

Lettings Policy

Date of last review	July 2024	Ratified by LGB	July 2024
Date of next review	July 2025	Owner	Business Manager

1. Introduction

Goresbrook School regards the school building and grounds 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 this policy is to support the school in providing the best possible education for its pupils, and any lettings of the premises will be considered with this in mind.

The governors recognise that:

- Educational usage constitutes a natural priority
- Profit margin is an important consideration when derived from commercial usage but is not always the objective when facilitating educational activities by designated users

2. Key Principles

To ensure that the use of the School premises and facilities is properly coordinated and events supported appropriately,

- To promote the use of School facilities by the wider community To safeguard the interests of Goresbrook School and its students
- To ensure that the out of hours use of the School site is not subsidised by the school budget To generate additional income to support enrichment activities in school.

3. Definition of a Letting

A letting may be defined as any use of the school premises outside normal school hours (for the purpose of this lettings policy this has been defined as:

- A community group such as a local music group, choir, theatre group, dance groups or sports team
- An individual or group of individuals such as local residents.
- Other events organised by members of Goresbrook staff. This will include, but is not limited to, exhibitions, sports events, theatre productions, choir practices, and fundraising functions.
- A commercial organisation such as dance groups, sports groups etc.
- A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

4. General

The governors recognise that it would be impossible for them to personally vet every applicant or organisation who wishes to make use of the school premises. Accordingly, they have delegated the authority to accept applications for hire to the Headteacher and the School Business Manager.

5. Income Received

All income received as a result of lettings is managed in accordance with the United Learning Financial policies and procedures.

- Details of organisations hiring the academy facilities are sent to the finance department with an agreed payment schedule. Payments are usually required in advance of each letting.
- The finance department will establish a sales ledger account and produce a sales invoice for each payment due.
- Organisations using the facilities should be instructed to send all payments to the schools bank account.

Booking and Payment

The following procedures will always be followed;

All enquiries are directed to the School Business Manager or Premises Manager.

A meeting with the School Business Manager / Premises is arranged to show the facilities and discuss the conditions of hire (if a new letting agreement)

A date and time frame is agreed (the minimum period for which a charge for hire will be made is two hours)

The charge is agreed (charges are inclusive of the cost of utilities, personnel and parking)

To secure the booking the hirer must complete a booking form and if a deposit payment is required (One-off bookings) this must be made to secure the reparation of any damage which may be occasioned and as payment for the over-running of the agreed times. The deposit will be returned after the letting, less the amount the school may deduct to cover these costs

On receipt of the booking form, the school will invoice the hirer for the full amount. Payment must be made at least two full weeks prior to the letting

The school will seek to recover costs incurred which are unavoidable and result directly from the cancellation of a booking

Hirers must state the maximum number of people expected and the school reserves the right to limit the number of people admitted dependent on the type and size of the accommodation hired

All hiring is subject to the hirer or the authorised representative occupying and vacating the premises at the stated times – should the letting over-run the stated time, the hirer will be liable for extra fees

The Premises team and hirer will inspect the condition of the area to be hired before the letting has taken place on the day of the hiring

The hirer and Premises team will inspect the area(s) hired following the letting and sign the completion slip on the lettings booking form to confirm that the hiring has been completed within the terms of the agreement

In the event of the hirer not arriving within 60 minutes of the agreed starting time, the premises will be secured and the let considered cancelled – in this event, no money will be refunded

If the hiring finishes earlier than the stated time, a responsible person must remain on site until the School Business Manager / Premises Manager has been informed and locking up can begin.

The school reserves the right to refuse without explanation any application and to cancel the hiring at any time without written notice

On the termination of the hiring under the above condition, the school shall return all or part of any money paid but shall not be under any liability for any loss or damage arising out of such termination.

Persons under the age of 18 are not eligible to hire the premises

Health and Safety and Other General Conditions

Parking in the school car-park is at the risk of the vehicle's owner.

The school reserves the right to insist on the ejection of any person who is acting in a disorderly fashion.

In exceptional circumstances, e.g. fire, flood or other emergency situations, the school reserves the right to suspend the letting until the premises are made safe.

The hirer shall ensure that the noise is kept to a minimum at all times, especially when exiting the site.

In the case of youth and junior organisations, a sufficient number of responsible adults must be in charge for the period of hire and ensure adequate supervision of all areas of the site to which the children have access.

The hirer shall undertake to see that the premises are used in an orderly way and for the purposes only for which they are hired.

The hirer shall reimburse the school the cost of making good any damage to the schools property arising from the hiring.

The hirer shall not use or permit the use of the premises for the sale of goods by way of competitive bidding unless the sale is for the purpose of assisting the funds of a voluntary organisation whose activities are not carried out for profit and the whole, or substantially the whole, of the proceeds are devoted to the funds of the organisation.

The school reserves the right to refuse entry to the premises in the interests of the health and safety of those present.

Exclusions

The hirer may not assign or sub-let the use of the premises to any other person.

The school buildings and site are entirely a non-smoking and non-drug taking area.

The selling or drinking of alcohol is strictly forbidden.

Nails, tacks, screws etc. must not be driven into the walls, ceilings, floors or fittings, or sellotape used to affix anything onto the walls, windows, or any other surface.

No alteration or addition to the electrical installation shall be made and no equipment or apparatus is to be connected to it without prior agreement.

PA systems or sound equipment are not to be used without prior agreement.

No furniture, instruments or equipment belonging to the hirer may be left or stored on the premises without the agreement of the School Business Manager and if permission is granted, the hirer's goods are stored at his or her risk.

Notices must not be exhibited on any part of the premises without the prior agreement of the school.

Any hiring is subject to the condition that the premises will not be used for political purposes or the teaching of any political party politics or the public exhibition of films.

The premises are not licensed for public entertainment and consequently the collection of money for admission and advertising any entertainment to the general public cannot be permitted.

The hirer and those attending the function must not enter parts of the site other than those included in the booking agreement

The school does not undertake any responsibility for:

- Loss or damage of any goods or effects belonging to the hirer or any other person present
- Injury to any person attending the premises unless the injury results from the school's negligence
- Any breakdown, leakage, fire or accident rendering necessary the closure of the premises nor for any interruption of the hiring for repairs or renewals consequent on any such breakdown, leakage, fire or accident

Failure to comply with these regulations in any part may render the hirers ineligible for further lettings.

Appendix 2 – Charges and Times of Hire

Prices can be reviewed for long-term lets for a mutually beneficial agreement however, the main lettings pricing structure is listed as follows:

N.B: VAT is required to be paid for trading companies and for those who are profit making. The prices below exclude VAT.

Facility	Monday to Friday (8am to 5.30pm) School holidays only	Monday to Friday (5.30pm to 10pm) Evenings	Weekend/bank holidays (8am to 10pm)
Hire of small hall (Primary)	£60 per hour	£60 per hour	£65 per hour
Hire of Sports Hall (Secondary)	£85 per hour	£85 per hour	£85 per hour
Check Point Hall (Secondary)	£85 per hour	£85 per hour	£85 per hour
Dance Studio (Primary)	£50 per hour	£50 per hour	£55 per hour
Classroom (Primary / Secondary)	£20 per hour	£20 per hour	£25 per hour
Playground facilities – If booking separately (Primary / Secondary)	£25 per hour	£25 per hour	£25 per hour

Additional Facilities For one off Large Events	
Hire of table	£2 each
Hire of chairs	£10 per 100

Printing Costs:

- A4 print £0.04 per B/W, £0.06 Colour A4
- A3 print £0.07 per B/W, £0.10 Colour A3

Appendix 3 – Lettings Booking Form

Name of Hirer (person, body, association, limited company)							
Address of hirer							
Contact name							
Contact number							
Email Address							
Purpose of Hire							
Attendees	Total No.		No. Adults		No. Children		
Single Booking	Date of Booking		Start time		End Time		
Booking times must allow sufficient time for preparation and clearing away before and after the event.							
Facility required							
Equipment required							
Other arrangements							
The school does not provide any warranty that the premises, facilities and equipment provided are suitable for the intended purpose of hire. The hirer is required to satisfy themselves that their requirements are met and the facilities are fit for purpose.							
Will refreshments be served?					Yes	No	
Will alcohol be consumed?					Yes	No	
If yes, will the alcohol be served or sold? N/A					Served	Sold	
<i>If permitted by the school, the relevant license must be obtained for all events that will involve the sale of alcohol, gambling and public entertainment.</i>							
I have read and accept the terms and conditions of hire and I confirm that I am over the age of 18.							
Signed (Hirer): Full Name: Date:							
<i>No letting will be regarded as booked until the deposit and booking fee is received in full unless agreed otherwise with the letting office and the Hire agreement has been signed by the Hirer and the school.</i>							



Goresbrook School

The best in everyone™

Part of United Learning

Please return the form to (venuehire@goresbrookschoool.org.uk)

(School use only)

This application for letting is : ACCEPTED / REJECTED

Signed:

Position:

Date:

Evidence of own insurance cover supplied and approved?	YES	NO
If No, include in schools insurance cover?	YES	NO
Does the letting involve working with children/young people?	YES	NO
If yes, has the school followed their safeguarding procedures?	YES	NO