



Abacus Primary School

Lettings Policy

Written by: Heidi Blakeley
Headteacher

On: January 2015

Adopted on: 15th January 2015

By: Premises & Finance
Committee

Future review date: September 2023

Lettings Policy

Introduction

The school, as a "school of the community" will consider all applications to hire the premises or playing fields on an individual basis. The premises and playing fields may be hired on evenings, weekends and during school holidays.

Lettings will be subject to availability and the approval of the Headteacher and Governing Body. Preference will be given to members of the local community.

Bookings

- Anyone expressing an interest in hiring the premises must complete an application form (appendix 2).
- Once provisional arrangements have been made, the Finance Officer will write to the hirer outlining the agreement.
- The day to day approval and organisation of lettings will be the responsibility of the Finance Officer
- Once the letting has been agreed the letting will be logged in the school 'Letting diary' which is kept in the school office.
- Payment will be required in advance for all one off lettings.

Long term lettings

- Any long term lettings will be required to meet with the Finance officer and Headteacher.
- Any long term lettings will be required to sign a separate 'Letting agreement' for a minimum of 12 months.
- Invoices must be paid monthly and the first payment must be paid before the first letting begins.

Use of Playing Fields

Hourly rate: Football Pitch / Field £25.00 per hour (£30 if using the school changing rooms)

The hire of the playing fields will be subject to the suitability of the pitches for play on the day of hire.

Conditions of use:

1. The hirer will be held responsible for his own legal liabilities in respect of any damage caused to any part of the playing fields.
2. If the changing rooms are used, the Hirer shall check the changing rooms on arrival and finish. It is their responsibility to leave the changing rooms in a tidy condition.
3. Boots are to be removed outside of the changing rooms.
4. No parking of cars is permitted on the fields.
5. No bicycles are allowed on the fields.
6. Dogs are not permitted on the playing fields or school grounds, except by special arrangement. **No fouling of pitches.**
7. Keep out of the sand pits / other school areas (e.g. Foundation Stage playground)
8. All marquees and tents are to be pitched away from the main playing area in locations agreed with the Headteacher.
9. All litter and markers for pitches are to be cleared from the pitches.
10. The car park may only be used if agreed with the Headteacher / Finance officer.
11. No smoking is allowed in any part of the school.

Use of a classroom:

Hourly rate: £24.00 (excluding kitchen)

- When hiring a classroom, the hirer must agree to return any furniture to how they found it.
- No school equipment may be used, unless previously agreed.
- No fixed or permanent posters / banners must be used.
- No displays or children's work must be tampered with.
- Any rubbish must be removed from the classroom.
- Any equipment must be taken with you at the end of the letting.
- The tables must be cleaned and carpet hovered (equipment to be provided by school).

Use of hall

Hourly rate: £30.00 (Including kitchen) £25 (excluding Kitchen)

- No school equipment to be used, unless previously agreed.
- No fixed or permanent posters / banners must be used.
- No displays or children's work must be tampered with.
- Any rubbish must be removed from the hall.
- Any equipment must be taken with you at the end of the letting.
- The tables must be cleaned and floor mopped (equipment to be provided by school).

Extended Services

As agreed by Wickford LDG, for extended services hire there will be a reduced rate of £6 per hour for all areas.

Payment

- The finance officer is responsible for issuing invoices.
- Any letting income will be reported termly to Finance and Premises committee and will be reported to Governors on the Headteacher report.

In the event that the hirer cancels the hiring, the following fees shall be repayable to the Hirer:

- Less any expenses incurred, at the Governors discretion.
- Not less than 42 days' notice of cancellation - 75% of fees.
- Not less than 28 days' notice of cancellation - 50% of fees.
- Less than 28 days' notice of cancellation - no refund.

Debt Collection

- Unless specifically detailed on the invoice, or agreement, payment terms will be 28 days.
- The following timetable should only apply if payment is not received:
 - a) 28 days after original invoice issued – first reminder letter.
 - b) 2 weeks after first reminder letter – second reminder letter.
 - c) 2 weeks after second reminder letter – referral to Legal service Provider.

The Finance officer should inform the Headteacher immediately of any late payments.

**APPENDIX 2
APPLICATION TO HIRE SCHOOL PREMISES**

Please return the completed form to the Headteacher.

This form must be completed by the person responsible for the function and the payment of all charges in respect of the hiring (see Conditions 1 and 2).

ABACUS PRIMARY SCHOOL

APPLICANT

Full name (*block letters please*)

Society or organisation

PURPOSE OF HIRING

REQUIREMENTS

Day	Date	Time	
		From	To

ACCOMMODATION		
LARGE HALL, SMALL HALL.		
CLASSROOMS		
KITCHEN		
TIME	From	To
PURPOSE	Hot water/light refreshments only	Use of ovens etc (see Note 2)
PLAYING FIELD (describe requirements)		
OTHER ACCOMMODATION		

FACILITIES

School Piano	Tick	Chairs (insert no. required)
Heating (see Note 1)		
Stage Lighting/Spotlights		

Name of competent person:

Note 1 The heating period is 1 October – 30 April. Hirers are asked to state whether or not they wish heat to be provided at their function.
 Note 2 Where approval is given to the use of school kitchens, other than for the provision of hot water and the service of light refreshments, hiring charges shall be increased accordingly.

Details of Function

Nature

Is the function to be

*Public?

tick

*Private?

Will there be:

An Admission charge

Singing/Music?

Dancing (by performers or public)?

A Cinematograph exhibition?

Wrestling or Boxing?

A Theatrical Performance?

Sale and/or consumption of alcohol

Please state which

*legal advice should be sought where doubt exists (see also Condition No 26 and the Appendix on Conditions of Hire)

Give details of any proposed action or performance involving scenery, decorations, real-flame, smoke or smoking, pyrotechnics or fireworks, pulsing light (stroboscopes), lasers, firearms or any potentially hazardous action on apparatus, animals, vehicles or aircraft

If hiring will involve sporting or gymnastic activities, please give the name and qualifications of the person in charge.

PROCEEDS

State purpose to which proceeds will be applied:

Will a personal profit be made?

YOUTH ORGANISATIONS

In the case of Scouts, Girl Guides and approved voluntary youth organisations, please state:

Total number on roll

No under 16 years

DECLARATION

I, on behalf of hereby apply for the use of the accommodation and facilities stated, and, if my application is approved, I will ensure payment in advance of the charges due and comply with the conditions which I have read. I confirm that I have been given a copy of the school's own Child Protection Policies and Guidelines and will make myself and all other users within my jurisdiction aware of the procedures to be followed in the event of a fire or other emergency evacuation.

I have attained the age of 18 years.

Signature of applicant

.....

Address

.....
.....
.....

Tel

Day

.....

Evening

.....

Date

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NB: If the application is granted INSURANCE AGAINST RESPONSIBILITIES IS OBLIGATORY. In addition Condition 26 requires the hirer to ensure compliance with the 'Conditions of Licence' relating to the use of the premises for any function requiring a licence under one or more of the statutes mentioned.

Authorised by Headteacher: Date:.....