



The Coppice Primary School Lettings Policy

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1. Aims and scope

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s)

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- Junior hall
- Infant Hall and kitchen
- Bungalow
- Temporary classroom building

3. Charging rates and principles

3.1 Rates

The rates for hiring out different areas are listed in the table below. We may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the school.

We may decide to impose an additional cleaning fee on top of the hiring rates.

| Per Hour | Unit Cost | Heating | Total | A/V |
|------------------------------------|--------------------------------|----------------|---------------|------------|
| Church (A) | £6.61 | £3.51 | £10.12 | £10.00 |
| Church (A) + Hall (B) | £10.76 | £5.94 | £16.71 | £10.00 |
| Church (A) + Hall (B&C) | £16.00 | £9.01 | £25.00 | £10.00 |
| Peter Thomson Room | £3.70 | £1.80 | £5.51 | |
| Kitchen | £5.47 | £0.49 | £5.97 | |
| Hall (B) | £6.31 | £3.33 | £9.65 | £10.00 |
| Hall (B&C) | £11.55 | £6.40 | £17.95 | £10.00 |
| Hall (C) | £9.56 | £3.97 | £13.53 | £10.00 |
| Classroom (each per hour) | £9.62 | £0.70 | £10.33 | |
| | | | | |
| Junior Hall | £15.00 | £8.50 | £23.50 | |
| Classroom | £9.00 | | £9.00 | |
| | | | | |
| Entertainment License | £21.00 | | | |
| PL Cover | Higher of £2 or 10% of booking | | | |

In most cases, hirers will only request the use of a room(s) for the purposes of their use, however, on occasion, requests for the use of specialist equipment may be made.

Most commonly requested specialist items include equipment such as a AV equipment, seating, IT and visual aids, and kitchen facilities. It is fair to say that schools do incur costs in the provision and maintenance of these items and as such would need to consider charging an appropriate additional hire fee.

On receipt of the booking details, the charges should be entered in the invoice section of the form as follows:

- Charges at the level determined by the school for the facilities hired.
- The amount of any VAT chargeable should be shown in the appropriate section, including the amount on which VAT is chargeable, if any and the rate of VAT.
- Where a hirer is unable to provide details of current public liability insurance cover, it is necessary to include the hirer on the school's third party hirers' policy. To do so, the insurance premium should be calculated at 10% of the total hiring charge (excluding VAT) – the minimum charge being £2.00 per event.
- There are exceptions when the school's insurance policy cannot apply. These are in respect of lettings to political parties, to professional entertainment promotions; to groups using heat generating

equipment and to martial arts groups. In such instances it is essential that hirers provide their own insurance cover and provide policy details to the school

- In the case of individual new hirings (for instance for a wedding reception) it is strongly advised that the school request an additional deposit payment to cover the possibility of any additional costs (for instance to cover possible loss or breakage of school contents or equipment, or extra cleaning costs). Such a deposit may be included in the initial payment required from the hirer, shown where indicated on the application/invoice form.

It is important to obtain payment for the hiring at the time the booking is made wherever possible. This will avoid the need for the chasing of debts, which can be very time consuming (and sometimes unsuccessful).

All payments for lettings should be made to the school.

In the case of regular lettings e.g. a weekly sports club, hirers are required to pay half termly in advance.

In circumstances where further charges are required because the hirer has used premises more extensively than originally envisaged when the letting was booked, schools should send a further application/invoice form to the hirer detailing the additional charges and requesting payment by return.

At 31st July each year any outstanding debts due from hirers should be listed and totalled and given to the School Business Manager, with a particular note of any debts that have been outstanding for more than 3 months and which are proving difficult to collect.

In the case of hiring arrangements where payment is not made in advance, schools should arrange for payment to be made as soon as possible, normally within 7 days, and certainly no later than one month from the date of the actual letting. If repeated requests for payment prove unsuccessful, no further letting should be allowed to that hirer.

3.2 Cancellations

If the hirer wishes to cancel a single booking at least 3 full working days' written notice shall be given, or for cancellation of an arrangement to hire premises regularly (including the cancellation of an individual weekly session), 6 weeks' written notice is required, otherwise the School or Church shall be entitled to the full fees. If, as a result of such cancellation, the School or Church incurs a loss in excess of the fees paid by the hirer, the hirer shall pay to the School or Church as liquidated damages the amount of such loss. If the School wishes to cancel a single booking, at least 3 full working days' written notice shall be given, otherwise the hirer will be entitled to a full refund of their letting fee. If the School wishes to cancel an arrangement to hire premises regularly (including an individual session), the School will give 6 weeks' written notice (unless a separate agreement has been arranged), otherwise the hirer will be entitled to a full refund of their letting fee for the cancelled individual session, or letting fees for the 6 week period.

3.3 Review

The revenue raised from hiring out will be reviewed by the School Business Manager and will be fed into the school's financial reporting, to ensure best value is being achieved.

4. Application process

Those wishing to hire the premises should fill out the hire request form, which you can find in appendix 1 of this policy, and read the terms and conditions of hire set out in section 5.

The hirer should fill out and sign the hire request form and submit it to the school office. Approval of the request will be determined by the Lettings Administrator.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of its public liability insurance.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school, reputational damage may occur, or the activity does not adhere to the latest government safety advice.

5. Terms and conditions of hire

The following terms and conditions must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

Conditions of Hire

Throughout this document and solely in relation to it, the term 'School or Church' means The Coppice Primary School Board of Trustees or St Mary's Church.

1. All applications for the hire of accommodation must be made in writing at least seven days before the accommodation is required. The person who signs the application will be considered by the School or Church for all purposes to be the hirer.

The School or Church reserve the right to impose further conditions to meet the particular requirements of the hirer and may, at their absolute discretion and without reason being given, refuse to grant any application for the hire of accommodation and facilities whose aims are counter to the values of the school or church or cancel without notice any hiring previously accepted.

2. The charges for the hired accommodation and any other additional sums payable by the hirer will be as set out in the invoice. However, payment must be received by 3p.m. the day prior to the date of hire at the very latest.

The School or Church may at their absolute discretion and without reason being given require a deposit from the hirer in addition to the charges for accommodation. Such a deposit will be returnable after the hiring provided there has not been any breach of Conditions 10 and 20.

3. The numbers of persons attending the function must be notified to the School or Church not less than 48 hours prior to the function. Numbers notified are not to be exceeded under any circumstances except by prior agreement in writing. In no case will persons be admitted to social functions after 18:00 p.m. on weekdays and 14:00 p.m. on weekends.

4. The hirer shall provide at the hirer's cost such numbers of attendants and stewards as may in the opinion of the School or Church or their authorised officer, be necessary to secure the observance and performance of the stipulations contained in these Conditions including those relating to the observance of fire precautions. Such attendants and stewards shall be the servants of the hirer, but will comply with the reasonable requirements of the School or Church in the performance of their duties

5. If the hirer fails to observe and perform any one or more of the stipulations contained herein the School or Church may:

a) charge to and recover from the hirer any expenses incurred by the School or Church in engaging police constables or other persons to secure such observance and performances:

b) Cancel any other engagements for any room or rooms in the hired premises that the hirer may have made without incurring any liability to the School or Church whatsoever other than for the return of any fee paid.

c) Charge to the hirer the cost of clearing the premises of litter in accordance with the provisions of the Environmental Protection Act 1990.

6. Specific written permission from the School or Church must be obtained by the hirer before intoxicating drinks may be brought onto the premises. The sale of intoxicating liquor at the hired premises may only be undertaken by the current holder(s) of a Premise Licence or Temporary Event Notice and in accordance with the provision of that Licence. The hirer is responsible for any terms as stipulated by the School or Church in relation to any such Licence.

7. The hirer shall, if required by the School or Church, supply for approval, a copy of the programme of any proposed entertainment not less than 7 days before the presentation of such entertainment.

8. No copyright, dramatic or musical work shall be performed or sung without the licence of the owner of the copyright and all such licences shall be produced to the School or Church before the commencement of the hiring. The hirer shall indemnify the School or Church against any infringement of copyright which may occur during the hiring.

9. The hiring does not entitle the hirer to use or enter the premises at any time other than the specified hours for which the accommodation is hired unless prior arrangements have been made with School or Church which will grant reasonable access before and after the hiring period in accordance with the availability of the accommodation.

10. The hirer shall take good care of and shall not cause any damage or permit or suffer any damage to be done to the hired premises or to any part or parts thereof or to any fittings, equipment or other property therein and shall make good and pay for the damage thereto (including accidental damage) caused by any act of neglect of the hirer, the hirer's servants, agents or any person resorting to the hired premises by reason of the use of the hired premises by the hirer.

11. The School or Church will not accept responsibility or liability in respect of any damage or theft or loss of any property, goods, articles or things whatsoever placed, deposited, brought into or left upon the hired premises either by the hirer for the hirer's use or purpose or by any other person, or left or deposited with any officer or servant of the School or Church and the hirer must indemnify and hold the School or Church and their servants and officers harmless in respect thereof.

12. The School or Church shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, Government restriction, strike, Act of God, or any unforeseen circumstances which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.

13. The hirer shall be liable for and shall indemnify the School or Church in respect of any loss, damage or injury which may be incurred by or be done or happen to the hirer or any person in the hirer's employ or any of the hirer's sub-contractors or by or to any other person or persons resorting to the hired premises by reason of the use of the hired premises by the hirer.

14. The School or Church may require any hirer to disclose to them the arrangements (including any insurance in relation to any liability) made or effected by the hirer for damage accepted by the hirer, or in relation to any indemnify hereby given. Where the hiring organisation is unable to confirm that it has its own public liability insurance cover to a minimum of £1 million, it is a requirement that the hirer should be covered by the School's policy.

15. The hirer shall not himself let, hire or licence to any other person to let the hired premises or any other part thereof. Should the hirer fail to comply with this condition the hiring will stand cancelled and charges paid forfeited and the hirer and sub-hirer excluded from the accommodation.

16. The right of entry to the hired premises is reserved at any time during the hiring to any member of the School or Church, any officer of the School or Church on duty, any police officer on duty and any other person (whether employed by the School or Church or not) lawfully undertaking duties connected with the safety or security of the accommodation, or with the health, safety or welfare of the persons therein.

17. The hirer, the hirer's servants, agents and contractors shall during the hiring and during such other times as they or any of them shall be in the hired premises for the purpose of hiring comply with all reasonable requirements of the School or Church or their authorised officer.

18. The hirer shall during the hiring be responsible for:

a) The efficient supervision of the hired premises including the effective control of children, the appropriate child/adult supervision ratios, the orderly and safe admission and departure of persons to and from the hired premises and the orderly and safe clearance of the hired premises in case of emergency;

b) The safety of the hired premises and the preservation of good order and decency therein;

c) Ensuring all doors giving egress from the hired premises shall be kept unfastened and unobstructed and immediately available for exit during the whole time the hired premises are in use and no obstruction shall be placed or allowed to remain in any corridor giving access to the hired premises.

19. Except with the consent in writing of the School or Church the hirer shall not cause or suffer any animal in the hirer's charge or in the possession of any person resorting to the hired premises during the hiring to enter or remain in the hired premises.

20. The hirer shall at the expiration of the period of the hiring leave the premises in a clean and orderly state. Hirers are reminded that in accordance with their duties under the Environmental Protection Act 1990, the Governors of the school require the premises to be left free of litter. Failure to clear the premises of litter after use may result in the Governors charging to the hirer the cost to them of so clearing, and repeating failure to remove litter after use may result in the cancellation without notice of any hiring in accordance with condition 1 hereof.
21. No inflammable materials shall be allowed within six feet of any light in the building.
22. No bolts, nails, tacks, screws, bits, pins or other like objects shall be driven into any part of the hired premises nor shall any placards or other articles be fixed thereto.
23. The School or Church or any person so authorised by the School or Church can stop any entertainment or meeting not properly conducted.
24. No publicity or advertising material, flags, notices, emblems or other decorations shall be displayed within the grounds and premises of the hired premises or on the gates, walls, fences and hedges forming the boundary of the premises without the previous consent in writing of the School or Church.
25. Any lighting and audio/visual equipment supplied by the School or Church shall at all times be operated by persons employed by the School or Church for that purpose and no other person whatsoever shall operate or attempt to operate or interfere with the lighting or audio/visual equipment without express prior permission.
26. No additional lights or extensions from the existing electric fittings, nor audio/visual equipment provided by the hirer or his agents shall be used without the previous consent of the School or Church, and any such lights, extensions or equipment shall be disconnected or switched off if any authorised officer of the School or Church so requires.
27. No persons other than persons directly concerned with the presentation of any function shall be permitted on the stage (if any) or in the ancillary adjoining the stage (if any).
28. Except with the previous consent in writing of the School or Church, no part of the hired premises shall be used by the hirer for the sale of anything whether by auction or otherwise except when the hired premises are specifically hired for the purpose of holding such a sale.
29. The property of the hirer and the hirer's agents must be removed by the end of the allotted hiring. The School or Church accepts no responsibility for any property left on the premises after the hiring.
30. Smoking is prohibited by the School or Church in any of the rooms hired.
31. All scenery and costumes used for performances and the like must be fire proof.
32. The express written permission of the School or Church must be obtained for the use of confetti.
33. No exit may be blocked, chairs or obstructions placed in corridors or internal doorways, or fire appliances tampered with or removed. Please refer to condition 18.
34. Any special staging or equipment required and provided by the hirer shall be a matter of negotiation between the hirer and the School or Church's authorised officer.
35. If the hirer wishes to cancel a single booking at least 3 full working days' written notice shall be given, or for cancellation of an arrangement to hire premises regularly (including the cancellation of an individual weekly session), 6 weeks' written notice is required, otherwise the School or Church shall be entitled to the full fees. If, as a result of such cancellation, the School or Church incurs a loss in excess of the fees paid by the hirer, the hirer shall pay to the School or Church as liquidated damages the amount of such loss. If the School wishes to cancel a single booking, at least 3 full working days' written notice shall be given, otherwise the hirer will be entitled to a full refund of their letting fee. If the School wishes to cancel an arrangement to hire premises regularly (including an individual session), the School will give 6 weeks' written notice (unless a separate agreement has been arranged), otherwise the hirer will be entitled to a full refund of their letting fee for the cancelled individual session, or letting fees for the 6 week period.
36. Any complaint arising out of the hiring must be made in writing to the School or Church.
37. Any notice, demand or request by the School or Church to or upon the hirer may be sent by ordinary pre-paid post addressed to the hirer at the hirer's address given in the hirer's application and shall be deemed to be

made or served at the time when the letter containing the same would be delivered in the ordinary course of post.

38. The hirer is requested to contact the School or Church to obtain details of the prevailing fire precautions and security arrangements.

39. The hirer is to be responsible for the conduct of his own employees, agents and contractors including all health, safety, safeguarding and welfare matters. The hirer must make his arrangements in such a way as to ensure at all times:-

(i) Compliance by him of his responsibility under the Health and Safety at Work Act; and,

(ii) Compliance and co-operation by himself and his employees, agents and contractors with any arrangements made by the School or Church for security of the hired premises or any part thereof or to secure compliance with any duty or requirement in relation to health and safety at work.

40. The hirer shall be responsible for (and shall indemnify the School or Church against any breach) compliance with any statutory provisions relating to the preparation, display and sale of food for human consumption.

41. The hire of accommodation does not include any right to car parking accommodation, except that vehicles bringing passengers, exhibits, fittings etc., may stand in such part of the Car parking area surrounding the premises as the School or Church may determine for such time as necessary at their own risk.

N.B. Applicants are asked to notify the School or Church immediately in the event of there being a change in the name and address of the person with whom the School or Church should communicate regarding the letting arrangement.

6. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school. Upon receipt of applications from hirers whose events specifically involve the attendance of children, e.g. Cubs and Brownies etc., schools should request to see and retain copies of relevant safeguarding documentation as proof that hirers and their staff comply with such measures. Thereafter, for more regular bookings, schools should expect hirers to monitor expiry dates of such documentation, and to be supplied with further proof of renewals where and when appropriate, upon demand.

School can reasonably assume that groups holding valid recognitions, such as FA Charter Standards, Club Mark, or other similar accreditations, have adequate safeguarding policies and practices in place. However, proof of such should still be requested. In the case of groups who claim to be in the process of striving to achieve such accreditations, schools can contact relevant governing body organizations to clarify this status.

In allowing use of school premises, the onus must remain upon the hirer to ensure that safeguarding measures are maintained throughout. This is something that organizations are made aware of under safeguarding legislation and through their own organizational governing body, if applicable. This responsibility is also re-enforced within the conditions of hire.

School is not expected to have a presence at all such sessions, however, school will look to suspend such events where, in the opinion of the Headteacher, genuine causes of concern have been raised. Schools will also need to consider taking other appropriate action, in line with their own safeguarding policies, in such cases. Use of the premises should only be allowed to continue, once the head teacher is satisfied that matters have been addressed accordingly, having regard to school safeguarding policies. Schools should also consider reporting any concerns about an individual's suitability to work with children and young people to Children's

Social Care and to any relevant bodies governing specific hiring groups, e.g. the Football Association in the case of a junior football club.

In the case of 'one off' children's events, for example, a private birthday party, safeguarding legislation exempts such uses from the processes mentioned above and therefore hirers need not be expected to provide the school with any safeguarding documentation, etc. However, we will still expect that such events will nonetheless be properly managed, e.g. appropriate child/adult supervision ratios and suitable male/female adult mix.

Given the seriousness surrounding child welfare, we will seek satisfactory responses to further enquiries we may wish to make in relation to the use of premises by any such organizations/individuals.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the Lettings Administrator as soon as reasonably practicable.

7. Wrap Around Care

The use of schools by wrap-around care groups run either by volunteers or by private bodies are to be considered as special cases. Use of school premises by groups of this nature is best regulated by way of a lease or licence.

Any accommodation offered should:

- be located so as to cause minimum interference with the normal running of the school.
- include adequate storage facilities, especially if the room is to be used by the school at other times.
- if possible include use of safe outdoor play space - times to be negotiated with the Head teacher.

Any group must:

- be registered with Ofsted, and the premises approved by the Fire Prevention Officer for use by a preschool group, and be subject to the LA conditions of hire, including having adequate insurance cover;
- be able to provide evidence of membership of a relevant professional body, and also provide evidence of having appropriate full insurance cover; and

If a private body wishes to purchase an additional building for wrap around care purposes to be located on the school site, such a proposal can be considered provided the proposal does not interfere with the normal running of the school. In such cases, there needs to be a formal lease and a ground rent will be payable to the school. The services to such a building would need to be separated or clearly identified so that the school's budget is not charged. Advice must be sought from Childrens' Services.

8. Holiday Play-Schemes

Holiday play-schemes may be treated as short-term casual lettings outside normal school hours. However, such groups are still required to comply with the requirements identified above.

9. Security

It is most essential that the security of the school is not prejudiced.

To achieve the necessary level of security:

- ❖ a lettings custodian (ideally a caretaker, cleaner-in-charge, bursar, governor, etc) should open the premises and secure them at the end of the letting - such duties can be incorporated into normal duties or, if outside normal working hours, payments can be made.
- ❖ keys should, on no account, be handed to non-school employees or information relating to security systems divulged, except in the case of St. Mary's Church, where there is a legal agreement in place with regard to keys and security.

- ❖ if the terms and conditions recommended by the school have been used and something is stolen or damaged, legally there should be no difficulty, as the user will have indemnified the school against loss
 - schools should ask to see the insurance policy of the users and may wish to insist on a returnable deposit, especially in the case of one-off lettings.

10. Health and Safety

Health and safety legislation and the requirements of the school's Health and Safety Policy apply to the school's Board of Trustees and staff at all times, including those when premises are opened up to members of the community. It is essential that every letting is made using the school's standard terms and conditions.

Given the possibility of an accident or injury to any outside user, you will need to consider the following:

- ❖ Access to a first aid box.
- ❖ Whether the hirers and the school are adequately covered by insurance.
- ❖ The hirers will need to be made aware of the procedure to follow in the event of fire.
- ❖ All accidents and near misses on the premises, whether to hirers or the public, must be reported to the school office.
- ❖ A Public Entertainment Licence is usually necessary for any events involving performances (drama, music or dancing) whether a charge is made or not. Additional requirements may need to be fulfilled (e.g. the provision of emergency lighting and the upgrading of fire exits) and fire risk assessments will need to be presented to the licensing authority or enforcing authority (Fire Brigade).

Risk Assessment - The school risk assesses any equipment or facilities that are likely to affect the Health and Safety of the hirers. Similarly, hirers must be prepared to present risk assessments appropriate to any equipment and activities being carried out on the school's premises.

11. Insurance

Schools are asked to draw hirers' attention to the Conditions of Hire, especially the paragraphs dealing with insurance, indemnity and liability, with a reminder that hirers are required to have appropriate public liability insurance cover.

The school must see a copy of the certificate of insurance of the hirer and it is advisable to keep a copy. Schools must ensure that at the time of inspection the certificate of insurance is current at the time of the letting.

Where the hiring organisation is unable to confirm that it has its own public liability insurance cover to a minimum level of £1 million, it is a requirement that the hirer should be covered by the school's policy for hirers.

Where this is the case a premium of 10% of the hiring fee, with a minimum charge of £2.00 per event, must be paid with the hiring fee. There will be, therefore, no cost to the school.

Schools are reminded that organisations such as School PTA/Friends' Associations etc., are not covered for their activities by the School's insurance. As in the case of any other hirer, school PTAs or Friends' Associations etc. must either have their own policy cover, or pay the additional premium in order to benefit from the school's policy.

The following must have their own Public Liability Insurance:

- Political Parties;
- Professional entertainment groups/individuals;
- Groups or individuals whose activities involve the generation of heat (blow torches, blow lamps, heat generating equipment).
- Martial Arts groups of all classifications.

In addition for sporting activity groups the School's insurance does not cover personal injury or property damage suffered by one participant that was caused by another participant.

Any queries in relation to the Public Liability insurance cover must be referred to the DfE's risk protection arrangement (RPA).

12. Lettings Custodian Duties and Payment

The lettings custodian should normally be available during lettings in order to minimise security risks. The lettings custodian's duties are set out in Appendix 4 below.

Lettings Custodians should claim for lettings work using the Payroll system.

13. Monitoring arrangements

We will review and update this policy when the guidance on which it is based changes or when this version of the policy otherwise stops being applicable.

Any updates to this policy will be shared with the full governing board.

14. Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our GDPR Data Protection Policy.

All data will be handled in accordance with the school's GDPR Data Protection Policy.

| Name of policy | Content | Reason for policy | Who does it relate to? | Where is it stored? |
|-----------------|---|--------------------|------------------------|----------------------|
| Lettings Policy | Policy for hiring out school facilities | To provide clarity | External hirers | Secure Network drive |

As such, our assessment is that this policy:

| Has Few / No Data Compliance Requirements | Has A Moderate Level of Data Compliance Requirements | Has a High Level Of Data Compliance Requirements |
|---|--|--|
| | ✓ | |

Appendix 1: Hire request form

Use the request form below for people or organisations wanting to hire your premises. Add to or amend the information as you see fit.

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find in sections 2 and 5 of this policy. If you have any questions, please contact [name and details of staff member responsible for premises hire].

| | |
|---|---|
| Name of applicant/organisation and company number (where applicable) | |
| Applicant contact details | Address: Phone no: Email address: |
| Preferred method of contact | |
| Purpose/activity of organisation | |
| Part of the premises requesting to be hired | |
| Date and time of first hire | |
| Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks) | |
| Number of expected participants in the activity | |
| Additional equipment you will require from the school (please note we may not always be able to provide this but will inform you where this is/is not possible) | |
| Additional equipment you will be providing yourself | |
| Confirmation and details of the safeguarding and child protection arrangements you have in place | |

By signing below, I agree to the terms and conditions set out in the school's premises hire policy.

Name _____ Date _____

Signature _____

Please return this form via email to finance@coppice.worcs.sch.uk or to the school office at office@coppice.worcs.sch.uk. We will be in touch to inform you if your application is successful, and if so details of the full cost and documents that will need to be shared.

Appendix 2: Confirmation of licence template letter

[You may want to delete this section when you publish a version of this policy on your website. This is for the benefit of the person who will administer the policy.]

Dear [contact name]

Thank you for submitting your hire request form to us.

We're pleased to say the area you've requested is free on the date(s) and time(s) of your request and we'd be happy to grant a non-exclusive licence to you to use the area for the purpose set out in your request form, subject to the [enclosed terms and conditions/terms and conditions already provided to you].

Based on the length of time and area requested, the full amount for the hire will be [insert amount, and where relevant, explain that this includes an additional cleaning fee]. You can pay us by [insert payment method(s) and details here]. We request full payment of the fee by [insert date].

We'll also require you to submit to us:

- › Proof of your public liability insurance
- › [Confirmation of your Safeguarding arrangements]

We've attached the following documents:

- › Details of emergency evacuation procedures in the event of a fire/similar emergency
- › Specify any other documents you'll want to make sure the hirer is familiar with (e.g. health and safety policy)

Please make sure you're familiar with these before the date of hire.

You can contact [named contact and details] with any questions about hiring the premises.

You may wish to have an additional 'out of hours' contact/contact details for when the hire is happening if the person is hiring the premises outside of school hours, unless you plan to have a member of staff on site to provide support with any issues.

Kind regards,

[staff member]

Appendix 3 Calculation of Hiring Charge

Public Booking

[Go Back](#)

Likely Capacity:

100

Block Book?

N

Public Booking Form - Fees

Complete Yellow Cells

| | Y | Start | Finish | Duration | Apportionment | | Cost |
|--------------------------------------|-------------|-------|--------|----------|---------------|-----|------|
| | | | | | StM | CPS | |
| Church (A) | | | | | | | |
| Church (A) + Hall (B) | | | | | | | |
| Church (A) + Hall (B&C) | | | | | | | |
| Peter Thomson Room | | | | | | | |
| Hall (B) | | | | | | | |
| Hall (B&C) | | | | | | | |
| Hall (C) | | | | | | | |
| Kitchen | | | | | | | |
| Teas/Coffees/Squash? | | | | | | | |
| Classrooms (Insert Number) : | | | | | | | |
| Church Audio/Visual Equip? | | | | | | | |
| Heating? | | | | | | | |
| Entertainment Licence? | | | | | | | |
| Need CPS/StM PL Cover? | | | | | | | |
| % of Public Charges to apply: | 100% | | | | | | |
| Chargeable amount: | | | | | £ | - £ | - £ |

No discount for Drinks, Entertainment or PL

Create Copy

Appendix 4 Lettings Custodian Duties

(For the purpose of these notes, the words 'Lettings Custodian' refer to any individual employee who undertakes lettings duties either paid or voluntarily).

A. Before the Letting

The Lettings Custodian must be satisfied that approval for the letting has been given by the lettings administrator.

The accommodation requested must be made available to the hirer, at the time agreed.

The Lettings Custodian should check the accommodation to ensure that there is no damage/theft to the accommodation/equipment prior to the letting taking place.

Unless prior agreement has been reached, hirers will not generally be allowed to enter the premises before the stipulated time. If such agreements have been made, the Lettings Custodian should note the exact time of entry.

B. During the Letting

The Lettings Custodian is not required to remain on site for the duration of the letting, unless prior approval from the Head Teacher has been sought.

If The Lettings Custodian is contacted in the case of an emergency i.e. Fire, they should check that the Emergency Services have been called by The Hirer and then check the Fire Alarm Panel to ascertain which zone has been activated.

C. After the Letting

The Lettings Custodian must ensure that the facilities have been left in a clean and tidy state by the hirer, ready for use by the school. Should the premises not be left in a satisfactory state by the hirer, then the Lettings Custodian may claim additional cleaning time, the cost of which will be passed on to the hirer.

The Lettings Custodian should ensure that all lights are switched off, windows/doors locked, the premises are totally vacated and secure (including the activation of security systems, where appropriate) after the letting. The Lettings Custodian should also check the school accommodation/equipment again to ensure that no theft/damage has occurred during the letting.

If the hirer is still on the premises beyond the stipulated expiry time of the letting, the Lettings Custodian may claim up to the actual time the hirer vacated the premises.

The Lettings Custodian must also ensure that the premises were used by the stipulated hirer and that sub-letting of the premises has not occurred.

Claims for payment to Lettings Custodians for lettings' duties must be submitted to the school office by the 10th each month.

D. Accommodation

If the hirer wishes to use additional accommodation to that previously stipulated, the hirer should be made aware that an additional fee will be charged as a result, and the Lettings Custodian must inform the lettings administrator accordingly.

GENERAL NOTES

A letting in the evening, weekend, or school holidays time must be approved by the Lettings Administrator.

Where the Lettings Custodian is on duty during the letting, he/she may be required to undertake other duties at the discretion of the Headteacher.

The letting arrangement applies only to periods outside the Lettings Custodian's normal working time.

No hiring fees shall be paid directly to the Lettings Custodian.

The agreement recognises a commitment on the part of Lettings Custodians to undertake lettings. However, it is essential that reasonable notice is given and that the Lettings Custodian is allowed a reasonable number of free evenings in any week. It is essential that such matters be discussed by the Lettings Custodian and Headteacher, prior to the confirmation of any booking.

If a person other than the School Caretaker undertakes lettings duties, the care of the facilities used is returned to the 'Caretaker' immediately upon the letting ending.