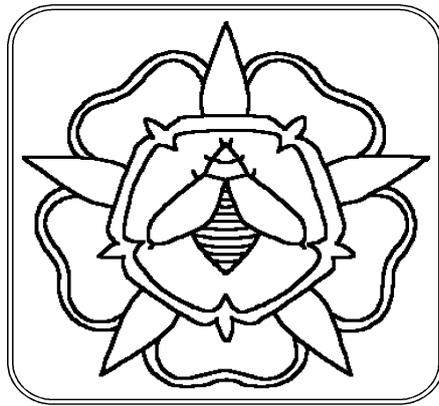


Round Hill Primary School



LETTINGS POLICY

Date of review	Autumn 2016
Signed	
Chair of F&GP	
Head Teacher	
Date	
Next Review	Autumn 2019

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Introduction

This policy serves as the Round Hill Governing Body's agreed position on the use of the school for lettings, i.e. use of the facilities beyond the school's core purpose.

The policy will be reviewed every two years; its monitoring and review are the responsibility of the F&GP committee. The review should include user and wider stakeholder feedback.

The day-to-day operations connected to lettings are the responsibility of the school's Business Manager. Elements of the day-to-day operations may be delegated by the Business Manager to other staff, e.g. the raising of invoices, taking bookings and liaising closely with the school's site manager.

The standard operating procedures connected to lettings activities are set out in Appendix A.

Purpose

The purpose of the lettings policy is to offer broad principles to support the school's staff in operational decision-making, e.g. around suitable individuals/organisations for lettings.

Audience

This policy is owned by Round Hill's Governing Body, which delegates its review to its Finance & General Purposes committee.

The policy is available on the school website. Its principal audience is those individuals, groups or organisations interested in, or committed to a letting arrangement with the school.

Policy statement

Round Hill school and its facilities are a community asset. As such it is right that the school seeks to make itself available for use by the local community, subject to a number of terms and conditions, which are set out in the following sections.

That notwithstanding, all bookings and requests for bookings are subject to scrutiny by the school's staff and the school reserves the right to reject any letting request and to terminate any ongoing letting, should the school believe it has reasonable grounds to do so.

All users, both the hirer and their customers (either children or adults) do so at their own risk. The school accepts no liability for injury, damage or loss whilst our premises are being used. It is the responsibility of the hirer to make appropriate insurance arrangements.

It is the responsibility of customers, or in the case of children, their parents, to ensure they are satisfied that appropriate insurance and safe-guarding arrangements (including DBS) of the hirer are in place.

Cost recovery

Any letting incurs costs for the school, e.g. in terms of wear-and-tear, caretaking, cleaning, administration etc. As such charges will be a feature of this policy. For details on current charging structure, see Appendix D. These charges are subject to annual review.

Any surplus the school makes from its lettings is, of course, invested in the school's core budget.

Charges for short notice cancellation of a booking also apply. See Appendix B for details.

Prioritisation

Should the school be required to prioritize between more than one booking request, the following will be taken into consideration in the order set out. The final decision is the school's. Where we cannot reasonably accommodate a potential letting, we will seek to negotiate an alternative timing with the interested party.

- School activity will always take priority, e.g. parents' evenings, school plays/concerts
- Round Hill Association activity will be prioritized above all other organizations/individuals, in respect of the work they do to support the school
- Roundabout After School Club activity will be prioritized above all remaining organizations/individuals. Beneficiaries of the activity: activities aimed at children and young people will take precedence
- Repeat bookings: individuals and organizations with an existing letting arrangement with the school will take precedence
- Bookings from individuals with a close/direct link to the school will take precedence, e.g. a member of staff, a parent or group of parents
- Not for profit activity will take precedence

Exclusions

Whilst Round Hill is committed to being an inclusive school and one that plays an active role in the life of its wider community, we do reserve the right not to accept bookings from organisations we believe risk associations being made that could detriment the school's reputation.

In addition the school will not accept any bookings from any single political organisation.

The school would consider hosting multi-party events, e.g. in the run up to local, national, or European elections.

The school has systems in place to ensure the school is a safe environment for all pupils and staff, and actions are taken to address any concerns about children's safety and welfare. This includes measures to protect staff and pupils from extremist views that contradict fundamental British values. Any letting must not disseminate extremist views or seek to radicalize any person present, and any person suspected of such actions will be reported to the appropriate bodies.

General Right to Cancel

The school may cancel any hiring if in its opinion the organisation to which the premises are hired contravenes the School's Equal Opportunities, Multicultural or other policies including the Prevent Duty.

The premises shall not be hired to the following organisations:-

- a) The National Front
- b) The New National Front
- c) The British Constitutional Movement
- d) The British Movement
- e) The League of St. George
- f) Column 88
- g) The British Democratic Party
- h) The British National Party
- i) Any other Organisation which has racist aims

Appendix A

Operating guidelines for lettings: this appendix is for Round Hill staff

1. Application form

Any person or organisation requiring use of school premises should be asked to complete an application form giving relevant details of the facilities required. Appendix A is also given out with the booking form. (Appendix B Hirers of rooms at Round Hill Primary School)

2. Processing the application

- a. Check the letting diary - ensure times/accommodation is available. (Consideration to be given to school events.)
- b. Inform Site Manager of letting - giving the green copy of booking form. Special requests should be identified e.g. setting up chairs/tables. The Site Manager will liaise directly with the hirer if necessary.
- c. The copy of application which incorporates the standard conditions of hire should be returned to the applicant when the application has been approved. (White copy of Letting Form CC110 plus emergency phone number for caretaker)

3. When the letting takes place

Details of letting to be entered on Caretaker's Book of lettings held.

Hirer to sign Caretaker's Book before letting takes place. This confirms facilities used and duration of letting.

At the end of each month the original and 2nd copy of the return is passed to the school office for further actions.

4. Actioning Caretaker's Payment for Lettings

- i. Cross check details with original letting application.
- ii. Bottom copy in the book to be retained in office.
- iii. Yellow copy: returned at the end of the month to the Site Manager with letting fees written on and date claimed
- iv. White copy to Admin Assistant for billing.

5. Charge to hirer

Type of user to be identified and determined the appropriate scale for charging (see appendix c). Charges have been determined by the Governing Body's Finance & General Purposes committee.

Charge to be entered on top copy of caretaker's return, in appropriate column marked 'office use only'. The corresponding invoice number will be in the next column.

Invoice is made out to hirer, in triplicate. Original to hirer with a compliment slip, plus Questionnaire Appendix C.

A 2nd copy is retained for payment control purposes (to chase payment or receipt), third copy remains in book

6. Acknowledgment of receipt of payment

Issue original copy of receipt for all income received to the Hirer. Receipt book is in triplicate. 2nd copy is filed in 'paid' file with the first copy of invoice. Third copy remains in book.

7. Banking of income

All income is paid into the school's bank account on bank paying in slips in accordance with Financial Regulations.

APPENDIX B

Guidance/instructions to all hirers

- Full conditions of hire are detailed on Lettings Application Form
- A returnable deposit of £250 is payable before the event (Weddings and Private Parties). This will be returned when the full conditions of hire have been adhered to
- Lettings based on up to 4 hour sessions up to 10.00pm
- Minimum fees apply – see appendix D
- Additional fees for extra hour after 10.00pm apply
- (1 hour fee relevant to that day of the week).
- In the event of an emergency call
 - 999 for emergency services¹ or
 - Site Manager (phone no will be issued at the confirmation of booking).
- Please check your emergency exits before letting commences.
- We operate a No-Smoking Policy
- Classrooms are not available for hire
- Refreshment facilities available £5 additional charge
- Stage Lighting £10 additional charge (school does not provide an operator)
- Minimum 24 hours' cancellation notice required or full fee charged
- Car park - approximately 20 spaces are potentially available on site, (the school cannot guarantee any/all will be available). In addition there is a public car park on Foster Avenue - 250 metres away
- Cars are parked in the car park at the owner's risk
- Hall – maximum capacity: Seated 250; with tables 96.
- Hall – size 18 x 11 meters
- Access to the room(s) reserved will be made available at the times specified on the forms. Please ensure that you have allowed enough time before, and after the event, for preparation and clearing away
- It is the responsibility of the person named on the form (The Hirer), to comply with Health and Safety requirements, and ensure that before using the Hall, it is suitable for purpose, and safe to use.

¹ Should the Emergency Services invoice the school for any call out, we reserve the right to pass these charges in full onto the hirer.

- The rooms hired must be left clean and tidy. All tables and chairs must be wiped down, floor spillages wiped up, and the floors swept. Any crockery used, must be washed, and returned to the cupboards
- All damages/breakages will be charged to The Hirer.
- Please do not stick anything on the walls or windows with drawing pins, blutac, self-adhesive tape, or similar materials.
- Access is limited to the hired rooms only.
- School equipment(unless requested on the booking form) is not available to anyone other than school staff and supervised pupils, during school times
- The Hirer is responsible for ensuring that all emergency procedures are followed, and must familiarise themselves, and understand, the emergency procedures, which are displayed in the entrance hall
- The Hirer or responsible person must be must be on the premises at all times
- The school Kitchen is not available for use during lettings (unless a school event).The cooking of any food is not permitted unless previously agreed with the school.
- It is the responsibility of the Hirer to arrange their Public Liability Insurance for the event. All Hirer's electrical equipment must be tested for safety, and have a valid PAT (Portable Appliance Test) Certificate, which must be available for inspection.
- Any breach of any of these conditions may result in the school refusing the user future bookings.
- All other areas of school (not booked), including the adjoining school premises and grounds, are strictly out of bounds.
- Fire doors must be kept closed, and only opened during an emergency.
- Please ensure that any publicity material for your letting at the school clearly shows that, whilst your event is held at Round Hill Primary School, this does not mean that this is a school activity.

And add this phrase to any leaflets you give out regarding your letting:

'Your attention is drawn to the fact that although this letting is taking place on Round Hill School property this is not a school activity.'

I have read, understood, accept and agree to be bound by the above conditions

Hirer to sign

Date

School has received a £250 returnable deposit (if applicable)

Signed on behalf of Round Hill Primary School

Date

Appendix C

Fees and charges, all in £

	Hall / AV room / Dining room		
	Mon to Fri	Saturday	Sun & Bank Holidays
1 hour	25	35	45
2 hours	30	40	50
3 hours	45	55	65
4 hours	50	60	70

Minimum fee is the charge for 1 hour and rounded up to the nearest ½ hour after that for each booking charges are before 10.00 pm.

No lettings after 10pm except for the RHA (Parents' Association) or by negotiation with Site Manager

Extra hour after 10.00 pm or additional use of 2nd room (up to 4 hours) Mon-Fri £20 Sat £30 Sun £40

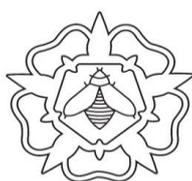
Staff rates for a letting Monday – Friday = £15.00 per hour between 4.00 pm and 6.00 pm.

Staff discount

15% discount off standard rate after 6.00 pm.

Block booking rates

Block booking rate – discount of 15%, e.g. if booking 1 or 2 full weeks of school premises.



Round Hill Primary School
Participate, Excel, Be Proud!

Appendix D

Lettings/Hirer Evaluation

Please complete this evaluation of your time at our school, in order to help us give you the best service possible.

What type of activity did you run at Round Hill Primary School? (e.g. Sport, training session, party, dance, theatrical etc.)	
Which room(s) did you use?	
How did you find out about our school?	
Optional: Your name If you are willing to be contacted to discuss any aspects of your feedback, please leave contact details.	

Please rate the following:

	Poor	Satisfactory	Good	Excellent
Ease of booking				
Facilities				
Clarity of school's expectations of you				
Professionalism of staff				
Cleanliness				
Value for money				

If you chose less than excellent, how could these be improved?

	Definitely not	Probably not	Possibly	Definitely
Would you recommend the school to others?				

Any other comments?

Thank you for taking the time to fill out this form.

Return address

Tanya Walters
 Round Hill Primary School
 Foster Avenue
 Beeston
 Nottingham
 NG9 1AE

Email

office@roundhill.notts.sch.uk