



# THE ARRETON & OAKFIELD FEDERATION

## LETTINGS POLICY June 2016

LMO Committee

Date approved: 22/6/16

Agenda reference: 11

Policy Review Date: March 2017

Equality Objectives Review Date: January 2016

## **LETTINGS POLICY**

We value all members of our Federation and wider communities and where possible wish to enable maximum use of the facilities in both schools.

### **Aims and Objectives**

The Federation wishes to be a valued part of the local communities and is happy to allow community use of its buildings where it does not impinge on the primary use of the building as Church Aided Schools.

NB: We have a statutory duty to keep children safe in education and must have regard when carrying out our duties to safeguard and promote the welfare of the children in our care. The PREVENT Duty makes clear that as part of our safeguarding policy and procedures including this Letting Policy we do all that we can to protect those in our care. We have an important role within the community and will let our premises in line with the policy following approval by the Governing Body. Lettings will only be approved to organisations or individuals whose conduct is in accordance with the ethos of the school.

We withhold our right to enforce this formal policy to justify refusing to host a particular organisation or individual about which we have concerns.

We have a duty to promote community cohesion and we must be satisfied that any lettings do not undermine that duty. We will ensure that when making decisions about lettings that they comply with the Public Sector Equality Duty (PSED) and do not discriminate against any of the nine protected characteristics as defined by the Equality Act 2010.

### **Lettings, Organisation and Administration**

- The lettings rates will be set by the School leadership, Management and Organisation Committee and reviewed regularly.
- The Executive Headteacher and Governing Body have the flexibility to negotiate charges where appropriate.
- The Head of School for each school and office staff will be responsible for the day to day administration of the lettings policy and practice.
- All lettings should be made with the School Office using the appropriate booking form giving as much notice as possible. The form should be submitted at least 24 hours in advance with payment unless letting is organised as a regular ongoing booking where invoices are to be issued on an agreed regular basis.
- School functions and events will always take priority over lettings. Every effort will be made to inform users of dates when premises will be unavailable.
- There will be no lettings before 16.00 hours Monday to Friday, term time. Holiday lettings may be available at the discretion of the Executive Headteacher or Governors.
- The School reserves the right to refuse lettings to applicants who have previously failed to fulfil the requirements of the Conditions of Hire as issued to all users.

All income received from lettings will be used to directly support the school budget.

### **Charges for Lettings - (See PAGE 6 onwards).**

All charges for service and additional equipment are subject to V.A.T. at the current rate. If the hiring charge is subject to V.A.T. this also will be charged at the current rate. In verifying whether the hire charge is subject to V.A.T., the school will refer to the current Local Authority Guidance on Sports and General Lettings. Additional charges will be made if more than one hour of Caretaker's time is

required and for any further cleaning required if the premises are left in an unsatisfactory condition by the Hirer.

Lettings charges will be reviewed annually in April each year.

On-costs:- Hourly charge as determined by contractor.

The Contractor will include staffing costs in any bid and all charges will be subject to V.A.T. at the current rate.

### **Key Holder Scheme**

A copy of the key holder regulations are given to each key holder.

### **Insurance**

The current insurance arrangements for the premises are available for inspection and any person hiring the premises will be required to make themselves aware of the cover this provides.

No liability will be met for loss or damage to personal effects including car/vehicle/bicycle parking.

### **Availability of Premises**

School functions and events will always take priority over lettings. Every effort will be made to inform regular users of dates when the premises will not be available.

### **Facilities for the Disabled**

The Head of Schools will be pleased to facilitate access and use of the premises by disabled persons as far as is possible within building limitations.

### **Contact Details**

#### **Oakfield:**

Mrs. Viv Gallop  
Business Support  
Oakfield C.E. (Aided) Primary School  
Appley Road  
Ryde  
PO33 1NE

Tel: - 01983 563732 (Tuesdays & Thursdays)

Mobile:- 07918 072 081

Other days :- 01983 857075

#### **Arreton:**

Mr Leon Backshall  
School Business Manager  
Arreton St Georges C.E. (Aided) Primary School)  
School Lane, Main Road  
Arreton  
PO30 3AD

Tel: 01983 528429

Date of Review: MARCH 2017 (REFER TO Schools Finance Policy for scale of charging update)

### **Governors Conditions for Hire of School Premises**

*All hirers must read and agree formally in writing to fulfil these conditions;*

1. Smoking is not permitted anywhere on the school grounds or in the school buildings.
2. Users must show respect of school equipment and furniture. No equipment shall be used except by prior arrangement and payment where appropriate.
3. Hirers are particularly asked to do all they can to prevent walls and displays being marked, moved spoilt or misused.
4. Hirers will be expected to pay for the repair or cost of any damage to the building, furniture or equipment caused during the letting. Hirers should report to the cleaner/school office any damage or breakage which occurs during the letting.
5. The premises and grounds should be left 'as found' at the end of the letting. Basic cleaning equipment will be available. Litter should be removed. Toilets should be used with cleanliness and hygiene in mind. The cost of any additional cleaning work will be passed on to the hirer.
6. Hirers are expected to be punctual to starting and finishing times.
7. All appropriate insurance requirements should be met.
8. Hirers should provide their own First Aid equipment and staff.
9. Dogs are not allowed inside school grounds or buildings unless guide dogs or by special arrangement.
10. Hirers should point out appropriate exits and procedures in the event of fire or need for emergency evacuation. They should also ensure any appropriate Health and Safety information has been gathered/distributed.
11. Hirers should ensure that only their own members are on the premises during activities and be aware of the security of the premises during and after their activity.
12. Organisations should see the Head of School regarding any posters or adverts that they wish to have displayed.
13. Hirers should be aware of the legal requirements for lotteries and prize draws and make separate arrangements for this and any public music or entertainment licences.
14. Hirers are not allowed to sub-let or to share the premises with anyone else.
15. Any children present at lettings functions should be properly supervised by adults at all times.
16. No fires to be sited on premises.
17. Hirers are required to be aware of neighbours and their rights with regard to noise.
18. The school is insured for (please insert as appropriate for each school) seated/standing persons. It is the responsibility of the hirer to ensure that this number is not exceeded.
19. Please ensure that turn all lights off.

## Hire Agreement

I have read and agree to the conditions detailed above and would like to make the following booking:

<b>Date required:</b>	<b>One off event / regular</b>
<b>Start Time:</b> Set up /finish times if different from above	<b>Closing Time:</b>
<b>Room/area required:</b>	
<b>Purpose of hire:</b>	
<b>Public Liability Insurance:</b> (Please send copy if applicable)	
<b>Catering required Y/N?</b>	
<b>DBS Check Y/N?</b>	
<b>Number of people attending:</b>	
<b>Any other information regarding requirements e.g., furniture or equipment:</b>	

<b>Contact Name:</b>	<b>Organisation:</b>
<b>Address:</b>	
<b>Tel No:</b>	<b>email:</b>
<b>Mobile No:</b>	
<b>Signed:</b>	<b>Date:</b>
<b>Print Name:</b>	

## CHARGING POLICY FOR THE SUPPLY OF GOODS AND SERVICES

### Lettings Charges

Arreton St. George's CE Primary School

Room Hire	)	
Hall Hire	)	£7.50 per hour

Oakfield CE Primary School

See next page

**COMMERCIAL HIRERS - OAKFIELD**

<b>LOCATION</b>	<b>COMMENTS</b>	<b>CHARGE</b>
HALL		<b>£30.00</b>
HALL		£50.00
SOLENT SUITE	Seats 20 conf. Style with tables - 24 bistro style (6 groups of 4) - 30 theatre style	<b>£20.00</b>
SOLENT SUITE		£35.00
APPLEY ROOM		<b>£12.00</b>
APPLEY ROOM		£20.00
GASSIOT BOARDROOM or BUNGALOW (per room)		<b>£15.00</b>
GASSIOT BOARDROOM or BUNGALOW (per room)		£25.00
BUNGALOW		<b>£40.00</b>
BUNGALOW		£75.00
IT SUITE		<b>£20.00</b>
IT SUITE	Use of IT equipment - prices on request	£35.00
PLAY GROUND or PLAY FIELD + changing rooms/ toilets		<b>£10.00</b>
PLAY GROUND or PLAY FIELD + changing rooms/ toilets	Out of School Hours (IF changing rooms & toilets not required - price on request	£15.00
EARLY YEARS HALL		<b>£25.00</b>
EARLY YEARS HALL	No Toilets available	£45.00
FAMILY ROOM/ FOOD TECH. ROOM		<b>£15.00</b>
FAMILY ROOM/ FOOD TECH. ROOM	Use of Food Tech. equipment - prices on request	£25.00
WOODLANDS (DINING HALL)		<b>£25.00</b>
WOODLANDS (DINING HALL)		£45.00
LIBRARY		On request
LIBRARY		
SQUIRRELS LODGE (MOBILE)		<b>£25.00</b>
SQUIRRELS LODGE (MOBILE)		£45.00

**In addition**

Key Holder Charge (Out of School Hours)

Open & Lock

£15.00

Lock Only

£10.00

After 10pm

On request

**Additional Items**

Refreshments Tea / coffee / fruit juice

£1.00 per cup / glass

Flip Chart

£5.00

Projector

£10.00

Lap Top

£15.00

Food Tech. Room equipment

£20.00

Key on Pricing:

Full Day

**Half Day**

NB: Lettings inherited from the former Bishop Lovett School have their charges protected. This has been agreed due to the uncertainty around the new-build and will be reassessed once the new school is complete.

