



## Lettings Policy

### Alwyn Infant School and Courthouse Junior School Federation

**Approved by:** Governing Board

**Date:** May 2024

**Last reviewed on:** Summer 2022

**Next review due  
by:** Summer 2026

## **GENERAL POLICY**

It is the policy of the Governors to offer every reasonable opportunity for the development of social, cultural and recreational facilities at the school.

In order to facilitate this, the Governors agree to General Lettings. Any application for Leases or Licences as defined in the aforementioned policy to be considered by the Finance Committee in the first instance and thereafter considered by the Full Governing Body.

The Governors agree to hire to community and after school clubs and providers as agreed with the Executive Headteacher.

All applications for the use of school premises must be submitted to the School Business Manager for approval.

## **HIRE PROCEDURE**

An Application for the Hire of School Accommodation and Equipment together with the School Lettings Policy detailing the Conditions of Hire is sent to the prospective hirer. The completed application form together with the signed Conditions of Hire should be returned to Alwyn or Courthouse (at which school the hirer is taking place) well in advance before the event is due to take place.

An Authorisation and Account for School Letting detailing the hire charge is then sent to the prospective hirer.

## **CONDITIONS OF HIRE**

- Hirer to acquire any necessary licence
- 3 days' clear notice of cancellation.
- The schools seek long term hire agreements, these are agreed only subject to the following requirements being met:
  - o Suitable background checks and information
  - o DBS checks
  - o Compliance, H&S and other legal training checks
  - o Presentation of public liability insurance information
  - o Signed lettings agreements
  - o References
- Additional cleaning to be charged to hirer or covered on their own behalf to the established standard of the school
- Hirer accepts responsibility for damage or theft of school property
- Hirer to accept responsibility for all First Aid and Health and Safety regulations
- School accepts no responsibility for loss of personal property
- No equipment to be brought onto the premises without prior approval
- Hirer should familiarise him/herself with escape routes, telephone, fire alarms and firefighting equipment
- Hirers and their guests will be asked not to wear stiletto heels in the hall
- The school has a no smoking policy.

### **COSTS FOR COMMERCIAL LETTINGS**

Please refer to the school's current lettings schedule for details of current lettings cost. This is only applicable for Courthouse Junior School. The costs information is available from the School Business Manager and published on the school website.

### **OTHER LETTINGS**

The Executive Headteacher has discretion over charges where only Alwyn and Courthouse pupils are involved at either end of the school day.

Letting costs are reviewed annually, the major elements being site controller and cleaners' salaries and energy costs. To this is added any % profit agreed by governors. 'Wear and Tear' is added at an estimated cost per session. If the school kitchen is required, the arrangements must be made with the contractor.

Lettings for the Local Authority and PTA are made at 'cost' only to the school. The school is not used as a polling station.

All monies received for lettings are paid into the delegated school budget.

Appendix 1:

**CONTRACT FOR THE HIRE OF SCHOOL ACCOMMODATION AND FURNITURE BY INDIVIDUALS, FIRMS AND COMPANIES.**

. IF HIRING IS REQUIRED ON BEHALF OF A CLUB THE CONTRACTING PARTIES SHALL BE THE SCHOOL AND AN OFFICER OF THE CLUB AND THE HIRER SHALL BE LIABLE TO THE SCHOOL FOR ALL DEBTS THAT SHALL ARISE UNDER THIS AGREEMENT.

**IN CONSIDERATION OF ALWYN INFANT OR COURTHOUSE JUNIOR SCHOOL AGREEING TO LET ME**

NAME .....

ADDRESS .....

POSTCODE ..... TELEPHONE NO .....

OCCUPATION .....

The following accommodation (state your requirements/rooms/hall/accommodation/etc).....

PLUS (where applicable) any additional furniture, equipment or facilities (e.g. School Piano/Radio/TV/Shower facilities etc. Please specify.....

FOR THE PURPOSE OF (State purpose of Letting).....

ON (Insert Date(s).....

FROM (Insert Times).....to.....IN ACCORDANCE WITH THE SCHOOL'S LETTING POLICY, CONDITIONS OF HIRE AND SCALE OF CHARGES.

I HEREBY AGREE:

- 1 To hire and use the said accommodation/ furniture in accordance with the schools lettings policy and conditions and charges which I confirm that I have seen and read.
- 2 That the School may at its discretion demand full payment of its charges or part thereof in advance be it before or during the duration of this agreement whereupon I shall pay the School's charges on demand.
- 3 That I have read, understood and shall observe and fulfil all the following Conditions:
  - a) I agree that all requirements relevant to the letting will be complied with including obtaining an necessary licence (e.g. for the sale of intoxicating liquor) and that all personnel employed by the hirer or involved in any activity concerned will be advised of these conditions
  - b) I shall not bring any dangerous or toxic substances on to the premises
  - c) Three clear days notice is required in the event of the need to cancel a booking. If due notice is not given I will be required to pay the full hire charge
  - d) VAT may be applicable in certain circumstances and for certain lettings. I have enquired at the time of booking whether VAT is payable
  - e) I will ensure that a responsible person will be present on the premises at all times during the period for the letting
  - f) I accept full responsibility for the damages to or theft of the School's and the Royal Borough of Windsor & Maidenhead's property occurring during the period for which the premises are hired
  - g) I shall notify the School of any damage resulting from the hire of the premises within 24 hours of such hire
  - h) Any cleaning undertaken which, in the opinion of the Officers of the School, occurs as a result of the hiring and outside the scope of the agreed hire charge, will be charged to me at the appropriate rate

- i) The School and the Royal Borough of Windsor and Maidenhead accepts no responsibility whatsoever and howsoever caused, for the loss of personal property brought into or left in the premises during the letting
- j) If I discover a hazard in regard to access to School premises or the furniture to be used, I shall take action to make the School's representative aware of the hazard
- k) I agree that no school equipment or furniture will be used without the prior approval of the Headteacher of the School or the School's representative, as the case may be, and that the installation of my equipment will be carried out by competent personnel
- l) I accept that I should familiarise myself with the position of telephones, escape routes, fire alarms and fire-fighting equipment. Notices regarding the procedures in relation to action in the event of a fire will also be studied and the information passed on by me to the users and any other person concerned
- m) I shall not during the hire period cause or permit any nuisance or annoyance to any other users of the premises or to persons living in the locality of the premises
- n) I shall indemnify the School and the Royal Borough of Windsor & Maidenhead against all claims, costs, demands, expenses, actions or liabilities howsoever caused, arising from the use of the premises including, where appropriate from the use of the swimming pool by myself apart from claims and actions arising through the negligence of the Royal Borough of Windsor & Maidenhead, its servants or agents, the School or its governing body
- o) I further agree to effect Third Party insurance against any legal liability for loss, damage, demand or proceedings whatsoever, arising under any statute or at common law for damage to property, which shall include the hire premises, or personal injury or death of any person whosoever, caused during or by circumstances arising from, related to or connected with the hire of the premises on the following basis:-
  - I. Accidental bodily injury including death to third parties and further in respect of damage to their property - not less than £5million
  - II. Accidental damage caused by fire to the premises on hire - £5million
  - III. Accidental damage caused to the premises on hire other than fire
- p) In accordance with Paragraph (o), I agree to demonstrate that my own insurance cover satisfies the specified conditions.
- q) I acknowledge that should I fail to pay the hire charge or any part thereof the School or the Royal Borough of Windsor & Maidenhead may pursue this as a debt and shall be entitled to charge interest on any amount outstanding after the date on which it has become due i.e. within one month from the date of the account.
- r) I agree responsibility for the safeguarding of all children in attendance, including ensuring that all pupils are released safely to parents before leaving the premises.
- s) I acknowledge that any safeguarding concerns which are brought to the attention of the school relating to any organisation letting the school premises will be reported immediately by the school to the Local Authority Designated Officer (LADO)

SIGNATURE OF HIRER .....(individual)

OR  
 AUTHORISED SIGNATORY .....(on behalf of company)

POSITION.....

DATE.....

WITNESSED BY .... (NAME OF WITNESS, Block Letters)

(Signature) .....

ADDRESS OF WITNESS .....

.....POSTCODE.....

OCCUPATION .....

The account in respect of payment for hire of the said accommodation/ furniture should be forwarded to ...

.....

If the hirer is a firm this Agreement must be signed by a partner of the firm. If the applicant is a limited company this Agreement must be signed by a director or the secretary of the company. This form is to be returned to the school concerned at least 7 days before the proposed date of letting.