



Lettings Policy

November 2024

Introduction

Lettings can be defined as the use of school premises outside of the normal school day, or the use of parts of the premises, not otherwise required by the school, during the school day. At Leamington Primary Academy, the hall, together with its associated rooms, the extended provision building (from 2025) and the field, may be available for hire by outside bodies at times when not normally required by the school. The classrooms and the kitchen facilities will only be available for hire by special arrangement.

Implementation

The implementation of the policy is the responsibility of the Head Teacher. Roles may be delegated to the School Business Manager.

Review

The Governing Body will review this policy annually.

Scope

This document covers the following issues:

- conditions of hire
- school use of premises
- free and subsidised lettings
- lettings fees

Conditions of Hire

Bookings are taken subject to the following conditions and to the premises not being required for school use at any of the following times:

Monday – Friday	3.30 p.m. – 10.00 p.m.	(School holidays 10.00 a.m. – 10.00 p.m.)
Saturday	10.00 a.m. – 10.00 p.m.	Sunday 10.00 a.m. – 8.00 p.m.

Any entertainments must cease 15 minutes before the end time.

In the event of there being more than one request to hire the facilities at a particular time, it will be the responsibility of the Head Teacher and Governors to determine priority.

The hirer must ensure that activities are conducted under adult supervision in a manner unlikely to cause inconvenience to neighbouring property or to the public.

For lettings where the general public is admitted, it is the responsibility of the organisers to appoint responsible persons to maintain order throughout the letting. They should also ensure that first aid cover is available. In the case of activities involving children, the organisers should have evidence of all necessary safeguarding policies and procedures for all activities, including checking appropriate ratios, confirming relevant qualifications for individuals leading the activity, having proof of identity, completing DBS and barred list checks etc. - proof of this will need to be provided in advance of the letting to the Head Teacher.

Organisations submitting a lettings request involving working with children and/or young people will submit a copy of their current safeguarding policy. All hirers will also read the school's safeguarding policies and procedures (see the school website), ensuring that they understand them fully prior to the commencement of any booking. Each application will be vetted by the Head Teacher and any concerns will be referred to the governing body prior to approval.

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

The hirer shall meet the cost of making good all damage caused to premises or other property and shall indemnify both the school and the County Council from and against all costs, charges, claims and demands for injury, loss or damage to persons or property. It is important that hirers obtain adequate public liability insurance to a minimum of £5 million.

The hirers must not move, remove or stand on school furniture and equipment or move or remove other fixtures and fittings. The school piano must not be moved unless the written permission of the Head Teacher has been obtained beforehand.

Notices may not be displayed on school premises or outside the school without prior approval of the Head Teacher. No articles may be affixed to the school fabric.

Cars may be parked only in recognised car parking spaces, and in the locality in such a way as to cause no nuisance to local residents. Neither the Governing Body or County Council accept liability in respect of parked vehicles at the school site which are in any way connected with the letting.

It is the responsibility of the hirer to obtain and pay for all the necessary licences and insurances required in connection with the letting. This will include, as applicable, licenses for the sale and consumption of alcohol, compliance with copyright legislation and gaming and lotteries licenses. There shall be no smoking permitted in or around the school, no animals brought onto the premises and nothing which could be considered as being inconsistent with the primary purpose or ethos of the school.

It is considered essential that all electrical equipment being used in any premises be connected to the mains electricity supply via an adaptor fitted with a residual current device. These units are designed to prevent electrocution if equipment is faulty or incorrectly wired. The unit must be tested before the mains supply is switched on in accordance with the manufacturer's instructions.

The hirer may not sublet the letting of the school premises, and may only use them

- for the purpose specified on the application form
- for the number of persons permitted

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

At the end of the letting period, the hirer must ensure that the accommodation is left in a clean and tidy condition, with all furniture returned to its designated storage areas.

The order of priority for the use of school premises outside normal school hours is:

- (a) The school has first call on the premises for specific school purposes. A regular booking by an outside user may be cancelled if the school has need of the accommodation for its own purposes. Two weeks' notice will normally be given.
- (b) Meetings convened by the LA where reasonable notice is given.
- (c) Lettings for public Christian worship and educational or cultural purposes.
- (d) Other social gatherings, but excluding private parties.

All applications must be made on attached form. The form will be signed by the Head Teacher, who will certify that the accommodation is available and the site manager has been notified.

The school will handle all lettings forms, including raising invoices to hirers and arranging payment for the site manager.

In the event of cancellation, the school must be informed at least 24 hours before the

commencement of the approved letting.

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 concerts, fundraising events, governors' meetings, parents' meetings, staff meetings and pupil meetings.

No lettings fee will be charged for school use activities. All costs will be met from the school budget.

Free and Subsidised Lettings

The school will not subsidise non-school activities out of its budgets and school lettings must be self-financing, although individual lettings may be subsidised by other lettings.

Use of School Premises by the Local Authority

If the Local Authority seeks to make use of school premises as venues for governor training, Head Teacher briefings, support service meetings and such like, the governors have the power to charge an appropriate lettings fee for the use of their premises. This will be at the community rate.

Lettings Fees

The school cannot subsidise lettings from its budget. Income from lettings will accrue to the school as an addition to its budget share.

Fees will be charged at two levels:

- Community use – for events organised by members of the local community for members of the local community where there is no intention to make a profit for any private individual or company, e.g. scout troop, Women's Institute, parish meeting, local football teams. This may include events where financial proceeds benefit the shared purpose of the group, such as a barn dance for playgroup funds.
- Profit use – for events where there is a clear intention to make a profit for an individual or a business, e.g. stamp fair, dancing class, art exhibition and sale.

The scale of charges to outside bodies may also be applied during the school day. At least 24 hours notice of the cancellation of a letting should be given to the Head Teacher. In default of this, the site manager's minimum fee and an administration charge is to be charged to the hirer (a combined fee of £25). The lettings charges are detailed in the attached appendix.

Appendix

Table A

Letting charges (for a four-hour period) at July 2023 for the use of the Hall and associated rooms, normally the entrance area and toilet facilities.

<u>User</u>	<u>Mon – Fri</u>	<u>Saturday</u>	<u>Sunday</u>
Community	£40	£50	£60
Profit Making	£55	£65	£75

Discounts may be available for shorter periods, regular users, and long term arrangements.

Table B

Letting charges at July 2023 (for a four-hour period) the extended provision building, playing field and other spaces when these rooms are used in addition to the hall and entrance area.

<u>User</u>	<u>Mon – Fri</u>	<u>Saturday</u>	<u>Sunday</u>
Community	£40	£40	£40
Profit Making	£55	£65	£75

Discounts may be available for regular users and long term arrangements.

Table C

Letting charges at July 2023 (for a one-hour period) meeting room/classroom

<u>User</u>	<u>Mon – Fri</u>	<u>Saturday</u>	<u>Sunday</u>
Community	£25	£30	£30
Profit Making	£30	£35	£35

Discounts may be available for regular users and long term arrangements.

Table D

Cancellation charges at July 2023

<u>User</u>	<u>Total Fee</u>
Community	£25
Profit Making	£25

A deposit may be charged for any letting at the discretion of the Head Teacher and in some cases the full fee may be requested in advance of the letting.

Date Policy Reviewed & adopted by Governor's: November 2024

Next review: November 2026

Signed:

Chair of Governors, Di Morphew



Head Teacher, Kaye Burnett

