

GORSE HILL PRIMARY SCHOOL

LETTINGS POLICY



Approved by:	Finance Committee	Date: 12.10.22
Last reviewed on:	September 2023	
Next review due by:	September 2024	

PRINCIPLES

We are committed to letting various parts of the school premises (e.g. Halls, classrooms etc) and to maximise the income received from these lettings for the benefit of the school and its students.

We aim to:

- Generate additional income to Gorse Hill Primary School for the benefit of its students
- Allow lettings to two main categories a) Community Use and b) Commercial Use
- Ensure there are CLEAR 'Conditions of Hire' and 'Scale of Charges'
- Ensure insurance and Health & Safety requirements of lettings are met in full

PRACTICES

With the aforementioned aims in mind, it is the Policy of this school:

- That use of the premises for school functions will take priority over lettings.
- The Head teacher and Governing Body will set charges for lettings guided by these principles:
- Lettings to bona fide community groups will be charged at discounted rates to cover caretaking, energy, wear & tear, administration.
- Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
- Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing Body.
- The school will retain income derived from lettings, and costs to the school of lettings will be met from this income.
- 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.
- The school premises will not be let for functions where a Public Entertainment Licence is required
- Decisions whether to permit lettings will be made by the Governing Body. If the Office Manager believes a letting should not be permitted, he/she will report the reasons to the Governing Body.
- All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations.
- There will be an annual review of lettings charges

Gorse Hill Primary School – CONDITIONS OF HIRE

1. All bookings must be made 21 days in advance accompanied by a deposit of where it is deemed applicable. Provided no circumstances shall arise which lead to the 25% deposit being forfeited, i.e. damage to the building, equipment or run into extra time, then this amount will be refunded to the hirer 14 days after the date of hire. No public announcement of the hiring shall be made until the application has been granted and the appropriate fees paid.
 2. In addition to the hiring charge the hirer will be required to pay a sum equal to 10% of the hiring charge to cover insurance premiums.
 3. If the original hours of hiring are exceeded, then an additional charge equal to twice the hourly rate, will be made for each excessive hour or part thereof (e.g. 10 minutes overtime, the charge will be for 2 hours, 70 minutes overtime the charge will be for 4 hours etc.)
 4. The hiring times must be from the time that the first person requires entry until the time the last person leaves the school grounds and must include preparation and clearing up time.
 5. All entrances to the school to be kept clear of vehicles at all times.
 6. Cars are parked at the owner's risk.
 7. All fire exits to be kept clear at all times.
 8. The school retains the right to refuse or cancel any application.
 9. The school may cancel or terminate at any time, any hiring if there is any omission from or misstatement in the application form; or if the premises are hired or used for any purpose for which they have not approved; or if payment is not made on time.
 10. The hirer will be responsible for:
 - a) Any damage which may be caused to the school premises or its contents by any visitor or
 - b) Any loss or injury suffered by any person as a result of this hiring and the hirer shall indemnify the school in respect of any such damage loss or injury.
 11. The hirer shall be responsible for the behaviour of all their visitors at all times.
 12. No smoking to be permitted in the school building.
 13. No noise, which is audible outside the school building, may be permitted and the hirer shall ensure that all visitors enter and leave the school premises quietly. Excessive noise may cause hiring to be terminated.
 14. No booking shall extend beyond the hour of midnight.
 15. All areas used by the hirer must be left in a tidy condition.
 16. The hirer shall not cause, or permit, any person connected with the hiring to drive any nails, screws or other fixings to the walls or floors; or into any furniture or fitting; or do or permit to be done anything likely to cause damage to the building or any such furniture or fittings.
 17. The hirer shall pay to the school on demand the cost of reinstating or replacing any part of the premises, or any property whatsoever belonging to the school, in or upon the premises, which be damaged, destroyed, stolen or removed during the period of hiring.
 18. No dogs will be permitted except Guide dogs.
 19. Electrical equipment is not included in hire charges.
 20. Cancellation by hirer must be notified within 14 days of letting or the deposit will be forfeited.
- I acknowledge receipt of and agree to comply with these conditions of hire.

Date: _____

Name:
(capitals): _____

Signature: _____

PLEASE RETURN ONE SIGNED COPY TO THE HEADTEACHER