



LETTINGS POLICY

2023-24

Date Agreed by LGB XXXXXX

Review Date June 2024

1. The Policy

1.1 Cleeve Park School encourages links and liaison with the local community and welcomes its premises being used after the school day or at other times by groups which directly or indirectly help create a richer and more diverse environment for students and staff.

1.2 Provided that there is no interruption to, or curtailment of school use of the premises, part of the school buildings and grounds may be let to outside hirers before, or after the end of the school day, at weekends and during the holidays in order to:

- Raise income for the school
- Better integrate the school into the local community
- Satisfy some of the needs of local individuals, groups and organisation
- Increase the use of facilities which are of necessity under used by the school.

1.3 All lettings will be administered according to the scale of charges approved by the School's Governors on an annual basis. The current charges for lettings are at appendix 1, these charges will be reviewed and approved prior to the next academic year (September 2024) The Governors delegate responsibility for agreeing charges with potential hirers to the Head Teacher and through him/her to the Business Manager and Operations Manager.

1.4 All lettings will be undertaken in accordance with the conditions of use at appendix 2.

1.5 Cleeve Park School encourages a wide variety of activities to take place on the premises, the Governors reserve the right to refuse a letting if the nature of the event proposed is likely to create tension in the school or local community or it is in any other way seen to be divisive.

2. Areas for letting

2.1 Lettings will typically relate to the following areas of the school –

- Sports hall – large with a high quality floor.
- Gym – good size space
- School Hall – Good size for a range of use
- Classrooms / meeting rooms
- Sports field – good size, limited by lighting and high usage would affect ground
- Playground/netball courts
- Plenty of parking space
- 3G pitch*
- Theatre Hall* (with bleacher seating)

*There are Community Use Agreements in place for both of these facilities and as well as the terms of this policy, the terms of the Community Use Agreement will also apply.

The school is well positioned for access and has good public transport links with good levels of onsite parking.

3. Management and Operation

The various responsibilities in the lettings process are with the following staff:

Operations Manager –

- On a day to day basis will ensure that the lettings processes and conditions are operating as intended and that any disputes are addressed and resolved in a timely manner.
- Put in place marketing activities to maximise lettings.
- Monitor income against expenditure costs for lettings to ensure lettings are a profitable activity.
- Ensure that any changes to regulations affecting health and safety or other matters pertaining to lettings and the use of the premises are put in place as appropriate during the year.
- Booking and liaison with the Hirer for all matters concerning the hire and where appropriate consulting the Business Manager
- Issue and receipt of booking forms, providing information to finance supervisor
- Ensure site staff are available and site safety and security is maintained
- Ensure conditions of use are observed

Finance Supervisor:-

- Issue of invoices, where possible payments should be made by BACS.
- Receipt and banking of cheques.
- Highlight to the Operations Manager on a monthly basis if any lettings invoices have not been paid on time.

Appendix 1 Cleeve Park School Charges for Letting of School Premises 2023-23

	Per hour	Half Day 3 hours	Whole Day 7 hours
Sports Hall	£40	£110	£240
Main Hall	£40	£110	£240
Gym	£35	£95	£210
Classroom /meeting room	£30	£80	£180
Grass Football pitch*	£35	£95	£210

**Note: This assumes access to changing rooms and toilets is required.*

3G Pitch	Per hour
One Third	£40
Full Pitch	£100

Theatre Hall (Bleacher Seating)	£75
If any equipment is required for use this would be dependent on a technician being available and chargeable at £30 per hour.	

If a booking were for more than one of the above the second and subsequent items cost would be reduced by £5 per hour.

Bookings requiring bulk combinations of rooms or for a number of days will be considered on an individual basis. Requirements for facilities not covered above will be considered separately.

Invoicing

One off bookings will be invoiced and payable in advance.

On-going weekly booking will be invoiced in arrears on the last day of each calendar month.

The school reserves the right to change to payment in advance if at any point payments are not paid by the due date.

Insurance

Non-commercial users that do not have their own liability insurance will be charged an additional 7% of the letting fee.

Commercial users must have their own insurance cover including public liability to a limit of not less than £5 million. A copy of the insurance cover note should be provided prior to the letting.

Appendix 2 – Conditions of Use

CLEEVE PARK SCHOOL CONDITIONS FOR LETTING SCHOOL PREMISES

Conditions relating to Use of School Premises other than for School Purposes

- (1) Applications for hire must be made in writing on the schools application form.
- (2) Where an organisation is hiring the premises, the organisation and its members shall be jointly and severally liable.
- (3) The Hirer shall not cause or allow the premises to be used for any purpose other than that which the application has been granted, and the number of persons using the premises shall not exceed that authorised.
- (4) It shall be the responsibility of the hirer to ensure that the conditions of the licence are adhered to by all persons making use of the premises under the terms of the hire.
- (5) The Hirer shall STRICTLY observe the times of hire and shall NOT exceed these times.
Users will be charged double hire for breaking into the next hour.
- (6) The governing body reserves the right to refuse any application without stating reasons.
- (7) Any fee for hiring shall be in accordance with the scale of charges determined by the governing body, subject to revision from time to time, and further charges may be levied if additional personnel or other costs are incurred by the hiring of the premises.
- (8) The hire fee shall be paid in full upon signing the application form together with any returnable deposit required save where alternative arrangements are made.
- (9) The Hirer shall notify the governing body in writing of any cancellation of booking. A cancellation fee will be incurred if less than 21 days notice is given. If any less than 7 working days notice is given, the whole of the hire charge may be retained by the school.
- (10) Any damage caused to the premises shall be compensated to an extent considered reasonable in the absolute discretion of the governing body within seven days of a written demand.
- (11) The governing body shall not be liable for any damage to, or loss of any property, articles or things whatsoever that may be brought to the premises by the Hirer or other persons using the premises.
- (12) Without prejudice to any duty or requirement imposed on the governing body/school under any of the relevant provision, the Hirer shall (in accordance with the Health and Safety at work Act 1974) take measures reasonable to a person in his/her position, to ensure that all means of access to or from the premises are available for use by persons using the premises, any plant or substance in the premises, or as the case may be, provided for use there, is safe and without risk to health.
- (13) The Hirer and users of the premises will be required to be aware of and comply with the school's emergency evacuation procedures.
- (14) Table and seating requirements to be ordered in writing on application.
- (15) The governing body reserves the right to change rooms without prior notice.
- (16) Access is strictly restricted to those rooms forming the hired area and any toilet facilities and circulation area as directed, subject to a penalty or additional fee if an unauthorised area is used.

- (17) Group members and their behaviour remain the responsibility of the Hirer and the Hirer should therefore ensure group members remain within the area to which their group has been allocated.
- (18) There shall be no variation to the conditions without prior agreement in writing of the governors.
- (19) No copyright work shall be performed without the licence of the owner of the copyright and the payment of any appropriate fees and the hirer shall indemnify the governing body against any penalty or sanction for any infringement of copyright which may have occurred during the hiring.
- (20) The hirer shall not use the hired premises for any purposes or activity for which a licence is necessary unless such a licence is in force.
- (21) The hirer shall strictly observe the conditions of any licence granted and shall be deemed to have notice of any conditions attached.
- (22) The hired premises shall not be used for the sale or display of goods or services or for any public entertainment unless agreed with the governing body.
- (23) Sporting activities will not take place inside the hired area without the prior written approval of the governing body.
- (24) There shall be no smoking on any part of the school premises or grounds in accordance with the no smoking policy.
- (25) No alcoholic drinks shall be brought on to the premises save where an appropriate licence has been obtained and the specific permission of the governing body has been received.
- (26) The school is NOT licensed for the sale of alcohol and the governing body will not support any applications for a licence to sell alcohol.
- (27) No film or video shall be shown in the hired area without the prior consent of the governing body who may require the hirer to give a preview of the film to such persons as directed.
- (28) The hirer is responsible for the health and safety of all persons using the area and must make him or herself fully aware of the fire precautions and procedures in existence.
- (29) No notices or placards shall be affixed to, lean upon or be suspended from the parts of the premises.
- (30) No electrical apparatus shall be brought on to the premises without the express consent of the governing body.
- (31) No bolts, nails, tacks, pins or other similar objects shall be driven into any part of the premises.
- (32) The use of any floor dressings on the floors of the school is strictly forbidden. The use of dry ice is also forbidden.
- (33) The hirer shall be liable for all damage caused and shall indemnify the governing body against all loss, damage and expense, whether direct or indirect, unless solely and directly due to the negligence of the governing body and any such damage shall be reported immediately to the governing body.
- (34) The hirer shall be liable for, and shall indemnify the governing body against, all and any expenses, liability, loss, claim or proceedings whatsoever arising in respect of personal injury to or death of any person or damage to any property arising directly or indirectly from the hire unless due solely to the negligence of the governing body.
- (35) The hirer shall obtain insurance against its legal liabilities to third parties with a limit of indemnity of at least £5 million for any one incident.

- (36) The hirer shall not permit any animal to enter or remain in the hired area unless agreed beforehand, subject to the provision that agreement will not be unreasonably withheld for the entry on the area of guide dogs for persons with visual or hearing impairments.
- (37) The hirer shall take all reasonable steps to ensure that no noise or other nuisance is created which would affect others using other parts of the premises or the owners and occupiers of neighbouring or adjoining properties.
- (38) The music level must NOT be loud enough to be heard outside of the school boundary (after 7.00pm) and consideration of other school users must be given during the daytime.
- (39) No motor vehicles shall be permitted entry on the site without the prior written consent of the governing body and any vehicle entering with consent shall not be parked in a manner causing obstruction or impedance to the movement, entry or egress of vehicles carrying out necessary duties for or on behalf of the emergency services.
- (40) The governing body may suspend or cancel any hiring of the premises without stating the reasons for so doing, subject to the repayment of the hire fee if cancelled before the commencement of the hire period.
- (41) The governing body reserves the right to cancel any booking giving as much notice as possible and will refund the deposit fee if already paid. Alternative accommodation at the school will always be sought first.
- (42) There shall be no variation to the conditions of hire without the approval of the governing body and any authorised officer of the governing body, in the discharge of his, her or their official duties, shall be allowed right of entry to the hired area at all times.
- (43) The hirer shall leave the hired area and the educational premises in a clean and orderly state.
- (44) The hirer shall ensure that no persons using the area be permitted to use shoes with stiletto heels or other footwear which may, in the opinion of the governing body, be damaging to the floor surfaces of the hired area or the educational premises.
- (45) The hire of any area does not include the use of any equipment except where specifically agreed and subject to any fees deemed appropriate by the governing body.
- (46) Kitchens and catering equipment shall not be used unless approved by the Business Manager and subject to any such conditions as he or she may give.
- (47) The disposal of refuse bags containing function waste shall be the responsibility of the hirer, subject to further costs being required to be paid by the hirer if this provision is not complied with.
- (48) The hirer shall not permit the hired area or any part thereof to be used by others than the hirer.