



The Colleton Primary School

Colleton Drive
Twyford
Berkshire
RG10 0AX

T (0118) 934 0530

F (0118) 934 4641

E admin@colleton.wokingham.sch.uk

www.colleton.wokingham.sch.uk

LETTINGS POLICY

It is the policy of the Governing body to open the school for letting with the objectives of:

- maximising use of the site for the benefit of the local community (providing there is no detriment to the school or its site)
- optimising the revenue of the school from such activities

Groups and individuals may hire certain school facilities, subject to availability and in accordance with the terms and conditions for hire. Such terms and conditions for hire, and the overall policy for lettings, are to be determined by the School Governors.

The following policies apply:

- 1 Use of the school premises for school educational purposes will take priority over lettings.
- 2 The Governing Body will set charges for lettings that are designed to provide an adequate profit margin for the school taking into consideration market conditions and the community benefits to be obtained from lettings.
- 3 Income derived from lettings will be applied to the school budget, and costs of lettings will be met by the school budget.
- 4 The school will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute (see point 5 for decision making).
- 5 Decisions whether to permit lettings will be made by the Headteacher, in accordance with this policy.
- 6 Charges are to be reviewed annually, with any changes to be effective 1st September each year. The level of charges will be determined by the type of user and proposed function. Different charges will apply to regular lettings (defined as at least 8 times per term, booked in advance) and single functions. A different charging structure will apply to lettings that benefit the children of The Colleton.
- 7 All hirers are to be provided with full terms and conditions at time of booking and must complete the Application to Hire form.
- 8 The school's representative on site, or on call, during functions has the authority to take any necessary action to protect the school's interest during any letting.
- 9 Lettings may be available for weddings, adult parties, discos or similar functions at the discretion of the school.
- 10 The Colleton School Association (CSA) will not be charged for lettings provided all the net proceeds are used to benefit the children of The Colleton School. The CSA must provide evidence that they hold adequate insurance for all events held on the school site.

- 11 Charges may be reduced or waived at the discretion of the Headteacher if it is felt that there are community or educational reasons for doing so, providing that in no circumstances can lettings be made at below cost.
- 12 All lettings will be subject to appropriate and adequate accounting procedures, including the invoicing of VAT where relevant.

Appendices

- 1 Terms and Conditions
- 2 Caravan club rules
- 3 Level of Charges

Responsibility: Sites & Buildings
Reviewed: Biannually
Author: Carol Simpson
Last Review: May 2016
Next Review: May 2018
Ratified: 16th June 2016

TERMS AND CONDITIONS OF HIRE

- 1 An Application for Hire form should be completed and returned to the school, normally at least two weeks prior to the proposed date of hiring.
- 2 Confirmation or otherwise of the booking will be given in writing within one week of receipt of the Application for Hire form.
- 3 All hirers must either
 - a Carry sufficient third party liability insurance to satisfy Wokingham Borough Council requirements (currently £5 million), or
 - b Pay an insurance premium of 10.50% of the hire charge (minimum charge £2.65)
- 4 Regular lettings will be invoiced monthly or termly in advance and payment is required within 7 days of invoice. Payment for single events will be required at least 7 days prior to the letting.
- 5 A refundable deposit of £300, payable at the time of booking, will be required from hirers for single events. In the event of additional costs being incurred for damage to school property or additional cleaning, such charges will be deducted from this deposit and the balance returned to the hirer. In the event that the additional costs exceed the deposit, an invoice will be issued to the hirer and payment of the balance is required within 7 days of invoice.
- 6 Any damage to the school premises or the property therein will be the responsibility of the hirer who will be required to make good any damage, or pay the costs of making good.
- 7 Seven clear days' notice is required if a booking is to be cancelled. If due notice is not given, the hirer will be required to pay the full hire charge.
- 8 The school will try to plan educational events so as not to clash with regular lettings but where this is not possible they will aim to give half a terms notice of any change to location or date or cancellation. School educational activities take priority over lettings. If a letting is cancelled by the school a full refund will be given. The school accepts no responsibility for any losses as a result of cancellations and will not pay any compensation.
- 9 The hirer must ensure that a responsible person is present on the premises at all times during the period of the letting and that the building is secured as instructed by the Site Controller.
- 10 The Headteacher will determine for each letting whether a member of staff will be on site during the letting or whether the hirer will be given contact details of a member of staff who is on call.
- 11 Hirers should not access the premises prior to the booking period and must have left the premises by the end of the booking period.
- 12 Any additional cleaning or tidying up time required as a result of the let will be the subject of an additional charge.
- 13 The school accepts no responsibility for the loss of or damage to personal property brought into or left on the premises during the letting
- 14 The hirer must agree that no equipment will be used without the approval of the Site Controller and that any installation of the hirer's equipment will be carried out by competent personnel.
- 15 The hirer accepts that they should familiarise themselves 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 should also be studied and the information disseminated.
- 16 All events must terminate by eleven pm. All users must vacate the school site by midnight and therefore any music etc. must be terminated well in advance to ensure vacation by midnight.
- 17 The school operates a no smoking policy. No hirers or attendees of functions may smoke anywhere on the school site.
- 18 No dogs, other than service dogs, are permitted on the school site. A special dispensation is made for Caravan Club rallies where well behaved dogs are allowed in caravans or on leads on the tarmac areas.
- 19 The hirer should ensure that all appropriate licenses are in place.
- 20 The hirer will not do or permit anything to be done which may constitute a nuisance or annoyance to other users of the school or to residents of properties adjoining the premises.
- 21 Complaints should be referred to the school office in the first instance in accordance with the complaints policy.