



KESGRAVE HIGH SCHOOL

LETTINGS POLICY

Introduction

The Headteacher is responsible for the management of lettings, in accordance with this policy. The Headteacher may delegate all or part of this responsibility to other members of staff (e.g. Business Manager), whilst still retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, they will consult with the Chair of the Governing Body or Chair of the Premises Committee which has been given delegated authority to determine the issue on behalf of the Governing Body.

Definition of a Letting

A letting may be defined as “any use of the school premises (buildings and grounds) by either a community group, or a commercial organisation”.

A letting must not interfere with the primary activity of the school, which is to provide a high standard teaching and learning environment for all its pupils.

Use of the premises for activities such as staff meetings, parents’ meetings, Governing Body meetings, out of school hours learning / study support activities or any other extended services which support the raising of attainment and achievement, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school’s delegated budget.

Use of the Premises

The school will ensure that all hirers comply with the conditions laid out in the Hire Agreement for Use of Premises at Kesgrave High School form which is issued to all hirers.

The school will keep records of inspection to ensure that the rooms made available for hire are checked on a termly basis to ensure that they are in a suitable condition for the specific activity for which they are let. The school is not responsible for hirers’ activity or for undertaking risk assessments of the hirers’ activity but will ensure that the activity and the hired room available are compatible.

Security of the Premises

Entrance to the school will be via the most appropriate entrance which will be opened by the custodian at an agreed time. For security reasons, the school keys will not be available to the Hirer. The custodian will be responsible for securing the premises at the end of the event.

Fire Procedures

The school will ensure that school lettings are incorporated into the fire evacuation plan and that the plan is updated each half term.

The school is responsible for instructing a hirer on the fire emergency procedures and providing contact details of the duty custodian. The school will obtain a signature from the hirer to effect that they have been instructed accordingly and contact details provided to them.

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In the event of a fire, incident or near miss, the school will ensure that an Incident Report Form is made available to the hirer for completion. The school will follow up the report to ensure that it is completed correctly and that an investigation is undertaken.

Child Protection

The school will ensure that copies of DBS certificates are obtained from those hirers who instruct children and/or vulnerable adults plus certificates for any coaches who the hirer may also employ to assist with their activity.

Security and Lone Working

The school is responsible for the securing of the premises at the end of each letting and therefore the school's Lone Working protocol should be read in conjunction with the Lettings Policy.

Charges

Charges will be proposed annually by the Finance Committee and ratified or otherwise by the Governing Body.

Agreement & Invoicing

The school will prepare and issue a Hire Agreement for use of the Premises at Kesgrave High School for every letting, which will be signed by both parties.

A deposit of 20% of the overall hire cost (minimum £50) will be levied at the time of booking. Any balance will be invoiced two weeks before the letting takes place.

If additional services are required such as a Theatre technician is required on site, fees will be discussed prior to the event taking place and invoiced after the event.

In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions to this under certain circumstances).

CONDITIONS OF USE

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The Hirer's Obligations

The Hirer agrees that they will:

1. Be responsible for all health & safety issues for their users.
2. Comply with the following:
 - Maintain a register of all individuals using the premises or facilities, so that in the event of an emergency, all persons can be accounted for;
 - The hirer will notify the school within 24 hours of an incident, accident or near-miss taking place on the school site, in order that an investigation can be conducted quickly and the necessary reporting (including the HSE if applicable) undertaken;
 - Ensure all fire exits are clear and fire doors are kept unlocked. Furniture should not be placed to obstruct evacuation in an emergency;
 - Take responsibility for briefing other users associated with the hiring including the assembly points and procedures in case of fire;
 - Ensure fire appliances must not be removed or tampered with other than for firefighting purposes;
 - Ensure that the users' activity is not so loud or otherwise obtrusive as to render the fire alarms ineffective;
 - Be responsible for drawing up specific evacuation plans for any disabled people and agree with the school;
 - Procedures are in place in the event of a fire alarm being set off accidentally;
 - Ensure that it will not allow so many users in to the premises as to exceed the seating/and or capacity of the premises. Even if the capacity is not exceeded, the space provided must not be used in such a way as to create conditions of over-crowding or to impede safe and effective escape from the premises in an emergency;
 - Provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting;
 - Be responsible for providing first aid equipment and trained personnel;
 - Be responsible for providing access to a mobile telephone for emergency purposes;
 - Smoking is not permitted in any part of Kesgrave High School's premises. It is the responsibility of the Hirer to ensure users do not smoke;
 - Ensure that only the areas of the premises as agreed will be used and must observe any instructions given by a member of Kesgrave High School staff. No equipment belonging to the school is to be used other than that specifically included in the hire agreement or otherwise agreed in writing by the School;
 - Ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of Kesgrave High School in a clean and satisfactory condition including replacing any furniture that has been moved. Any specialist/additional cleaning or disinfection required as a result of the hirer/user's activity will be charged to the hirer;

Cancellations

By the Hirer

- Cancellations should be made in writing at least 2 weeks before the proposed letting, otherwise the Hirer will still be liable for the standard charges. The deposit provided is non-refundable.

Additional Conditions for Midweek & Regular Users

1. Hirers are responsible for signing in and monitoring persons within their group while on site, so that in the event of a fire alarm, all persons can be accounted for.
2. If there is a fire, the duty custodian will telephone the fire brigade and ensure that all hirers are in their places of muster. No-one must re-enter the building until the Fire Officer has given the all clear to do so.
3. If the hirer is coaching children or vulnerable adults, requirements on Criminal Record Bureau checks must be followed. The hirer will also have suitable child protection arrangements and understanding of knowing what to do should they either suspect or are informed of a child in their group, is being abused.
4. Hirers using the school's facilities during the course of the school day will be made aware of the document "Guidelines for Delegates Attending Events" and the Event Leader will sign this form to confirm their delegates have been advised.

- Vehicles must be parked in the designated parking areas. Parking is at the vehicle owner's risk and Kesgrave High School will accept no responsibility for damage however so caused to vehicles and other property while the user is on the Kesgrave High School site;
- Notify Kesgrave High School as soon as practicable of any damage, breakage and/or loss caused to the premises or facilities and will meet all reasonable costs of any such damage, breakage and/or loss;
- No dogs (other than guide dogs) or other pets are allowed on any of Kesgrave High School's premises;
- Have regard to the national standards of qualification, experience and overall competence of instructors/supervisors/coaches for sporting and other activities. Evidence of qualification as an instructor may be requested by Kesgrave High School;
- Will effect suitable public liability insurance and provide evidence of this to Kesgrave High School. As a general rule cover up to £5 million is required;
- Ensure that any necessary licences required for a particular event have been obtained (such as Theatre license; Copyright/Royalty licence; Alcohol; Cinematography licence);
- Pay the total payment in the manner set out in the Hire Agreement form promptly and without the necessity of reminder letters;
- Comply with any security arrangements notified by the School, and
- Ensure that all children are supervised at all times.

Kesgrave High School's Obligations

Kesgrave High School agrees that it will:

- Provide the facilities and premises at the dates and times set out on the Hire Agreement form.
- Inform the Hirer of emergency and evacuation procedures, including the location of fire alarms, extinguishers and emergency exits and muster points.
- Inspect rooms available to hirers periodically to ensure that they are in a suitable condition for the specific activity that any letting will involve.
- Effect and maintain Public Liability Insurance against any claims made against either party in respect of loss or injury suffered as a result of this agreement.
- Ensure that the fire certificate is valid and that all fire exits are clear, fire doors unlocked, emergency lighting and illuminated exit signs, where installed, are checked and firefighting equipment is available and in working order.
- Give reasonable notice if the premises hired are not available. Additionally the Headteacher reserves the right to have a member of Kesgrave High School present throughout the letting and to put to a stop to any event that is not properly conducted.
- In the event of an incident, Incident Report forms will be made available to the hirer who in turn, must ensure completion and return of the form, as soon as reasonably possible after the letting.

By Kesgrave High School

- If the school finds it necessary to cancel a booking, as much notice as possible will be given, generally not less than 24 hours and, where possible, alternative accommodation will be offered. The school will not accept liability in respect of commitments incurred by the hirer due to such cancellations.

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