

Letting of School Premises Policy



Life in all its fullness

February 2024

- An inclusive school that nurtures individual children's talents
- A school that enables us to develop our character
- A place to learn 'People Skills' to prepare us to become good citizens

LETTINGS OF SCHOOL PREMISES

INTRODUCTION

Lettings arrangements concern the use of school premises and facilities outside of the normal school day.

The Governing Body of St John the Baptist Church of England Primary School is responsible for the letting of the school premises and for determining the lettings charges.

The Governing Body are responsible for any expenditure incurred in respect of the use of the school premises out of school hours, such as the cost of heating and lighting, and any payment to the caretaker above his weekly wage for extra duties performed when the premises are let.

Any sums received by the Governors of the school, in respect of the letting of the school premises, will be used to reimburse the school's budget for any costs incurred, for example, Caretaking fees, heating and lighting costs.

The Local Authority may direct the Governors to provide accommodation on the school premises or any part of them on any weekday for any educational purpose or youth activity for which the Authority wishes to make provision. Such direction is limited to not more than three days in any week and may apply only when the accommodation is not being used for the purposes of the school.

All activities taking place within the school premises will be of a nature that supports the school vision and that of the Church of England.

All activities will be subject to governor inspection in regard to the Prevent duty. The Hirer must not use, permit or allow rooms/site to be used for any extremist or terrorist activities or for the dissemination of extremist views or materials.

This policy covers the following issues:

- Conditions of hire
- Safeguarding
- Other safety measures
- Lettings administration
- School use of premises
- Lettings charges

CONDITIONS OF HIRE

It is the responsibility of the hirer to ensure that activities are conducted under adult supervision in a manner unlikely to cause inconvenience to neighbouring property or to the public.

The hirer must not use, permit or allow rooms/site to be used for terrorist activities or dissemination of extremist views or materials.

For lettings where the general public are admitted, it is the responsibility of the organisers to appoint responsible persons to maintain order throughout the letting.

The hirer shall meet the cost of making good any damage caused to the premises or other property, and shall indemnify the Governing Body from and against all costs, charges, claims and demands for injury, loss or damage to persons or property. It is therefore advisable that hirers should take out insurance cover for the period of the letting.

The hirer must not remove or stand on school furniture and equipment or remove other fixtures and fittings.

Notices may not be displayed on school premises without the prior approval of the Head teacher.

The Governing Body does not accept liability in respect of vehicles parked at the school which are, in any way, connected to the letting.

It is the responsibility of the hirer to obtain and pay for any necessary licences required in connection with the letting.

It is essential that any electrical equipment being used in the premises be connected to the mains electricity supply via an adapter fitted with a residual current device. These units are designed to prevent electrocution if equipment is faulty or incorrectly wired.

The use of the school kitchen may be agreed only after full consultation with the Cook Supervisor.

In the event of cancellation, the Head teacher or Caretaker must be informed at least 12 hours before the commencement of the letting. In default of this, the Caretaker fee is to be charged to the hirer.

No special preparation may be applied to floors; footwear likely to cause damage to the floors is not permitted.

The Hirer will be charged for the time they wish to use the premises. If they wish to have access to the premises to prepare for, and clear up, after a function or event, an additional charge may be issued.

SAFEGUARDING

As condition of use the hirer must have in place safeguarding and child protection policies and procedures and provide evidence of any staff checked through enhanced DBS. Failure to comply with this requirement could lead to termination of the agreement, and there shall be no liability to the school. No refund of deposit will be given.

The Hirer is expected to give assurance to the Governing Body that the required safer working checks are completed for persons involved in the provision of the activity. The checks required would depend on the provision and attendees.

There is specific guidance (in addition to that available for schools) for providers running out-of-school settings on [keeping children safe during community activities, after-school clubs and tuition](#) covers advice on what policies and procedures providers should have in place for health and safety, safeguarding and child protection, staff suitability, and governance.

OTHER SAFETY MEASURES

The Hirer is expected to liaise with Head Teacher/Governing Body to carry out a pre-hire visit to ensure that arrangements are in place to appropriately induct the Hirer to the site, so that they are aware of key considerations. The following list is not exhaustive but may include:

- premises emergency procedures;
- fire safety procedures (Fire Wardens or EVAC chair operatives);
- provision of First Aid and First Aiders
- occupancy numbers not exceeded.
- vehicle parking.
- controlled access to unauthorised areas of the school site.
- emergency contacts

It is the responsibility of the Hirer to make provision for first aid, including first aid boxes, kits. This will not be provided as part of the hire agreement.

At this pre-hire visit, the Hirer is expected to provide evidence of appropriate risk assessments in place for the duration of the hire and relevant insurance documents. It is the responsibility of the Hirer to ensure that they have the correct level of insurance cover. Failure to comply with this requirement could lead to termination of the agreement, and there shall be no liability to the school. No refund of deposit will be given.

LETTINGS ADMINISTRATION

Any income from lettings will accrue to the school as an addition to its budget share.

No payment may be made to the Caretaker, except through the payroll system.

Under Caretaker's existing terms of contract, they must be paid at the appropriate rate agreed with the LA.

The Governing Body will not subsidise lettings from the formula funded school budget.

A full record of all lettings must be kept. All income shall be acknowledged by a receipt and accounted for. Payments into the bank shall be by means of BACs payments. Income shall be identified by means of the appropriate accountancy codes.

In assessing the level of charges, Governors bear in mind that over the full financial year no cost should fall on the school budget in respect of school lettings. Consequently, it is possible that lettings not requiring heating or lighting could be charged at the same rate as those that do, but the additional revenue received could be used to subsidise other lettings as determined by the Governors.

There should be no claim for the caretaking element of any letting taking place before 6.00pm on a school day as the school is already funded for this period.

SCHOOL USE OF PREMISES

School use of premises includes any activity initiated by the school. Such activities are those which relate to statutory educational provision, and other school originated activities such as fund raising events, parents' meetings, Governors' meetings and staff meetings.

No lettings fees should be charged for use of the premises for school activities. The cost of caretakers' fees and premises costs will, in these circumstances, be met from the school budget.

LETTINGS FEES

A fair basis for the remuneration of the caretaker shall be to pay an agreed sum for the opening of the school and a further sum in accordance with the number and type of rooms used during the letting, this will include the normal ancillary use of cloakrooms, toilets, corridors and staffrooms.

Scale of charges

One session charge

Minimum cost for any letting up to 2 hours £40.00.

Lettings extending beyond 2 hours will incur additional costs of £5.00 per hour.

For lettings not requiring the attendance of the caretaker throughout the letting, no further payment shall be made. For lettings requiring the attendance of the caretaker throughout the letting an additional payment, varying with the nature of the letting shall be made, subject to the payment of the caretaker not exceeding £25.42 per session for lettings finishing before 8.00pm or £27.57 per session for letting finishing after 8.00pm.

It is possible that some lettings will not incur a charge beyond that of wear and tear or damage described above.

Extended Provision lettings

Lettings that require multiple sessions or days are deemed extended provision lettings.

Agreements may be made as part of our extended services provision or through partnerships for funding initiatives. These will be subject to a bespoke letting fee arrangement dependent on the time frame and nature of the sessions and rooms required. This is to be discussed with the Head Teacher/Governors at the pre-hire visit.

All lettings not requiring a caretaker will be subject to a refundable key deposit of £50. Bank details should be provided on appendix 1 to return key deposits and keys returned to the school within 24hours (or unless agreed otherwise).

Appendix 1 must be completed for all lettings.

Policy reviewed : February 2024

Policy Review: February 2025

Reviewed by: FPGP committee

Staff: Miss R Ireland

APPENDIX 1 – PRE-HIRE REQUEST FORM

Name of company	
Dates of hire	
Times of hire	
Caretaker required	Yes/No
Nature of activities	
Rooms required	
Contact details of lead hirer	Name Email address Phone Number
Any additional requests	

APPENDIX 2 HIRE AGREEMENT

Name of company	
Dates of hire	
Times and Duration of hire	
Caretaker required	Yes/No
Nature of activities	
Rooms required	
Contact details of lead hirer	Name Email address Phone Number
Agreed cost of hire	Caretaking £ Key Deposit £ Room Usage (including heating and cleaning) £ Total £
Signed by Lead Hirer	
Signed by the School	

APPENDIX 3 HIRE CHECKLIST

Name of company	
Date of Hire	
Pre-hire visit	
Keys Deposit received and keys released	signed
Evidence of risk assessment	
Evidence of insurance	
Evidence of Safeguarding and Recruitment checks	
Keys returned and key deposit returned	signed
Any damages or breakages occurred (detail required)	