



## **Lettings Policy**

**Reviewed: Annually**

**Date of Review: November, 2017**

**Date of next review: November, 2018**

# LETTINGS POLICY

## Objectives

1. The two principle objectives of the Lettings Policy are to maximise school income and benefit the local community.

## Guiding Principles

1. Letting applications are to be considered in the context of the following:
  - a. The needs of the local community
  - b. The provision of services to young people of school age
  - c. The promotion of musical, artistic, educational or sporting activities
  - d. The work of local and national charities
  - e. The use of the premises for school functions will take priority over lettings.
2. No letting should be approved that might have an adverse impact on either the normal functioning of the school or the school's reputation in the community.
3. The school is vigilant to the possibility that out-of-hours hire of the school premises may be requested by people wishing to run an extremist event. The school does not accept bookings from individuals or organisations that are extremist in their views.
4. Lettings should be only for activities that are in sympathy with the school's ethos and must not bring the school into disrepute.
5. No letting should be in breach of statutory or other regulatory requirements.
6. Lettings should not be entered into where:
  - a. Excessive noise or nuisance is likely
  - b. The letting would result in activity (including cleaning and securing of the buildings) on the school premises beyond 11pm, unless special agreement has been obtained from the Governing Body, and local residents have been given sufficient notice
7. All profit generated by the lettings must be used to improve school facilities or the education provided by the school to its pupils.

## Administration

1. Lettings will be at the discretion of the Head Teacher and will be administered by the School Business Manager.

## Letting Charges

1. The cost of lettings at the school will be calculated on application, depending on the facilities and time required.

2. The Head Teacher and School Business Manager will agree the Letting Charges. The Premises Committee will review them annually, giving at all times due consideration to prevailing rates of comparable facilities in the neighbourhood and to administrative and staffing costs.
3. Letting Charges will be set with a view to making a profit for the school. In exceptional circumstances it may be appropriate to offer registered charities discounted lettings.
4. In all circumstances the amount charged must as a minimum cover all costs incurred by the school in fulfilling the particular letting contract. However, in the case of the RPSA only the cost of the site manager or other nominated key holder time will be charged.

## **Lettable Premises**

1. Lettable parts of the building and premises are the school hall, toilets, dining hall and outdoor play areas; but exclude the offices and ICT suite. It also excludes classrooms with exception of the RPSA with the agreement of the head teacher. The kitchen may only be let to the RPSA.

## **Minimum Age**

1. No person under the age of 18 is permitted to hire school premises.

## **Designated Leader**

1. All Lettings must have a nominated person over 18 years of age to act as Designated Leader. The Designated Leader shall have overall responsibility for the letting and act as the point of contact with the school for administrative purposes.
2. Where a Designated Leader will be in charge of persons under 18 years of age that person must be DBS-checked and approved; the Finance Officer shall require sight of the appropriate and current certificate before a let can be entered into.

## **Letting Pack**

1. The Designated Leader will be required to complete and sign all necessary forms. All forms must be completed and returned before a booking will be entered into.

## **Letting Contract**

1. A detailed, appropriate and binding Hiring Premises Management Agreement has been drafted. Our aim has been to clearly and accurately describe the relationship between the obligations of the parties. It contains appropriate safeguards so as to properly ensure payment of the letting fee to the school and protect the school from foreseeable liabilities, financial and otherwise, which might arise from the letting of its facilities.
2. The Hiring Premises Management Agreement will be reviewed on an annual basis.

## **The Supply or Consumption of Alcohol**

1. The supply or consumption of alcohol is not permitted on the school's premises unless the Designated Leader obtains specific agreement from the Premises Committee together with an appropriate licence from the relevant authorities.

## **Payment**

1. All bookings will be paid by invoice one week in advance. In the case of Block Bookings payment will be an initial payment of 50% of the value of the Block Booking two weeks in advance of the first booking, the remainder to be paid in equal instalments one week before each individual booking. In the event of non-payment of a Block Booking, in breach of the above condition, any outstanding bookings shall be cancelled, and payment of any outstanding amount sought, by means of litigation if necessary and appropriate.
2. All invoices are to be issued in good time.
3. All lettings income must be paid directly and promptly into the lettings account, as designated by the Finance Committee.

## **Block Bookings**

1. In order to encourage and promote Block Bookings a discretionary discount may be applied.

## **Building Condition**

1. At the end of the let it is the hirers responsibility to leave the accommodation in a satisfactory condition and to move the furniture back to its original position or to such a place as will facilitate cleaning. Failure to do this may result in an extra charge for the additional time spent moving furniture and cleaning.
2. It shall be the responsibility of the Site Manager and School Business Manager to ensure that the premises are fit for purpose.

## **Security and School Premises**

1. Our policy is to constantly review and, so far as is necessary and reasonable practical, improve the security of the school premises and of those visiting them. As and when security problems are identified appropriate steps will be taken, so far as is practical, to resolve them.

## **Health and Safety**

1. The School Health and Safety Policy applies to all lettings; special attention is drawn in the Hiring Premises Management Agreement to the requirement that all relevant incidents are recorded in the Accident Logbook.

## **Insurance**

1. All lessees must carry Third Party Liability insurance of £5,000,000.00.

## **Competing Booking Requests**

1. When more than one person or organisation wishes to make a booking on an identical day and time, or on overlapping days and times, priority will be given to (in descending order) to:
  - a. Organisations that seek to serve young people
  - b. Organisations that serve the neighbouring community
  - c. Organisations that seek to promote artistic, educational or sporting activities.

## **Risk Management**

1. As part of our overall risk management strategy each individual let will be assessed by the School Business Manager.
2. In circumstances where the School Business Manager identifies that there is an element of risk in an individual or block let, the School Business Manager shall inform the Head teacher of that risk. The decision as to whether or not that let should be confirmed is one for the Premises Committee alone.



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### Lettings Charges

Accommodation	
Dining Hall	£20 per hour*
Assembly Hall	£20 per hour*
Classroom – Y1	N/A
Classroom – Y2	N/A
Classroom – y3	N/A
Classroom – Y4	N/A
Classroom – Y5	N/A
Classroom – Y6	N/A
Kitchen – Meals	N/A
Kitchen – Drinks and washing up	N/A
Playground – Infant	£15 per hour*
Playground – Junior	£15 per hour*

\*In the case of long term lettings, a profit share arrangement may be negotiated by mutual consent