

# Halton Lodge Primary School



## Lettings Policy

**Reviewed: May 2019**

**Date of next review: Spring Term 2020**

## Lettings Policy

### Rationale

*Halton Lodge Primary School is committed to making the school premises available for use by members of the local community at times when they are not required by the school.*

*The policy of Halton Lodge Primary School is to encourage educational and community use of the school's facilities and will consider lettings to groups for community, educational and recreational purposes; especially where these 'extra uses' will potentially benefit the pupils who attend our school.*

*Lettings at Halton Lodge Primary School will be encouraged as a potential source of income which can be used to enhance the facilities and activities the school is able to provide.*

### General Principles

- *All charges levied for the use of the school's facilities will be calculated to include costs incurred for heat and light, wear and tear, use of equipment, and any caretaking (including on-costs).*
- *For any use of school premises, other than for the school's own purposes, the Headteacher will require the presence of a named individual who will be responsible for safety and security of the premises throughout the period of the letting, and for whom payment may be included in the letting charge. This will be the school's Premises Manager.*
- *Charges made for commercial lettings will reflect any variations in local market rates.*

### Types of Letting

#### **a) Use of Premises by Staff for School Activities**

*The school's premises will be made available at no charge for the following purposes:*

- Use of the school outside school hours for the educational requirements of the school which involve members of the staff, parents and children of the school, but not including private lessons for which a fee is paid.*
- Use of the school outside school hours for activities authorised by the Headteacher and conducted by members of staff for parents, children and community users of the school.*
- Meetings of the staff, school governor meetings, fund-raising functions and meetings of the Friends Of Halton Lodge.*
- Meetings outside school hours between representatives of the local authority (including staff of the school) and parents and/or staff to discuss matters relating to the activities of the LA.*

#### **b) Local Authority Use**

The school's premises will be made available at cost for the following purposes:

- Lettings for elections*

As required under the various Representations of the People acts, the school will provide the facilities required by the Returning Officer for its use as a polling station, and for public meetings called by candidates in parliamentary and local elections, if required.

*ii. Meetings of the Parish Council*

The school will be providing a room at cost for meetings of the Parish Council. The Chairman of the Council or his representative will be deemed to be the named individual for the purposes of any such let.

*iii. Other Local Authority Use*

The school will make available its premises to the Local Authority and other local government organizations as requested, subject to the limitations set out in the policy.

**c) Registered Charities**

Halton Lodge Primary School premises will be made available at cost for meetings of any registered charity based in the area served by the school.

**d) Commercial Lettings**

Use of the school's premises by any organisation other than those listed above will be subject to an hourly charge calculated according to the category of usage. Hire prices are reviewed in April of each year and a current price list is available from the Headteacher upon request.

**HIRE CHARGES**

The current hire prices are:

**Registered Charities\*** = **£12/hour**

*\*Use of the school field only* = *£10 per hire*

**Commercial Lettings\*\*** = **£25/hour**

*\*\*For Holiday Time Sport Camps (9am to 3pm) = Daily rates will be set at the discretion of the headteacher (and will be determined by whether the Premises Manager (and cleaners) are scheduled to be on site and working; or whether over-time payments will also need to be covered).*

**LIMITATIONS ON COMMERCIAL USE OF PREMISES**

- 1) The school is unable to enter into any commercial letting arrangement to use all or part of the premises during school hours.
- 2) Lettings on Sundays should be considered on their merits, and may be allowed at the discretion of the Headteacher.
- 3) Because of the limited parking facilities and size of building, unless special arrangements have been made, the maximum number of people who may attend any function held at the school under a letting agreement is 100.

- 4) No smoking and no live music are permitted on the premises under a letting arrangement.
- 5) Fixed outdoor play equipment is suitable only for use by children under 12 years of age.
- 6) Animals, including family pets, may not be brought onto the school premises under any circumstances.

### **INSURANCE**

- All users must carry sufficient third party public liability insurance.
- Where the hirer fails to demonstrate that they hold sufficient insurance cover to satisfy the specified conditions, the school will not be able to accept the hire agreement.

### **CONDITIONS OF ACCEPTANCE**

All lettings agreements will only be deemed to be accepted when the hirer has completed and returned the required contract form, together with any advance deposit requested and evidence of the necessary insurance(s).

### **CHARGES**

Charges will be reviewed on 1<sup>st</sup> April each year.

### **Disability Equality Impact Assessment**

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

***Any questions about this policy should be directed to the Headteacher.***

**HIRE AGREEMENT**

**1. The Governing Body of Halton Lodge primary School, Grangeway, Runcorn, Cheshire, WA7 5LU.**

**2. The Hirer:**

**3. Address:**

**4. Telephone:**

**5. Area(s) of the school to be used:**

**6. Specific nature of use:**

**7. Maximum attendance:**

**8. Details of any school equipment to be used:**

**9. Date(s) of hire:**

**10. Period(s) of hire:**

**11. Fee (specify per hour or per session):**

**12. The Governing Body agree to hire the premises to the hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.**

**13. The Hirer accepts that any damages caused must be paid for and should obtain suitable insurance cover for any loss, damage or injury.**

Signature(s):

Hirer: .....

Date:

..... On behalf of the Governing Body of Halton Lodge Primary School

Date: