker to ensure the school remains secure before, during and after use.
- 8.2 Hirers will be given an emergency contact number for the site manager in case of any security breach.
- 8.3 The school premises are closed after 10.00pm to avoid any noise complaints from neighbouring residents.
- 8.4 The site manager/caretaker will remain on site until 6.00pm to hand over control of the premises to the first hirer of the evening.
- 8.5 Keys/security codes will not be passed to any hirer or other person without written permission from the SBM.
- 8.6 The site manager/caretaker will return to the site before the last hirer leaves, to ensure the site is clean and secure ready for the next day.
- 8.7 The ALP uses a 'three strike rule' when handling noise or other complaints lodged against hirers.
  - **Strike one** – hirers will receive a verbal warning about their conduct on the school property and be warned that repeated offences will result in their booking privileges being suspended.
  - **Strike two** – hirers will receive a second verbal warning and a letter explaining that the school takes a zero-tolerance approach to any excess noise. This letter will outline that any fines for noise, etc. that the school maybe issued be passed on to the hirer.
  - **Strike three** – the hirer will be barred from booking the school premises for any activity for a period of two months. The ALP also expects the hirer to issue an apology to the school and complainant in writing.
- 9.8 In the event additional parking is used, the site manager/caretaker will ensure the school premises remain accessible to the emergency services, should they be required.

## 9. Equipment

- 9.1 Hirers will identify any equipment they require from the school and detail this in their application form; hirers must seek permission from the SBM to use any additional equipment once the form has been submitted.
- 9.2 The site manager/caretaker will conduct an inventory of all the equipment that the hirer requests, noting it's condition. The site manager/caretaker will review this inventory after the hirer uses the equipment to ensure its proper use.
- 9.3 Furniture and fittings will not be removed or interfered with in any way unless permission has been granted by the site manager/caretaker or SBM. In the event permission has been granted, the site manager/caretaker will oversee the move.
- 9.4 If a furniture move has been agreed, the hirer and site manager/caretaker will negotiate restoring the premises back to its original state.
- 9.5 Any damage to equipment, furniture or the building will result in the hirer being charged the cost of any repairs or replacements.
- 9.6 Any seating provided is limited to the number of chairs on the premises.
- 9.7 Hirers are allowed to bring their own equipment on to the premises; however, they will be required to acknowledge this in their application form.
- 9.8 The hirer will ensure that any equipment that they provide meets the relevant health and safety standards, including PAT testing.
- 9.9 The ALP cannot be considered responsible if any of the hirer's equipment is damaged, stolen or lost whilst being used on the premises.
- 9.10 CCTV systems are used on Bothal and Central upper sites to monitor events and identify

incidents taking place whilst the premises are in use, in accordance with the school's CCTV Policy.

9.11 Hirers will report any stolen or missing equipment to the site manager/caretaker Immediately.

9.12 Food and drink may be prepared on the premises; however, hirers must provide a risk assessment to the SBM.

## 10. Capacities

	Bothal Upper	Bothal Lower	Central Upper	Central Lower
Gym	250			
Sports Hall	250			
School Hall	200	125	100	150
TLDC	120			

## 11. Legal framework

11.1 This policy has due regard to all relevant legislation including, but not limited to, the following:

- The School Premises (England) Regulations 2012
- The Health and Safety at Work etc. Act 1974
- Health and Safety (First-Aid) Regulations 1981
- The Counter Terrorism and Security Act 2015
- The Education Act 1996

11.2 This policy has due regard to the following guidance:

- DfE (2015) 'Advice on standards for school premises'

### Other Documents:

- First Aid & Accident Reporting Policy
- Fire Safety Procedures
- Premises Management Procedures
- Health and Safety Policy
- Safeguarding & Child Protection Policy
- Relevant Risk Assessments
- CCTV Policy
- Manual Handling Policy
- Asbestos Management Procedures

### Appendices:

1. Hire Agreement
2. Lettings Application Form
3. Scale of Charges
4. Definitions
5. Roles and Responsibilities

Created <input type="checkbox"/> Reviewed <input checked="" type="checkbox"/>	
Signed:	Name: Nikki Lumley
Role: Business Manager	Date: February 2019
Adopted	
Signed:	Name: Gemma Craik
Role: Chair, Financial & Resources Committee	Date: April 2019

## Appendix 1 Hire Agreement

[Date]

[Address]

Dear

The ALP agree to hire the premises to the hirer on the date(s) and for the period(s) mentioned below, upon payment of the fee specified.

The hirer accepts all the conditions of hire as set out in the attached terms and conditions document. The hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to ensure that suitable insurance cover is in place for any loss, damage or injury.

The hirer:		
Address:		
Areas of the school that may be used:		
Specific nature of use:		
Maximum attendance:		
Details of any school equipment to be used:		
Date(s) of hire:		
Period(s) of hire:		
Fee (specify per hour or per session):	£	<input type="checkbox"/> VAT Included

Yours sincerely



Nikki Lumley  
Business Manager

**PLEASE RETURN TO: The School Office, Bothal Primary School, High Market, Ashington, NE63 8NT**

<b>Hirer's signature:</b>		<b>Date:</b>	
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# Lettings Application Form

<b>Named individual:</b>	
<b>Company name:</b>	
<b>Address for invoicing purposes:</b> This must be the permanent private address of the named individual – evidence will need to be provided.	
<b>Contact telephone no:</b>	
<b>Email address:</b>	
<b>Requirements</b>	
<b>Date(s) of hiring:</b>	
	Single Booking <input type="checkbox"/> Block booking <input type="checkbox"/>
<b>Time(s) of hiring:</b>	Start time:
	End time:
<b>Expected attendance:</b>	Adults <input type="checkbox"/> Number .....
	Children <input type="checkbox"/> Number .....
<b>Site required:</b>	Bothal Upper <input type="checkbox"/> Bothal Lower <input type="checkbox"/> Central Upper <input type="checkbox"/> Central Lower <input type="checkbox"/>
<b>Room/Area(s) required:</b>	Gym <input type="checkbox"/> Sports Hall <input type="checkbox"/> Football Pitch <input type="checkbox"/> Changing Rooms <input type="checkbox"/> TLDC <input type="checkbox"/>
	School Hall <input type="checkbox"/> School Kitchen <input type="checkbox"/> Classroom <input type="checkbox"/> Meeting Room <input type="checkbox"/>
	Other <input type="checkbox"/> (please specify) .....
<b>Equipment needed:</b>	
<b>Details of any equipment you will be using on the premises:</b>	



Purpose	
Details of the event(s):	
Will you be working with children?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, have you attached a copy of your Safeguarding Policy?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>By signing this document, I acknowledge that I have read, understood and agree to the terms of this Lettings Policy.</p> <p>I confirm that I am over the age of 18.</p> <p>I acknowledge that my signature confirms all the details in this application form are correct.</p>	
Signed:	
Date:	
RETURN FORM TO: The School Office, Bothal Primary School, High Market, Ashington, NE63 8NT	

<p><b>OFFICE USE ONLY:</b></p> <p>This application is: Agreed <input type="checkbox"/> Rejected <input type="checkbox"/></p> <p>Signed: ..... Date: .....</p>
<p>Letter sent to Hirer <input type="checkbox"/> By: ..... Date: .....</p> <p>Evidence insurance is in place supplied and approved YES <input type="checkbox"/> NO <input type="checkbox"/></p>

## Scale of Charges 1 March 2019 – 31 March 2020

Fees are normally payable one month in advance of the letting period or at the time of booking.

	COMMUNITY			COMMERCIAL		
	MON-FRI	SAT	SUN	MON-FRI	SAT	SUN
Standard Classroom/Meeting Room	£10.00	£20.00	£30.00	£12.00	£24.00	£36.00
Specialist Classroom	£15.00	£30.00	£45.00	£18.00	£36.00	£54.00
School Kitchen	£30.00	£45.00	£60.00	£36.00	£54.00	£72.00
Gymnasium/Sports Hall	£25.00	£37.50	£50.00	£30.00	£45.00	£60.00
School Hall	£20.00	£30.00	£45.00	£24.00	£36.00	£54.00

(The above charges are **per hour** and do not include VAT which will be charged when appropriate)

Football Pitch	£20.00	£30.00	£40.00	£24.00	£36.00	£48.00
Football Pitch plus Toilets	£25.00	£37.50	£50.00	£30.00	£45.00	£60.00
Changing Rooms/Showers/Toilets	£10.00	£15.00	£20.00	£12.00	£18.00	£24.00

(The above charges are per fixture and do not include VAT which will be charged when appropriate)

Equipment hire and refreshments can be arranged at an extra charge. Please contact the school office for details.

The decision as to what constitutes a commercial letting will be made by the ALP and will be based on information provided by the hirer.

For regular hirers making a block booking, a discount may be applied. This is at the discretion of the ALP.

## CONDITIONS OF HIRING

The hiring of the premises is welcomed subject to the following conditions:

1. The ALP reserves the right to refuse any booking or to impose any special conditions/restrictions. Organisations considered unsuitable by the ALP, or if there is reason to believe the name of the ALP will be brought into disrepute, will not be allowed to hire the premises.
2. Lettings will not be made to persons under the age of eighteen and, at the discretion of the ALP persons may have to undergo a Disclosure & Barring Service (DBS) check. When lettings involve access to children from the ALP schools, all personnel involved must be DBS checked in line with the DfE regulations and the certificates must be provided to the Business Manager prior to the activity taking place. The costs of any DBS checks will be borne by the Hirer. All adults working with school children must be appropriately qualified.
3. Should the Hirer wish to cancel they may be entitled to a full refund minus any charges already incurred by the ALP. If the Hirer cancels a letting then the ALP will confirm in writing that it has received notification of the cancellation.
4. The ALP reserves the right to cancel the use of any premises at any time and for whatever reason. Any money paid in respect of the booking will be refunded. The ALP will not be liable for any other expenditure or loss sustained directly or indirectly by the Hirer arising from the cancellation.
5. The ALP reserves the right to cancel any permission granted to use the premises if it should appear that the premises or any part of them will be required for public or official use whether by the ALP or by anybody or person having a statutory right of use for any other reason. No compensation will be payable by the ALP to the applicant by reason of such cancellation but any fees which have been paid will be refunded or an alternative date given. Any person who does not wish to use a facility, which has been reserved, must give at least one day's notice.
6. The ALP will, for the purpose of inspection, be allowed access to any rooms that have been let and will monitor activities from time to time.
7. Any letting which, in the opinion of the ALP, is likely to create any disturbance or inconvenience, or interferes with existing occupation of the premises will not be allowed. The hirer is responsible for the preservation of good order and must indemnify the ALP against all costs, damages and expenses that the ALP may sustain or incur in connection with the use of the premises and equipment.
8. Hirers must respect all areas of the premises at all times. The activity taking place in any rooms must be appropriate to the nature of that room. Groups may only use the rooms/areas/facilities allocated to them in the original Lettings Agreement form and any additional room/area/facilities use may be charged to the Hirer. Any alarm call out charges caused by the Hirer using or attempting to use parts of the ALP premises not specified on the Letting Agreement form will be charged to the Hirer.

9. The Hirer shall ensure that the maximum capacity of the facilities is not exceeded.
10. Unless permission is given, all rooms and equipment must be left as they were found and safe and appropriate use is the responsibility of the Hirer. All damage, however minor, must be reported to a member of the staff as soon as possible and may be charged to the Hirer.
11. The Hirer should ensure that the times they have booked reflect their needs. Preparation and clearing away times should be included in the booking times and the caretaker is instructed to adhere strictly to these times. The premises must be vacated at the time stated within the Letting Agreement. Any additional caretaking time needed by the Hirer must be booked and paid for as agreed; should the premises be left in such a condition that additional cleaning/clearing is required after the hire, or the Hirer is present beyond the agreed time, then an additional charge will be made.
12. Hirer group members are asked to show consideration for others when parking and to ensure that access to the premises is not restricted in order to allow emergency vehicles onto site if necessary. All cars/vehicles are parked at owner's risk and where car parking is permitted, the Hirer is responsible for ensuring that adequate stewarding is provided and that vehicles are parked in a responsible manner.
13. The Hirer is responsible for ensuring the preservation of good order for the duration of the letting and until the premises are vacated. Hirer group members must show consideration for the ALP schools' neighbours when leaving the site and the Hirer is responsible for supervising children until they are collected by named adults.
14. No additional lighting effects or electrical equipment shall be introduced in the premises without the previous consent of the ALP who may appoint a competent electrician or lighting engineer to check its suitability. A charge may be levied for this service.
15. The Hirer shall not bring onto the premises any explosives, inflammable spirits or any kind.
16. Any equipment the Hirer wishes to store on ALP premises prior to the event can only be done so with the ALP's consent. The Hirer shall ensure where they are using equipment, they have an appropriately qualified person to use the equipment.
17. The hirer shall not be allowed to give any cinematography show on the premises unless non-flammable films are used. Appropriate licences must be obtained by the hirer and a copy forwarded to the Business Manager.
18. Community groups must obtain a copyright license where necessary and a copy forwarded to the Business Manager.
19. Smoking is not permitted anywhere on site.
20. Food and drink may only be consumed within designated areas agreed with the ALP.
21. Animals, other than guide dogs, are not permitted on the ALP premises.

22. Specialist or large items of equipment must not be brought onto the premises without prior agreement with the ALP.
23. The Hirer shall not use or permit to be used, any naked lights, inflammable material, costume, decorations or scenery on the premises and shall not allow any act or performance to take place on the premises, which might endanger persons on the premises or the premises themselves. Notices/decorations may only be placed on notice boards, or in area agreed with the ALP at the time of booking. The hirer shall agree all arrangements for seating, decorations and scenery, use of equipment or structure of any description with the ALP at least fourteen days prior to the commencement of hire and shall agree to abide by the licensing regulations in force at the time of booking.
24. The Hirer, where applicable, must obtain public performance licences, and a copy forwarded to the Business Manager.
25. No wax or powder shall be placed on the floor without the permission of the ALP.
26. The Hirer shall not use the premises for any purpose other than that described on the booking form and shall not use the ALP premises for any commercial purpose without the prior written consent of the ALP. The hirer will supply all such information as is requested by the ALP and where consent is given, will comply with all conditions attached to it.
27. All persons using or coming onto the premises in consequences of permission granted to the Hirer do so in all respects at their own risk (a notice to this effect is to be exhibited on the premises by the Hirer throughout the period of the letting).
28. The Hirer does not have the right to assign or subject any of its rights or liabilities under the contract of hire to any other person or persons.
29. All persons hiring the ALP premises will be expected to conform to relevant Health & Safety regulations. Under the Health and Safety at Work Act 1974, the ALP has a general duty to maintain safe access and exit in the event of an emergency and to provide details of the emergency procedures applicable to their area of occupation and keep all gangways, doorways, passages, entrance and exits unobstructed whilst the function is in progress. The caretaker, is however, responsible for the opening of entrance and exit doors at the commencement and close of the function and keys cannot be passed to any other person without direct permission of the ALP. Every part of the building must be open at all times to the caretaker.
30. The ALP will not normally insist upon continuous caretaking presence. However, it reserves the right to insist upon caretaking presence if its view is that the nature of the letting may leave the ALP vulnerable to theft or damage and will charge the additional cost to the hirer.
31. Only named keyholders can operate the security system and if no suitable person can be employed the letting will not be allowed or will be cancelled.
32. A draft copy of any information to be distributed to club members or through an ALP school must be authorised by the Executive Principal a week prior to distribution.

33. Any complaints regarding arrangements connected with the hiring must be made in writing to the Business Manager. Any complaints regarding community groups should be dealt with through the community user's own complaints procedure.

34. It shall be a condition of any letting for the purpose of an entertainment to which children are admitted that the Hirer shall observe the provisions of Section 12 of the Children's and Young Persons Act 1933 respecting the stationing of adult attendants and in the respect of any liability that maybe incurred by them owing to any breach, non-observation or non-performance of any of the requirements of that section. Where any play or entertainment is provided at which the majority of persons attending are children, it shall be the duty of the Hirer to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the building or any part of it than can be safely accommodated there and to control the movement of the children and other persons admitted while entering and leaving the building and to take all other reasonable precautions for the safety of the children.

35. It is the Hirer's responsibility to make their own first aid arrangements, i.e., trained person and first aid kit. Hirers must also make their own arrangements for calling for assistance during lettings as there is no public telephone available. Hirers must note all accidents in the accident book provided in the ALP and report all major accidents to the ALP as soon as possible.

36. In the event of a fire the Hirer will call the Fire Service (if ALP staff are not present and supporting the activity). All users will evacuate the building via the nearest fire exit and muster at the designated point (the car park at the front of the main school building). Users must not re-enter the building until permission has been given by the Fire & Rescue Service.

37. By signing this agreement the hirer confirms that the principles of democracy, rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs are upheld.

## Definitions

**Premises:** the ALP schools i.e. Central Primary School, Bothal Primary School.

**Facilities:** the property, grounds and buildings provided by the above schools.

**Equipment:** any item of equipment, both tangible and intangible and other resources and facilities provided by the above schools.

**Hirer:** the person making the application to use the facilities or equipment on behalf of an organisation, company and group of people or themselves.

**Contract of Hire:** the formal written particular of any hirer's use of the facilities and the rules and regulations contained therein, which shall be deemed to include these terms of conditions of hire.

A letting is defined as "any use of ALP premises (buildings and grounds) outside of normal school hours by either a community group or a commercial organisation". School office hours are defined as being 08:00 – 16:00 on school days. A letting must not interfere with the primary activity of the ALP, which is to provide a high standard of education for all its pupils.

- For the purpose of this policy, a letting is defined as any use of the premises by either a community group, e.g. a football club, or a commercial organisation.
- The school will allow its premises to be let out; however, the letting arrangement will not interfere with the primary activity of the school, which is to provide a high-quality and safe teaching environment.
- Use of the premises for activities such as staff meetings, parents' meetings, governing board meetings, out of school hours learning/study support activities or any other extended services which support the raising of attainment and achievement, fall within the corporate life of the school. Costs arising from these uses are, therefore, a legitimate charge against the school's delegated budget.

## Roles and responsibilities

The Governing Body is responsible for ensuring that:

- A lettings policy is in place.
- The policy is reviewed and amended as necessary at least annually.
- The public image of the ALP within the local community is maintained at all times when setting policy.
- ALP schools comply with current legislation in connection with the safety of all visitors to the site.
- All staff are aware of their responsibilities in respect of health and safety whilst members of the public are on site.
- Staff are aware of what is expected of them when dealing with the public
- Staff are competent to meet all requirements.
- The school is provided with adequate resources to comply with the lettings policy.

The Executive Principal is responsible for ensuring that:

- The lettings policy is being complied with.
- The Governing Body is made aware of any problems with compliance.
- In conjunction with the Finance Department, appropriate financial controls are in place to monitor costs and charging rates.
- In conjunction with the Finance Department, regular financial reports are provided.
- Staff are familiar with the lettings policy and operate within its guidelines.

The Executive Principal delegates the day-to-day responsibilities of the operation of the lettings policy to the Business Manager.

The SBM is responsible to the Executive Principal for:

- Compliance with the Lettings Policy.
- Ensuring the maintaining of suitable records of all bookings.
- Maintaining appropriate financial records. Ensuring the Hirer complies with the 'Conditions of Hiring' and the 'Letting Agreement' documents at all times
- Working to ensure effective use of the premises.
- Reviewing the applications of a proposed letting arrangement and conducting a risk assessment to determine whether the arrangement would pose a risk to the primary activities of the school and its pupils
- Contacting a legal expert with regards to the transaction, for specialised guidance, if this is felt necessary.
- Establishing any safeguarding risks associated with the letting.
- Agreeing fair prices to charge for using the premises; these will reflect these will reflect the condition of the facilities but remain competitive enough to be accessible to the wider community.
- Ensuring compliance with the premises licence.
- Ensuring that the school has the correct insurance in place for hiring out the premises.
- Ensuring the school adheres to its Premises Management Policy.
- Reviewing and, where necessary, amending the school's Letting Premises Risk Assessment to help ensure the safety of the hirer and their visitors.
- Assessing whether the activities the hirer is requesting could result in disrupting any asbestos and taking the relevant safety measures as a result.



- Reviewing the relevant safeguarding checks carried out by the hirer to ensure they comply with the school's policies.
- Notifying the hirer of any known asbestos in the school.
- Ensuring the hirer is made aware that CCTV cameras are installed within the school and ensure they have read the CCTV Policy.

The Finance Officer/Snr Admin is responsible for:

- The overall oversight of the letting, handling any queries from the hirer.
- Ensuring all relevant policies and procedures are implemented and made available to hirers.
- Checking the hirer has the appropriate public liability insurance.
- Working with the site manager to ensure the premises are fit for use.

The Site Manager/Caretaker is responsible for:

- Communicating any relevant information to the hirer, e.g. fire safety precautions.
- Ensuring hirers familiarise themselves with the relevant school policies and procedures, e.g. the Fire Safety Policy and the Asbestos Management Policy.
- Ensuring the facilities and equipment requested are clean and in a good working condition for each hirer.
- Working with the hirers to ensure high levels of security are maintained.
- Showing the hirers how to properly secure and lock the premises after use, if relevant.
- Maintaining and checking equipment to ensure the general upkeep of the site and its facilities.
- Organising any repairs and/or replacement of equipment.

The schools will provide and be responsible for the following prior to and at the time of hire:

- Accepting only those bookings which will not in any way be detrimental to the image of the school within the local community or are likely to disrupt the everyday learning activities of the school itself.
- The general awareness of the needs of the local residents when granting permission for a hire and whilst a hire is in progress.
- The maintenance of an appropriate booking system.
- The issue of suitable documentation to the hirer.
- The collection of hire of fees.
- Appropriate facilities and equipment subject to availability in accordance with the type of hire.

Hirers are responsible for the following prior to and at time of the hire:

- Completion and return of all documentation as required by the school.
- Payment of the booking fee on or before the agreed time.
- Complying with the terms and conditions under which the booking was made.
- Complying at all times with the instructions contained in the 'Conditions of Hiring' and the 'Letting Agreement' documents issued by the school upon confirmation of the booking.
- Having a general respect for the facilities provided by the school and not allowing those facilities to be abused in any way during the time of the hire.
- Having general awareness of the needs of local residents during the time of the hire.
- Using only those facilities hired within the 'Lettings Agreement'.
- Ensuring the proper use of the facilities and equipment they have requested to use.
- Taking the necessary steps to ensure there is no damage to any equipment or furniture, or the building itself.
- Ensuring all related visitors and volunteers have signed in during their period of hire.
- Leaving the premises in a clean and tidy condition.

- Working with the site manager/caretaker to ensure that the premises are secure after use.
- Obtaining adequate public liability insurance to a minimum of £5 million.
- Providing the SBM with proof that they hold a current and relevant insurance policy.
- Obtaining all necessary safeguarding checks for all activities involving children, e.g. DBS checks, and providing proof of this to the SBM.
- Reading the school's safeguarding policies and procedures and ensuring they understand the rules and procedures detailed within.
- Informing the SBM of the activities that will be undertaken on the premises.
- Reviewing and adhering to the school's Letting School Premises Risk Assessment.