



LETTINGS AND CHARGING POLICY

Reviewed By	Resources & Personnel Committee	Authorised By	Full Governing Body
Last Review	Autumn 2017	Date	21.11.2017
Next Review	Autumn 2020	Review Cycle	Tri-Annually

LETTINGS

The school wishes to be an actively supportive and integrated part of the local community. The letting formula aims to recover the economic cost to the school incurred by the letting with a small additional contribution to school funds to benefit the pupils' education where appropriate. The letting formula should be reviewed annually and in the light of local circumstances.

Categories of users / hirers

Subject to letting charges, formula below:

- a. Out of hours school-run activities available to pupils in general and pursuant to delivery of curriculum or religious matters.
- b. Letting to organisations listed by the Local Authority as entitled to free use. Charges should be made to LA in accordance with the prevailing rate (refer to LA for list and re-imburement rates)
- c. Letting for activities which are generally available to, and for the benefit of, the school area community and school / diocesan churches.
- d. Letting for commercial gain for the direct benefit of pupils of Cornerstone C of E Primary.
- e. Letting for commercial gain but not directly for the benefit of pupils of Cornerstone C of E Primary.

The letting formula

This formula applies from November 2016 until the next review or when superseded, whichever is sooner. An additional charge may be made to cover caretaking costs, if applicable and will be determined on a case by case basis.

CHARGES PER HOUR OR PART THEREOF	A	B	C	D	E
Hire of hall or room	Free	Free	Free	£9.00	£16.00
Hire of sports field/playground	Free	Free	Free	£9.00	£16.00

VAT will be charged if applicable, e.g. the Hall is let for sporting purposes. Fees payable in full on booking of the letting

Availability

School functions and events will always take precedence over lettings, and every effort will be made to inform users of unavailability as far in advance as possible. Classrooms will only be let for training purposes where a member of school staff is present. Lettings are normally available during term-time on weekdays until 6pm, unless agreed otherwise.

Single or One Off Lets

The Headteacher will authorise Single or One Off Lets.

Regular Lets

The Headteacher will consider these and make representation to the Resources, Personnel & Pay Committee for ratification. In cases where a Regular Let is required and the timetable of governing body meetings would cause undue delay to the start of the Let, the Headteacher may grant an Interim Let after consultation with the Chair of the Resources, Personnel & Pay Committee.

The Governing Body has the right to veto any Let it does not consider suitable or which may be detrimental to the effective running of the school or its reputation. Regular Lets are to be recorded in the minutes of the Resources, Personnel & Pay Committee following the date of the Let being granted.

Conditions

All lettings are at the discretion of Governors and subject to any exclusions e.g. building works which may present a potential fire/escape hazard, health such as infections and skin disorders that may arise from the appropriate section of the current Health & Safety Policy, copy available in school or via the website.

The school will request evidence of DBS checks from the leader of any external group, for all adults working with pupils for lettings in Category A and D.

Facilities must be returned in the original condition found upon lease. If they are not, a further charge may be made, at the discretion of the Headteacher. Classrooms, offices and the staffroom will be locked during Lets and must not be accessed, unless one of these rooms is part of the specific Let.

Lettings will be subject to Governors conditions for hire of the school and premises. A copy is available in school for inspection. Users will only be allowed use of the school and premises once they have signed the appropriate letting undertaking.

CONTACT

Via the Senior Admin Officer at the school (adminoffice@cornerstoneprimary.hants.sch.uk or 01489 660750)

Appendices

- Appendix 1 - Letting Procedure
- Appendix 2 – Letting Agreement
- Appendix 3 – Application Form
- Appendix 4 – Conditions for Hire

CORNERSTONE CHURCH OF ENGLAND VA PRIMARY SCHOOL

School Letting Procedure

Dear

Thank you for your enquiry about the possibility of hiring all or part of the school premises for an after-school function by your organisation.

The hall, playing fields, playground etc., are sometimes available for hire. Please state your requirements below:

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.....
.....

Charges for hiring the school premises or parts of the premises are as per the School Letting Policy, available on request.

It may be the hirer's responsibility to unlock / lock the premises and to ensure that it is secure and locked again after the function. A key fob is to be collected / returned to the school office. Caretaking services may also be supplied. Please ask the school which service will be most applicable to you.

Hirers in Category D & E will need to provide evidence of their public liability Insurance prior to letting.

Hirers in Category A & D will need to provide documentary evidence of a DBS check i.e. the school will need to see original DBS certificates

If you would like further details about lettings and conditions please contact the Senior Admin Officer or Headteacher at school, giving the following details:

- Name, address and contact telephone number of organisation or person concerned.
- Date and duration of proposed hiring.
- Function for which premises are required.
- Any additional facilities needed, e.g. chairs etc.

Please note that the kitchen cannot be hired.

Yours sincerely,

Tim Clarke
Headteacher



CORNERSTONE CofE VA PRIMARY SCHOOL

Headteacher – Mr Tim Clarke
Bader Way – Whiteley – Hampshire - PO15 7JH - Telephone 01489 660750

Website: www.cornerstoneprimary.hants.sch.uk

E-mail: adminoffice@cornerstoneprimary.hants.sch.uk

LETTING AGREEMENT

I have read and noted the Letting Policy and associated appendices of the premises at the above school and agree to fulfil the requirements made.

I understand that additional charges may be made for extra cleaning / breakages / damage caused by my hire of the premises and caretaking services/ VAT, as applicable.

I enclose payment of: £.....

Signature:.....

Hiring Organisation:.....

Address:.....

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Telephone numbers:.....

Email:

Date:.....

Insurance Number:

CORNERSTONE CHURCH OF ENGLAND VA PRIMARY SCHOOL

Application form for hire of Cornerstone Church of England (Aided) Primary School facilities.

Name of Hirer:

Category of Hire (A,B,C,D or E)

Organisation:

Address:

Telephone/Email:

Is this application being made for any other person or group YES / NO

If YES please give the name and address of the organisation and person responsible for the group.

Person Responsible:

Name of Organisation:

Address:

Telephone:

Dates and Times Required

Date	Time	Fee Enclosed
1: _____	between _____ and _____	: _____
2: _____	between _____ and _____	: _____
3: _____	between _____ and _____	: _____

VAT at 20% _____ (may be applicable if sporting activity)
Caretaking fee _____ (ask school if applicable)

Total fee _____

I agree to abide by the TERMS and CONDITIONS stated in the lettings policy and appendices.

I enclose a non-returnable fee of _____

Signed: _____ Dated: _____

Organisation _____

Insurance Number: _____

CORNERSTONE CHURCH OF ENGLAND VA PRIMARY SCHOOL

GOVERNORS TERMS AND CONDITIONS FOR HIRE OF SCHOOL PREMISES

All hirers must read and agree formally in writing to fulfill these conditions.

1. **The school and grounds are a NO SMOKING AREA in their entirety – please observe.**
2. Users must show respect for school equipment and furniture. No equipment shall be used except by prior arrangements and payment where appropriate. Appropriate use of the lights will also be appreciated especially in the summer when sufficient daylight is available.
3. Hirers will be expected to pay for the repair or cost of any damage to equipment of building caused during the letting.
4. The premises / grounds must be left 'as found' at the end of a letting. Basic cleaning equipment will be available. Litter should be removed from rooms and grounds. The cost of any additional cleaning work will be charged to the hirer.
5. Toilets to be used with cleanliness and hygiene in mind. Any additional cleaning not dealt with by the hirer will be charged for.
6. Hirers are expected to be punctual to starting and finishing times. Continued use for letting purposes after stated closing time may be charged additionally.
7. Hirers should report to the Senior Admin Officer or Headteacher any damage or breakage which takes place during the letting.
8. Hirers are particularly asked to do all that they can to prevent walls and displays being marked, moved, spoilt or misused. Any occurrence of this may lead to further costs being required or the cancellation of future lettings.
9. Insurance – Our school has public liability insurance for non-commercial hirers (i.e. non-profit making bodies) to be indemnified against liabilities arising from the letting of premises in the sum of £5 million. This cover provides for body injury to Third Parties and / or loss or damage to their property and includes the premises, as let, and the contents thereof.
10. DBS Check – Hirers will need to provide documentary evidence i.e. their original DBS certificate for lettings in categories A & D
11. Commercial hirers must make their own insurance arrangements to the same criteria and provide documentary evidence that they have done so.
12. Hirers should provide their own First Aid equipment and staff.
13. Cars and vehicles should not be parked on the playground or the playing field except by prior arrangements (e.g. car boot sales, delivering items for stalls).

14. No fires to be sited on the field or the playground without prior arrangement.
15. Hirers should point out to their members the appropriate procedure and exits in case of fire and familiarise themselves with extinguisher points.
16. Hirers should ensure that only their own members are on the premises during activities and be aware of the security of the premises during and after their activity.
17. Organisations are not allowed to advertise or put up posters but they can arrange with the Headteacher to have appropriate posters put on official school notice boards.
18. Hirers and organisations are required to be aware of the school neighbours and their rights especially with regard to noise level of music (indoor and outdoor). Any complaints will be referred to the relevant organisation, which will be expected to take appropriate action.
19. Hirers should be aware of the legal requirements for lotteries, prize draws and alcohol consumption and make separate arrangements for this and for any public music and entertainment events.
20. Hirers are not allowed to sub-let or share the premises with anyone else.
21. Hirers should be sure to apply and communicate any relevant Health and Safety information to their members.
22. Any children present at a lettings function shall be properly supervised by adults, parents, or organisers present.
23. No stiletto heels are to be worn on the hall floor.
24. Classrooms, offices and the staffroom are not to be used or accessed, except for official training use, or as sanctioned by the Headteacher.
25. The school kitchen is not to be accessed, unless agreed in advance with the Headteacher

CORNERSTONE C OF E VA PRIMARY SCHOOL PLAYING FIELD

TERMS & CONDITIONS for hire and use:

1. The school playing field shall be available exclusively to the school during school hours and when required by the school out of school hours.
2. There are no changing rooms so changing facilities are not available.
3. The field is only available for hire between the hours of 9.00 a.m. and 6.00 p.m.
4. Letting may be subject to weather and ground conditions being suitable.
5. The hirer will be held responsible for any damage caused to fixtures, fences, hedges, trees, ground or turf etc. and will be charged accordingly.
6. The site is to be cleared of ALL rubbish after use.
7. Car parking and vehicular access on the field will need to be agreed and discussed with the Headteacher.
8. No campfires are allowed on the school playing field.
9. Dogs, with the exception of guide dogs, are not permitted on the school playing field.
10. Insurance – Our school has public liability insurance for non-commercial hirers (i.e. non-profit making bodies) to be indemnified against liabilities arising from the letting of premises in the sum of £5 million. This cover provides for body injury to Third Parties and / or loss or damage to their property and includes the premises, as let, and the contents thereof
11. Commercial hirers must make their own insurance arrangements to the same criteria and provide documentary evidence that they have done so.

LETTINGS – LOG OF HIRERS

NAME OF HIRER	PURPOSE	EVIDENCE OF PUBLIC LIABILITY INSURANCE SIGNATURE AND DATE SEEN	DBS CERTIFICATE DETAILS NUMBER & DATE of ISSUE	LETTING POLICY AND APPENDICES ISSUED	CONDITION FOR HIRE SIGNED