

Offham Primary School



Lettings Policy Offham Primary School

**Date: September 2026
Review Date: July 2027**

Philosophy:

The LA endorse the lettings of the school premises or part of the school premises and grounds to outside bodies after school, at weekends or during the holidays 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

Bookings

Bookings are made through the finance office and confirmed in writing.

- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time.
- Users sign a contract 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.
 - Health and safety.
- The contract may be updated annually or termly. If the hirer/school wishes to terminate the contract, a minimum of 1 months' notice must be given by either party.
- Payment is in advance for single lettings
- Regular lettings will be invoiced weekly and must be paid within 2 weeks.
- Outline charges are set by the Headteacher/Governors and reviewed annually.
- Specific charges are set at the time of the contract.
- In the event of non-payment, the school reserves the right to cancel any letting(s) until such time as full payment is received

Roles and Responsibilities:

- The finance office is responsible for the construction and regular update of the lettings diary.
- Opening and closing the school is undertaken by authorised member of the staff or key holder.
- 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.

- If a business, a risk assessment must be completed by the user and provided to the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with and any school risk assessment is followed.
- Post-letting checks are made by the school. Any cleaning carried out by school will be charged to the user.
- The school may, in its sole discretion, charge the user for any damage (excluding normal wear and tear) or additional cleaning resulting from the let.

Safeguarding

We are dedicated to ensuring the safeguarding of its pupils at all times.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space. All commercial hirers will be asked to prove they have received safeguarding training.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

Hirers need to read and agree to the schools safeguarding procedures.

Monitoring & Evaluation:

The success of lettings can be equated to the additional income raised for the school, less the cost of any reasonable wear and tear made during lets to the furniture and fabric of the school, costs of additional heating, water and Caretaker's payments.

Conditions of use for a letting

Use of School premises for a letting must be agreed in advance and confirmed in writing by both the hirer and the authorised representative of the school. The agreement will include the fee, appropriate VAT and any other charges payable. These are annually. It must be recognised that school use of the premises takes priority and that there may be occasions when arrangements have to be changed (where possible these will be advised at the time agreement is reached). Formal confirmation of bookings will be made termly when school requirements have been finalised.

If the user wishes to cancel a specific booking, five clear working days notice must be given of the cancellation. If less than five days notice is given, the whole of the fees may be charged by the school.

Damage or loss of any kind sustained to the premises, fixtures and/or fittings, furniture and/or other chattels therein arising out of or in connection with use of the school shall be made good at the expense of the user within one month by the school or, by agreement, by the user and to the satisfaction of the school.

The users are required to make arrangements for suitable insurance cover (currently a minimum of £5 million public liability) with a reputable company in respect of claims which might be made against them by a third party for accidental injury including death or

accidental loss, or damage to property arising out of, or in consequence of, the letting and to cover the school, and must produce proof of the policy before the letting is contracted.

However, if non-commercial users are unable to provide insurance cover which meets the council's requirements, cover must be arranged through the KCC Hirers Liability Policy, for which a premium of 3.15% of the total hire charge will be levied in addition to the hire charge itself. The user will be responsible for the first £350 of each and every property damage claim.

The charge for a letting payable by the user includes an amount to cover payment for standard opening and closing. The user is expected to adhere strictly to the agreed times. If additional work such as moving furniture to or from a specific room/area or a specific layout, or the setting up of equipment is required, whether foreseen or not at the time of the booking, the user will be required to meet the extra costs which will incur VAT on the whole charge.

It is the user's sole responsibility to control entry of all visitors (registering in and out, the school can request to see this document) at the external entrance allocated and to ensure that only those people known to them are allowed access to school premises. The entrance and any other external doors that are unlocked must be controlled by responsible adults at all time during the period of the letting. On completion of the letting a check must be carried out to ensure that all windows and doors have been shut and secured, and all visitors have left the premises. Failure to ensure the security of the school building as described will result in the refusal of future bookings, or the cancellation of the regular booking agreement.

The user shall not cause or permit any nuisance or disturbance to other occupiers or users at the school nor to occupiers of neighboring properties.

If applicable, the user will have appropriate and procedures in place in regard to safeguarding children, including under the Childcare (Disqualification) Regulations 2009.

The user should be aware of the appropriate action to be taken in the event of fire or other emergency. They should know how to obtain assistance from the emergency services and the location of fire exits.

The Health and Safety at Work, etc Act, 1974 (as amended) imposes duties not only on employers in respect of their employees but also on persons having control over places of work or places where plant or substances are used and on anyone who by virtue of a contract has an obligation in relation to such a place. The duties are to ensure, so far as is reasonably practicable, that the facilities, the means of access to and egress from, are safe and without risk to health. It is the user's responsibility to ensure all activities are suitably and sufficiently risk assessed and adequate first aid provision is available.

A copy of the school health and safety policy is available on request and users must comply with this.

If agreement is given for the use of the school kitchen facilities, these will solely be the use of water and the kitchen sides.

- All rubbish, empty containers, crates, etc must be removed from the premises by the user immediately after the letting has taken place. A broom and dustpan and brush is available for use. Furniture and equipment is to be left as found unless other arrangements have been agreed with the school.

The use of materials for preparing floors for dances and the wearing of shoes likely to damage or mark floors, especially in the hall, is prohibited.

Storage cannot be provided for resources required during any lettings.

Use of the school's activity trail: This cannot be leased unless a member of staff is present.

The premises shall not be used for any purpose other than that for which agreement has been granted nor shall any areas of, or furniture/equipment in, the school but not included in the letting agreement be used without express permission; in such cases an extra fee will be chargeable.

No public performance of a play, nor any cinematography exhibition, nor any public dancing, singing, music or other public entertainment of the like shall be performed in or close to the premises unless any necessary license for the same shall first have been obtained from the appropriate authority and all necessary measures taken to fulfil the conditions of the license. No commercially available films shall be used on the premises.

To meet the requirements of the Copyright Designers and Patents Act 1988, any musical performances on the premises are to be notified to the Performing Rights Society Ltd. Where ballet, opera or choral works are to be performed advance permission must first be obtained from the Performing Rights Society Ltd.

No parking on site which restricts the emergency services access will be permitted. Control of parking is the responsibility of the user. No responsibility can be taken by the school for any damage to vehicles sustained whilst in the school grounds.

Costings

- These prices include a basic cleaning charge
- If a deep clean is required after use then an additional £20.00 will be charged.
- Last minute bookings (48hrs in advance) may be accepted, but at an additional cost of £20.

	<u>Hourly Rate</u>	<u>½ day (3.5 hours)</u>	<u>Full Day</u>
Hall 8.2m x 13.3m (plus 2.4m stage area)	£20.00	£50.00	£100.00
Pod with toilets 8.1m x 6.1 m	£15.00	£40.00	£60.00
Classroom	£10.00	£20.00	£40.00

Wraparound room	£10.00	£20.00	£40.00
Field/ playground	£20.00	£50.00	£100.00

First Aid/Medical Emergencies

First aid is the responsibility of the hirer. First aid kits are available and clearly visible in the hired area. All commercial users must provide a first aid certificate. Any first aid given must be written in folder provided. . **In an emergency ring 999**, any 999 calls must be reported to one of the contacts in this policy at the earliest convenience.

Fire Evacuation

All fire evacuations procedures are displayed in the hired area. Any hirer must ensure they check and understand these on hiring. In the fire alarm sounds please evacuate to the playground. If smoke or fire can be smelt or seen ring the fire brigade on 999 immediately. When safe to do so ring one of the contacts in this policy.

Appendix A

Offham Primary School Lettings Application Form

To request the use of: Offham Primary School <i>This form to be completed by the applicant and submitted to the Headteacher</i>								
Name of organisation								
Applicants Name Address & Postcode								
Telephone No								
Email address								
Use?				Maximum number of persons				
Accommodation required				With / without heating				
Days				Dates				
Safeguarding Certificate								
Safeguarding read/understood								
First Aid Certificate								
Insurance certificate								
Furniture and equipment								
Caretaking requirements								
Risk assessment will be provided for the activities listed here/								
By signing this I agree to the terms and conditions in this policy.								
Signed					Dated			

Commercial hirers must have their own insurance of at least £5,000,000 to be seen and copied by the school. For non-commercial hirers the KCC insurance will be applied at 3.15% of the hire charge unless own insurance seen and copy attached.

For office use only	Date/Information
Application approved / refused	
Hire agreement letter	

Risk assessment acceptable	
Safeguarding Certificate	
First Aid Certificate	
Insurance seen / KCC insurance included	
Hire agreement form signed & returned	
Invoice(s) issued	
Invoice number(s)	