

**SODBURY VALE FEDERATION**

# Lettings Policy

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*Version Number*      *03*

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## 2 Version History

Version Number	Reason for Issue	Date of Issue
01	Initial Issue for Federation	Nov 2022
02	Review upon appointment of new Premises Lead	Nov 2023
03	Review of charges	April 2024
04	Review	May 2025

## 3 Overview

The SVF Governing Body is responsible for the management of St John’s Mead & Horton School’s premises, subject to direction by the LA or any statutory requirements. The school’s delegated budget must not be used to subsidise any non-school use of premises and grounds (e.g. lettings).

## 4 Definition of a Letting

A letting is defined as “any community use of the school premises and / or grounds outside of the school day and not associated with the corporate life of the school”. Use of the premises associated with the corporate life of the school includes activities such as staff meetings, parents’ meetings, governors’ meetings and extracurricular activities of pupils by school staff. Costs arising from these uses are a legitimate charge against the school’s delegated budget.

## 5 Restrictions on a Letting

A letting MUST NOT give full time exclusive use of all or parts of the premises or grounds. Any equipment provided by the hirer MUST be removed from the site or stored as agreed by the school and MUST NOT restrict the use of the facilities by the school or other approved organisations. A letting must not interfere with the primary activities of the school.

## 6 Categories of Lettings

Community education activities and programmes directly sponsored or controlled by the LA (e.g. adult education, youth service and in-service training).

- Lettings approved by the governing body.
- Lettings made under statute e.g. elections, parish council meetings.

## 7 Policy Statement Use of Premises

It is the policy of the governing body to maximise the use of the school premises.

## 8 Letting Charges

The governing body is responsible for setting charges. The charges will cover all the costs involved and MUST NOT knowingly provide subsidy from the school's delegated budget.

### 8.1 CHARGES

The charges will be reviewed annually (usually during the summer term), by the Governing Body for implementation from 1<sup>st</sup> September. Letting fees may be reduced or waived at the discretion of the Executive Headteacher in consultation with the Governing Body. Currently no lettings take place at Horton.

Current charges for St John's Mead can be found below:

<b>Internal key holder/wrap around care (No additional key holder required)</b>	<b>Hourly Rate</b>	<b>Daily Rate</b>
Hall	£20 per hour	£30 per session/day hire
School Field (approved users only) No building access	£10 per hour	£25 per session/day hire
School field & hall	£25 per hour	£30 per session/day hire
Nursery & Resource Building	£20 per hour	£25 per session/day hire

Classroom	£10 per hour	£25 per session/day hire
No charge for extended school activities Monday – Friday term time only	£0	£0

<b>Non-affiliated hirers (additional key holder required)</b>	<b>Hourly Rate</b>	<b>Daily Rate</b>
Hall	£30 per hour	£45 per session/day hire
School Field (approved users only) No building access	£20 per hour	£35 per session/day hire
School field & hall	£35 per hour	£50 per session/day hire
Nursery & Resource Building	£30 per hour	£35 per session/day hire
Classroom	£20 per hour	£30 per session/day hire
No charge for extended school activities Monday – Friday term time only	£0	£0

Times of lettings:

Monday – Friday term time only  
Before School 7:00am – 8:45am  
After School 3.15pm - 11.00pm

Weekends and Holiday lettings  
7.00am – 11.00pm

The Hirer is to be responsible for security. Additional charges will be made should the security system be set off and require re-setting by external contractors.

The school's administrative staff will keep a booking diary, lettings schedule and cancellations record. In order to comply with VAT legislation all payments for new long term bookings must be made in advance and cover a 10-week period, on-going lettings will be invoiced by the school on a termly basis, within 30 days of the letting.

## 8.2 VARIATION OF SCALES OF CHARGES AND CANCELLATIONS

The Hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by the Governors annually) and that the letting may be cancelled provided that in each circumstance at least 28 days' notice either way is given. When applicable, it is the Hirer's responsibility to notify participants of changes in dates or venues in writing at least a week in advance. The school administrative staff will notify the Hirer of changes/cancellations.

## 9 Initial Approach by Potential Hirers

This is to be made to the school office where staff will discuss the hirer's requirements and the facilities available. The potential hirer will then be asked to complete an initial request form. These details will then be shared with the Premises Lead/Full Governing Body for agreement.

The governing body has the right to refuse an application without stating any reason and no letting should be regarded as booked until approval has been given in writing. No public announcement of a function to be held should be made until the booking has been formally confirmed.

Once a letting has been approved a letter of confirmation will be sent to the hirer, setting out the full details of the letting, enclosing a copy of the lettings terms and conditions and requesting payment by cheque or cash in advance of the booking. In the event of failure to pay the fee, the premises will not be made available.

## 10 Conditions for the hire of either School

All conditions must be adhered to. The Hirer shall be the person making the application for a letting and this person will be responsible for payment of all fees or other sums due in respect of the letting to the Hirer and for the observance of regulations imposed by the LA or their lawfully appointed agent.

Payment for new lettings shall be made in advance. Payment will be refundable in the event of a letting being cancelled more than 24 hours in advance. The school will retain priority over all other events. Where possible the hirer will be given 4 weeks' notice of cancellation.

### 10.1 DAMAGE, LOSS OR INJURY

The Hirer warrants to the Governors that it has appropriate insurance to cover all its legal liabilities for accidents resulting in injuries to persons, including participants in the hiring activity, and/or loss of or damage to property, including the hired premises, arising out of the letting of educational premises. Evidence of this will be provided to the school and details noted on the hire agreement form, this can be on an annual basis for on-going lettings.

The LA/school will not be responsible for any injury to persons, or damage to property arising out of the letting of educational premises.

The hirer will be liable for any damage to property or equipment.

### 10.2 PROTECTION OF PREMISES AND MOVABLE PROPERTY

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating the placing of nails or screws into fixtures or part of the school fabric will be permitted. In the event of any damage to premises or

property the school shall make it good and the Hirer shall pay the cost of such reparation.

### 10.3 PUBLIC SAFETY

The Hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways, passages and exits.

Where applicable the Hirer must adhere to correct adult to pupil ratios at all times. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct.

The Hirer must hold their own Liability Insurance, covering a minimum of £5 million, evidence in the form of an insurance certificate will be provided at the point of letting application or annually for an on-going letting.

### 10.4 ACCESS TO A TELEPHONE

There is no legal requirement to provide access to a telephone within the school premises. The Hirer is responsible for providing a phone for use in an emergency.

### 10.5 FIRST AID FACILITIES

There is no legal requirement to provide first aid facilities for hirers. It is the Hirer's responsibility to make first aid arrangements i.e. trained personnel and provision of first aid kit, particularly in the case of sports lettings. Use of the schools resources is not available.

### 10.6 STATUS OF THE PERSON APPLYING FOR THE LETTING

Lettings will not be made to persons under the age of 18 or any organisation or group with an unlawful or extremist background. Persons may have to undergo, at the discretion of the Governors, a police check. When lettings involve access to SVF pupils, all personnel involved must have an enhanced DBS check as per DfE regulations. These checks are to be made by prior arrangement with the Executive Head Teacher (at least six weeks in advance to ensure checks are carried out). All adults working with SVF pupils must be appropriately qualified and sports coaches must follow LA guidelines and checks.

### 10.7 COPYRIGHT OR PERFORMING RIGHTS

The Hirer shall not, during the occupancy of the premises, infringe any copyright or performing right, and shall indemnify the LA against all sums of money which the LA may have to pay by reason of an infringement or copyright or performing right occurring during the period of hire covered by this agreement.

## 10.8 SUB LETTING

The Hirer shall not sub-let to another person.

## 10.9 INTOXICATING LIQUOR

No intoxicants shall be brought on to, or consumed on, the premises without the prior approval of the Governing Body.

## 10.10 SMOKING

The school is a non-smoking area.

## 10.11 HEELS & SHOES

No stiletto or any type of thin heel is to be worn.  
If activities involve outdoor use please ensure footwear is cleaned before re-entering the premises.

## 10.12 DANCING

Application to the Governors must be made in writing for permission.

## 10.13 VACATION OF PREMISES

The Hirer shall ensure that premises are vacated promptly at the end of the letting. Where applicable, the Hirer is responsible for supervising children until they are collected and ensuring named adults collect them.

In the event of an emergency, occupants must leave school by the nearest exit. The assembly point is on the school playground. The Hirer must have immediate access to members contact details. Hirers are responsible for familiarising themselves with emergency exits and must ensure members are aware of evacuation procedures.

## 11 Security System

Only named key holders may operate the security system. Keys should not be passed to any other person without direct permission of the Governing body or Executive Head Teacher of the school's. For non-affiliated hirers, a key holder will be provided to secure the premises before and after the letting. If no suitable person can be employed then the hire will not be allowed or cancelled. The Hirer will be

responsible for the security of the premises for the duration of the hire period and will at no point leave the premises unattended.

## 12 Food, Drink & Waste

No food or drink may be prepared or consumed on the property without the direct permission of the Governing Body or Executive Head Teacher, due to food hygiene regulations. Application regarding food provision must be made on the original form.

All litter must be collected. Large amounts of litter should be responsibly removed from the premises by the Hirer. The Governor's reserve the right to charge for the disposal of any waste left on the premises. Application regarding waste disposal must be made on the original form.

## 13 School Equipment

This can only be used if requested on the initial application and its use approved by the Governors. Adults must supervise equipment being issued and its safe return. The Hirer is liable for damage, loss or theft of any school equipment being used. The Hirer is responsible for the equipment's safe and appropriate use. No use may be made of apparatus such as stage blocks, pianos etc without specific permission. Staging set up for school use will not be dismantled during the weeks it is in use.

## 14 Priority of Use

The Governors will resolve conflicting demands for the use of the premises, with priority being given to school functions and LA lettings.

## 15 Attendance

The Hirer shall ensure that the number of persons using the premises does not exceed that for which application was made and approved.

## 16 Behaviour

The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated.

## 17 Own Risk

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

## 18 Right of Access

The Governing Body and its agents reserve the right of access to the premises during the letting. The Executive Head Teacher/LA reps or Governors may monitor activities from time to time.

## 19 Conclusion of the Letting

The Hirer shall, at the end of the hire period, leave the accommodation in a reasonably tidy condition, all equipment being returned to the correct place of storage. If this is not adhered to, an additional cost will be charged.

## 20 Electrical Equipment

Any electrical equipment brought by the Hirer onto the school site MUST comply with the LA Code of Practice for Portable Electrical Appliance Equipment. Equipment must have a certificate of safety from a qualified electrical engineer. This must be notified on the application.

## 21 Promotional Literature / Newsletters

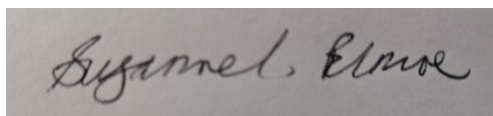
All lettings are for the sole purpose of the activity booked. Additional activities/parties must be applied for through the Governors.

A draft copy of any information to be distributed to club members through the school must be sanctioned by the Executive Head Teacher a week prior to distribution by the Hirer.

This Policy is to be reviewed annually

Date of next renewal: May 2025

Signed on behalf of the Governing Body:



## 22 Sodbury Vale Federation – Initial

### Request Form

FORM FOR APPLICATION				
Choose School	St Johns Mead	Horton	Date	

Name of Applicant				Date of birth	
Address					
Phone No		Home		Mobile	
Name of Club					
Activity of Club					
Day of week requested		Preference	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Start time		Finish time			
<b>Please Note:</b> Allow time for your preparation and clearing up					
Dates hall required (Circle)		Autumn	Spring	Summer	
Is use of the playground required		Yes	No		
If so when					
Use of School equipment? (Please specify your request)					
Maximum number of participants					
Number of adults supervising					
<b>Names of other adult supervisors</b>		<b>Relevant qualifications of supervisors</b>			
A					
B					
C					
D					
E					
<b>Where applicable</b> have police checks been carried out?			<b>Yes</b>	<b>No</b>	
When		By whom			
Police check forms attached		Police checks confirmed			
Are other adults to be invited to support club activities over the next year			<b>Yes</b>	<b>No</b>	
<i>NOTE: Dates over year when hall will be unavailable due to school use or closure will be issued in September. These dates may be subject to changes and prior notice will be given.</i>					
<b>The hirer confirms that he/she has adequate and appropriate insurance cover for the activity to be carried out as per the conditions set out in the school's Letting Policy, minimum of £5million. Details to be listed below and insurance certificate to be viewed by school (annually if on-going letting)</b>				<b>Signature:</b>	
<b>Insurance provider (Name)</b>	<b>Renewal date</b>	<b>Certificate seen (date)</b>	<b>Level of cover (£)</b>		
<b>The hirer signs to confirm that they have made their own arrangements with reference to first aid as per the conditions set out in the school's Letting Policy.</b>				<b>Signature</b>	

<b>Application for dancing</b>			
Please explain type of dancing intended			
Provision of food / drink		Yes	No
Details and purpose			
Do you intend to use your own electrical equipment?		Yes	No
Provide evidence of up to date safety electrical test, list details below		Yes	No
Any other information or considerations for the Governors		Yes	No
Please Give details			
<b>Signed</b>		<b>Date</b>	

## 23 St John's Mead CE VC Primary School

### Hire Agreement

1. The Governors: *Governors of St. John's Mead CE VC Primary School, Hounds Road, Chipping Sodbury, South Gloucestershire. BS37 6EE*
  
2. The Hirer:  
  
    Of:  
  
    Telephone:
  
3. The Premises:
  
4. Date of Hire:  
  
    Period of Hire:
  
5. Fee: £
  
6. Use of Premises:
  - a. The Governors hire the premises to the hirer on the date and for the period mentioned above in consideration of the fee referred to.
  - b. The hirer accepts all the conditions of hire referred to in the attached conditions.
  - c. The hirer's attention is specifically drawn to the indemnities contained in the hire conditions and the need to obtain suitable insurance cover for any loss, damage or injury.

Signed by EHT on behalf of the Governors:.....

Signed on behalf of the hirer: .....

NB Two copies of this form should be completed, signed and sent by the hirer to the Executive Head teacher of the school at the above address or emailed to: [admin@stjohnsmead.co.uk](mailto:admin@stjohnsmead.co.uk). The school will provide an invoice request for payment.

## 24 Horton CE VA Primary School

### Hire Agreement

5. The Governors: Governors of Horton CE VC Primary School, Horton, Chipping Sodbury, South Gloucestershire, BS37 6QP

6. The Hirer:

Of:

Telephone:

7. The Premises:

8. Date of Hire:

Period of Hire:

7. Fee: £

8. Use of Premises:

- d. The Governors hire the premises to the hirer on the date and for the period mentioned above in consideration of the fee referred to.
- e. The hirer accepts all the conditions of hire referred to in the attached conditions.
- f. The hirer's attention is specifically drawn to the indemnities contained in the hire conditions and the need to obtain suitable insurance cover for any loss, damage or injury.

Signed by EHT on behalf of the Governors:.....

Signed on behalf of the hirer: .....

NB Two copies of this form should be completed, signed and sent by the hirer to the Executive Headteacher of the school at the above address or emailed to: [admin@stjohnsmead.co.uk](mailto:admin@stjohnsmead.co.uk). The school will provide an invoice request for payment.