



Lettings Policy

Next review: June 2020

BICKLEY PRIMARY SCHOOL

LETTINGS POLICY

Introduction

We believe that some areas of the school building and grounds should be available to let to parents and others in the local community, including individuals and organisations. This policy ensures that all those who use the school facilities are treated fairly.

The facilities are available throughout the year when not required by the school, and when caretaking services are available.

All lettings and charges are at the discretion of the Head Teacher and the Local Committee. This policy and the Terms and Conditions of Lettings are made available to any person making enquiries.

Letting Procedure

- The terms and conditions and charges are made available to all parties on enquiry concerning lettings
- Applicants are required to complete the Use of Education Premises form and submit to the SBM in the first instance
- Evidence of public liability insurance with an indemnity limit of £5,000,000 is required.
- All agreed lettings will be entered onto a record which is available to the Head Teacher and the Local Committee on request
- Regular lettings will be invoiced 2 weeks in advance, half termly
- A receipt will be issued by the school for all payments
- The Head Teacher or nominated representative will have the final decision in all applications and conditions for the hire of the school and grounds

Deposit

For one-off lettings a returnable deposit of £100 will be levied to cover damage or exceptional cleaning costs incurred by the school. This will be returned after satisfactory completion of the letting.

Cancellations

Seven days notice in writing on either side must be given if a letting is to be cancelled. All monies will be returned provided this notice is given.

Licences

A copy of any license permissions eg: alcohol licence, must be given to the SBM, and kept in the office.

Caretaker

The Caretaker should be informed of all lettings, whether or not he will be on duty for the letting. If the caretaker is not on duty, the person responsible for supervising the letting must know the procedures to be followed in the event of an emergency, eg. the whereabouts of first aid supplies, fire extinguishers and emergency exits. He/she must also know the procedure for reporting any damage to property or premises and ensure that a report is submitted.

Security and Keys

The Head and Chair of the Governing Body should agree on who may hold the keys to the premises. The LA, Police, Fire and Security Services should hold the names, addresses and telephone numbers of the key holders. It is important that the correct procedures are followed or any claim on insurance could be jeopardised.

Use of Premises for Parliamentary, Local and European Elections

The Returning Office may use any part or all of a school for the purpose of the election. The candidates in such elections are entitled to use 'free of charge', at reasonable times, a suitable room in the school for public meetings. 'Free of charge' means that the school cannot make a 'hiring' charge for this use of the premises. However, any expenses incurred in preparing, heating, lighting, cleaning the rooms or caretaking costs, are met either by the Returning Officer or the candidate, as appropriate.

Emergency Procedures

An emergency plan is available for each letting and the caretaker will ensure that the organiser is aware of the fire exits and muster points before the event takes place. The organiser must also indicate on the hire form that they have read the Health & Safety and Emergency Action Plan procedures.

Site Capacities

The Local Committee have a legal responsibility to comply with the maximum figure allowed under health and safety requirements for their premises. The hall has a maximum capacity of 200.

Children with SEN

All individuals / groups running clubs for pupils will include on the information from parents sheet a section asking the parents to list any specific SEN and / or behaviour needs their child has. The person running the club will then be expected to meet the child's additional needs as far as is reasonable. The school office will have a list of all Bickley pupils with an ISA or with extreme behaviour or medical needs, and will check with each club that they are aware of these pupils' needs in particular.

Cases of Disorder

If a member of the hire party is deemed to be under the influence of drugs or exhibiting drunken behaviour or is verbally or physically aggressive, they will be asked to leave the premises by the Caretaker. If they refuse, the police will be involved.

Complaints

In the first instance a complaint should be taken up with the SBM.

If the SBM is unable to resolve the problem satisfactorily, the complaint is passed on to the Head Teacher. Should the complaint still not be resolved it will be passed on to the Local Committee. Their decision will be binding on all parties and not subject to any appeal.

Unsuitable Lets

The Local Committee will retain an absolute discretion to determine what it is an unsuitable let.

In all instances, the decision as to suitability will rest with the Local Committee.

The Head Teacher is authorised to make day-to-day decisions on behalf of the Local Committee and may seek advice from the Chair of Governors and/or the Local Committees about any aspects of implementing this policy.

Review

This policy is the responsibility of the Local Committee, and will be reviewed and evaluated at regular intervals with the approval of the Local Committee.

June 2020

