

Lettings Policy



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Lettings Policy

Gorse Covert Primary School

The Governing Body of Gorse Covert Primary School is keen to see that the premises at our school are used for the benefit of the whole local community. The education of children is the prime purpose of our school, however we believe education is a life-long process which should be open and accessible to all. This handbook outlines the policy of our school with regard to letting. It sets out the facilities available, the charges and the responsibilities of the Governors and the users when the school premises are hired.

In deciding whether or not to let our premises the Governing Body will also have regard to the likelihood of any damage being caused to the premises, or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking.

In any event, the Governing Body reserves the right to require a reference from a Local Authority or other reputable hirer, before any booking is accepted.

We will consider letting to any group able to comply with the terms and conditions outlined in this policy. These terms and conditions are clearly stated in our Conditions of Hire which will be sent out with all booking arrangements.

The final decision on compliance lies with the Governing Body.

The Facilities

1. The School Hall

- a) The school shall have priority use during school hours.
- b) The Community shall have priority during the remaining hours in school terms and at all times throughout the school holidays, allowing for the necessary caretaking requirements for the proper upkeep of the building.

2. Community Rooms

- a) The Community shall have priority use at all times.

Note:- There will be occasions when the Community facilities are required for essential school use outside the prescribed hours. It will be possible for the Headteacher to programme most of these requirements well in advance in order to avoid disruption of the Community users.

Booking Procedures

All groups shall apply in writing to the Headteacher who will confirm that a booking will be possible.

The School Administrative Officer will then deal with the booking forms and payments.

By signing the application form, the person signing is acknowledging and agreeing to adhere to all aspects and conditions of our school's lettings policy.

Any requests for amendments to the booking must take place at least 14 days prior to the date of the let. Requests for amendments should be done through the School Administrative Officer.

Booking Times

There will be no access to the premises before the commencement of the period. Hirers must allow sufficient time for preparation before the event when booking the time of the let.

Hirers must have left the premises by the end of the booked period. Sufficient time must be included to allow for clearing away and for all participants to leave the premise by the end of the booked period.

No facility will be available after 10pm.

Conditions of Hire

1. All exits must be kept free.
2. No facility may be used after 10.00 pm.
3. Facilities may not be used for camp or residential purposes.
4. No rooms may be used except those specified on the letting form.
5. The use of French Chalk, wax powder or crystals on the Hall floor is prohibited. When the assembly hall is used for PE or dancing activities, appropriate footwear must be worn to avoid damage to the floors.
6. No litter is to be left on the premises.
7. If, during the letting, it is proposed to consume intoxicating liquors, the specific approval of the Governors must first be obtained. It is the hirer's responsibility to obtain the necessary occasional licence and to produce such licence for inspection by the Governors before the commencement of the hiring.
8. On no occasion should the premises be left unattended.
9. No additional lights or extension from the existing electrical fittings shall be used without the prior consent of the Governors.
10. The Governors refuse the right to cancel any booking of the facilities without compensation.
11. When seating is used, the passages, gangways and doorways to all parts of the hall must be preserved clear and unobstructed.
12. The hirer shall not sub-let or assign the building or any part thereof and must use the premises only for which the same is let.

13. The Governors shall not be responsible for any loss or damage to any property arising out of the hiring nor for any loss, damage or injury which may be incurred by or happen to any person or persons resorting to the premises during the hiring arising from any cause whatsoever, or for any loss due to breakage of machinery, failure of supply of electricity, leakage of water, fire, Government restriction or Act of God, which may cause the premises to be temporarily closed, or the hiring interrupted or cancelled, and the hirer shall indemnify the Governors against any claim arising out of the hiring or made by any person resorting to the Local Authority's premises during the hiring in respect of such loss, damage or injury.
14. The hirer or hirers shall pay for all damage that may be done or occasioned to the premises or the fixtures, fittings, furniture, articles and things belonging to the Local Authority therein during his / her or their occupation (such damage being assessed by the Governors) and shall leave the premises hired and the fixtures, fittings, furniture, articles and things therein as clean and in as good order and condition as they were in at the time of entry. A £10.00 charge will be added onto the rent invoice should the hirer leave the room in a dirty or untidy condition, or if any school equipment which may have been used is not cleaned after use. The use of school dining tables is **NOT** permitted.
15. The right of entry to the premises is reserved to the Governors and any other agent of the Local Authority and any police officer or fire officer, at any time during the hiring.
16. The hirer shall be responsible for the keeping of good order in the premises during the hiring and the Governors may charge the hirer for any extra expense incurred in engaging police officers to preserve order prior to, or after any entertainment or meeting on the premises.
17. No bolts, nails, tacks, screws etc shall be driven into any part of the building nor shall any placard or advertising bills be displayed in the building, except approved notices or placards on boards provided by the Governors for that purpose.
18. Any persons found removing any property from the building will be prosecuted.
19. The Governors have the right of refusal of an application without having to disclose their reasons. In the event of a cancellation by the hirer, the Governors reserve the right to charge in full or in part for the facilities booked.
20. All rents must be paid within 28 days of invoice. If payment has not been received within 7 days, the group will receive a letter from the Governors. Failure to pay will result in cancellation of the booking until such time as all outstanding debts are paid.
21. The Governors reserve the right to cancel the agreement with 28 days notice if the hirer acts in such a way as to break the conditions of hire. Notice will be given in writing.
22. Only balls provided by the school are permitted.

23. All electrical equipment must be PAT tested or under 12 months old. Our Maintenance Officer can do this if given enough notice.

24. All user groups must have adequate insurance. If the group does not have their own insurance, they can opt to pay an extra 10% onto the lettings cost to buy into the school's insurance.

General Rules

1. It is each group's responsibility to leave hired rooms in a clean and tidy state on leaving the building. Failure to comply will result in a £10.00 cleaning charge being levied. The caretaker will be responsible for the removal of **school** furniture from rooms.
2. Users are responsible for the repair and / or replacement of damaged furniture, equipment and internal décor.
3. It is the responsibility of each group to provide tea-towels and washing-up liquid.
4. Paper towels are supplied for User Groups but the governors request considerate and appropriate use to conserve resources and costs.
5. Similarly groups are asked to conserve energy and consider use of lighting. Is it required, if not do not use and also switch off all lights when leaving or if the room is not in use.

In the event of abuse of the buildings, the group concerned will receive a verbal warning from the Governors. If the abuse continues, the user concerned will receive a warning letter. Further abuse would result in the group being banned from the building.

Payment Procedures

Charges for each room can be found in the appendices.

Examples of letters and booking forms can be found in the appendices.

Letting fees are reviewed annually by the Governing Body.

Complaints procedure

What if the school has a complaint about our group/organisation ?

If the school has concerns about a let the following procedures will be followed :-

1. A representative of the Governing Body will verbally raise the concern with the named Hirer.
2. The situation will be monitored for two sessions to allow the issues to be addressed.
3. If the situation remains unresolved, the Hirer will receive written notification of the concern and a further two sessions will be given to allow the Hirer to address the situation

4. If the matter remains unresolved, the Hirer will receive formal written notice of termination of the booking agreement. This will be implemented 72 hours from the date of the letter of notification.

Please Note : If the Hirer blatantly breaks the conditions of hire, the let can still be terminated immediately.

What if I, as the Hirer, have a complaint about my let or booking agreement?

If you as the Hirer, have a complaint or concern regarding your let, the following procedures should be followed :-

1. Talk to the Senior Administrator and discuss the problem. Allow 5 working days for the situation to be resolved.
2. If still unresolved, the Hirer should notify the Governing Body through the Headteacher in writing and allow 5 working days for the situation to be resolved.
3. If still unresolved, the matter will be placed on the agenda of the next appropriate committee of the Governing Body. (If the concern needs urgent attention, a special meeting of this group will be convened.)
4. If still unresolved, the matter will be taken to the next full Governing Body meeting and the Hirer will receive a written response from the Chair of Governors detailing the outcome.

What if a third party complains?

1. If the school receive a complaint from a third party the Governing Body will be notified of the complaint.
2. The matter will be investigated by a representative of the Governing Body and a written response will be sent to the complainant within 10 working days.
3. If any further correspondence is received, the matter will be placed on the agenda of the next appropriate Governing Body committee. A final response will then be sent by the Chair of the Governing Body explaining the final outcome.

Appeals Procedure

1. If a Hirer has a letting agreement withdrawn, they have a right to appeal to the Governing Body.
2. The appeal should be made in writing and will be presented at the next full meeting of the Governing Body.
3. The Hirer will be informed of any action and/or decision taken by the Governing Body.
4. The Governing Body's decision is final.

Signed Date

Appendix 2

BOOKING FORM FOR PARTIES

NAME ;

ADDRESS ;

.....

TELEPHONE

NUMBER ;

DATE REQUIRED ;

A non-refundable deposit of £15.00 is required at the time of booking.

The balance is to be paid **three days** prior to the party date.

The hourly rate for the room hire is £15.00 per hour.

Please note that the room is to be booked, and paid for, **15minutes** prior to the start of the party and **15 minutes** after the end of the party to allow for setting up and cleaning of the room.

Any additional time that may be incurred will be charged for.

All cheques are to be made payable to Warrington Borough Council

I would like to reserve the room and agree to the terms and conditions as specified.

Signed Date

Appendix 3: Billing form

GORSE COVERT PRIMARY SCHOOL

GORSE COVERT ROAD

GORSE COVERT

WARRINGTON

CHESHIRE

WA3 6TS

TEL: 01925 825070

Dear

GROUP

Your bill for the period

is outlined as below

Please note that payment is required within 28 days

TOTAL

Yours sincerely,

Catherine Cooke

Headteacher

Please make all cheques payable to Warrington Borough Council

Appendix 4: rent arrears letter

Date

Dear

I refer to the outstanding invoice for to cover period

As you are aware the *Governors of the School* have stated that payment must be made within 28 days of the date on the invoice.

Unfortunately, as you do not appear to have complied with this request, I have no alternative to write to advise you that unless payment of any arrears is made in full **within seven days**, the facility of hiring the school premises will be suspended until such time as all outstanding monies have been paid.

Yours sincerely,

Catherine Cooke

Headteacher

Appendix 5: Letting charges

November 2014 Community Letting Charge

	DAY (3.15 - 6pm)	EVENINGS / SATURDAYS 2hrs minimum	SUNDAY 2hrs minimum
SCHOOL HALL	6.30	10.30	11.90
SCHOOL FIELD	6.30	10.30	11.90
VILLAGE ROOM	6.30	8.30	
VILLAGE ROOM & KITCHEN	10.80	15.00	15.00
SCHOOL HALL VILLAGE ROOM & KITCHEN		15.90	20.30
VILLAGE ROOM & DROP – IN ROOM	8.00	10.10	12.30
DROP – IN ROOM	1.70	7.00	8.00
DROP-IN ROOM & KITCHEN	2.50	8.00	9.00

All areas should be left clean, ready for next user group or a cleaning levy will be added

