

Lettings & Community Use Policy

Reviewed: **Jun 2021**
Review period: **2 yearly**
Review period: **Jun 2023**



AIMS

The aim of this policy is to provide guidelines for the use of school facilities for the benefit of the school and its community. To enable the school management to achieve this aim the Governing Body has drawn up the following policy.

POLICY STATEMENT

1. The needs of the school shall be given priority.
2. The Governors will always aim to balance the allocation of lettings to community use and to general hirers.
3. The Governing Body has the right to refuse any request for hiring.
4. All lettings administration must comply with Section M (Community Use of Schools) of Surrey County Council Finance Manual.
5. The Governing Body is aware of its responsibilities for safeguarding children and so, when letting out the school premises, has due regard to safeguarding policies and practices and the school's Prevent duty on anti-radicalisation. The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. The Governors require all hirers and individuals working on school premises on behalf of the hirer to have a DBS disclosure at an appropriate level (as defined by the Disclosure and Barring Service).

LETTINGS POLICY

1. Hirers must apply on form ED110 (Application to use school premises) and must sign to confirm that they have read and agreed the terms and conditions.
2. A letting will only be confirmed on receipt of the completed booking form and accompanying documents. A copy of the lettings policy will be issued with the confirmation.
3. A non-refundable deposit may be requested for lettings.
4. Payment for all lettings shall be made in accordance with the schedule and terms and conditions on Form FIN566 (Approval of letting form). No refunds will be given if the hirer is unable to fulfil his part of the lettings agreement.
5. Standard rate V.A.T. may be payable. See Section M of the Finance Manual for details.
6. All non-Education users must be covered by insurance. The SCC requirement is that an insurance charge as a percentage of the letting fee will be made if the hirer is not in possession of his/her own insurance policy with current SCC recommended public liability cover.
7. Charges for lettings will be reviewed annually. Further information regarding fees and lettings procedures can be obtained from the School Business Manager.
8. Alcoholic drinks may only be served with the prior written consent of the Headteacher, acting on behalf of the Governing Body. Where a licence for the sale of alcoholic drinks is necessary for a function the hirer is solely responsible for obtaining such a licence.

9. Users will only have access to the particular room/rooms, areas or grounds as determined on the application for hire form. Use of the school catering facilities will only be agreed after consultation with the Local Catering Services Manager.
10. Surrey County Council operates a No Smoking policy on all its premises.
11. Where hirers of school premises are undertaking activities involving children the responsibility for vetting checks lies with the hirer. Governors require that for all hirings involving groups working with children, appropriate levels of disclosure have been obtained from the DBS for individuals working on the school premises. Where DBS disclosure includes convictions, or other relevant information, the hirer is required to undertake an assessment of risk to determine whether that individual is suitable to work with children and young people.
12. The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
13. Decisions whether to permit lettings will be made by the Head Teacher. If the Head Teacher believes a letting should not be permitted he/she will report the reasons to the Governing Body.
14. All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations. A copy of the users Risk Assessment must be provided and kept on file in the school.
15. All hirers of school facilities should have their own complaints procedure should anyone attending their activity/club have an issue they want to follow through formally.
16. The school will undertake their own risk assessment for each let.

Hire of the School Transport

1. School Transport can be hired to other Surrey County Council Organisations, as long as this does not impact on the School's use of these vehicles, by agreement with the Head Teacher. It is the responsibility of the user to ensure that they have completed a routine check of the vehicle prior to using it. This use is covered under the schools' insurance policy as long as the driver is an employee of Surrey County Council.
2. The school will charge 45p per mile for such use and the total cost will be invoiced on return of the vehicle.
3. **Personal use of these vehicles is not permitted** by individual members of staff, unless they are acting on behalf of the school, or on official school business. Any such use should be agreed by the Headteacher.

Hire of the School Hydrotherapy Pool

1. The school will allow hire of the school's Hydrotherapy Pool for the purposes set out in the conditions of use document.

2. Any use of the pool for these purposes will be during out of school hours when the school's day to day use is unaffected.
3. Any hirers will have completed and returned all appropriate documentation provided and/or requested by the school BEFORE any lettings may take place.
4. The rate for private hire of the pool is in accordance with the schools schedule of charges.

Loan of School Equipment

1. The school will allow the loan of school equipment in agreement with the Senior Leadership Team to a school employee or member of the school community.
2. Request for school equipment will be granted when there will be no impact on the pupils (i.e. School Holiday).
3. A 'Request for School Equipment' form must be completed by the employee, and signed by a member of the SLT. On return, the piece of equipment will be checked by the member of the SLT.
4. The borrower will be accepting responsibility for the following:
 - a. *Risk of any loss or damage will become the responsibility of the borrower once the equipment leaves the school and shall not revert back to the school until it is returned in the same condition.*
 - b. *The borrower undertakes to keep the equipment in their possession and ensure that it is secure against loss, theft and damage.*
 - c. *The borrower undertakes to operate the equipment in accordance with any operating instructions issued and only for the purpose for which it was designed.*

CHARGING

The Governors formally adopt the general rules, regulations and guidelines set out in the Finance Manual –Section M – Community Use of Schools and will set charges for lettings guided by its principles.

The School Business Manager is authorised to let the grounds/ premises provided the annually produced County Council Schedule of Charges (Annexe J) are used as a minimum. However the intention must be to maximise income from this valuable source of revenue and with this in mind the Governors would expect most lettings to comply with the following :-

- A) Commercial Lettings (to firms, businesses, companies etc) where the prime use is geared to profits: SCC Schedule of Charges plus a minimum of **x%**.
- B) Commercial Lettings (as above) for other uses (e.g. training): SCC schedule of Charges plus a minimum of **x%**.
- C) Charitable and other Non-profit making organisations: SCC Schedule of Charges plus **x%**.
- D) Organisations affiliated/registered with Surrey Youth & Adult Education Service (SYAES): rates set out in SCC Schedule of Charges which include a 'profit' element.

- E) Other Education users: SCC Schedule of Charges plus x%.
- F) School, Governor and PTA meetings and events: Free as legitimate charge to school's delegated budget.

The school will retain income derived from lettings and costs to the school of lettings will be met by this income.

Should extenuating circumstances (e.g. goodwill in the local community) warrant the consideration of lower rates specific approval shall be at the discretion of the Head Teacher.