Ranelagh School

Lettings Policy

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Since Section 4.2 of the 1986 Education Act came into force on 1st September 1988 for schools, governing bodies have been in control of the use of school premises outside school hours. This defines 'lettings' for the purpose of this policy document.

It is the Governors' intention that full use is made of all resources for the benefit of students. Active pursuit of lettings puts that intention into effect.

1 Aims

a. To generate income for the school which can be added to funds available for the delivery of the curriculum
b. To enable events from which students benefit directly to take place
c. To generate goodwill within the community and enhance the reputation of the school

2 Clients

The Governors recognise two categories of lettings, commercial lettings and those which do not generate a profit.

a) Commercial Lettings

The Governors are willing to let to any groups not thought likely to damage the fabric of the school or its reputation. No letting should be detrimental to the curriculum and should be in accordance with the aims and ethos of the school, though a minimal disturbance of facilities is acceptable. Excessive annoyance of neighbours is to be avoided.

Hence a letting for a student's party would be considered unacceptable, as would a letting where proper use of the gymnasium floor could not be guaranteed.

It is the Governors' policy that lettings for social events on Sundays are acceptable, provided a license for the sale of alcohol is not included. A letting finishing later than midnight on any day would be considered unacceptable.

Care should be taken that trading laws are not infringed, and that the latest advice from the Local Authority on VAT exemption is heeded.

b) Non Profit-Making Lettings

The Governors acknowledge the statutory rights of the Parish Council and political parties to hold meetings on school premises, noting also the Governors right and duty to have regard to the safety of the buildings.

The school's own use of its premises outside the site staff's normal working day should be considered a let because there is a cost to the school, even though there may be no income. In this category lie PTA social events. Since students benefit from these whether or not there is a fund-raising element in the activity, such lettings are consistent with the aims set out above.

Where possible such lettings should be co-ordinated with other, simultaneous lettings, in order that caretaking and heating costs are minimised.

3 Charges

The following costs should be taken into account when considering charges:

a) Fuel costs, having regard to season and to zoning
b) Water and sewerage
c) Caretaking and cleaning. Any let to non-school groups is classified as an 'A' let and requires the presence of site staff, or other member of staff, throughout the letting
d) Wear and tear
e) Administration costs
f) Additional costs of lending specific equipment, including VAT where appropriate
g) Insurance costs (see also under Procedures)
h) Kitchen costs, including caterers' right of presence where appropriate; these are paid directly and separately to the contract caterers
i) A profit margin set with regard to the lettee's ability and willingness to pay

The costings should be reviewed annually.

All lettings income is payable to the school's delegated budget under the relevant code and cannot be paid to individual departments. However if departmental property is damaged through a letting, recompense is available from the equipment repairs budget.

4. Implementation

The following procedures should ensure smooth running of lettings consistent with the Aims:

(a)

(i) The Lettings Administrator ensures the date of a proposed let does not clash with school activities. However, where a regular let occurs on the same day each week, this should be given due consideration when school events are added to the diary. Preparation time for lettings also needs to be considered.

(ii) The Lettings Administrator to check site staff are available - they have first option on the overtime. Once they have agreed, the date, time and venue should be entered in the Room Bookings Calendar.

(iii) The Lettings Administrator to consult the caterers if use of the kitchen is required and agree changes and right of presence.

(iv) The Lettings Administrator to check outside users have sufficient party liability insurance. Where this is not available the necessary cover should be provided through the school's insurance and additional charge made, as a condition of the let.

(v) Any letting involving working with children or young people must also complete the school's KCSIE declaration and provide the school with a list of staff detailing their name, DBS number and date of disclosure. A copy of their Safeguarding Policy should also be provided.

(vi) Consider all costs carefully, ensuring full knowledge of the facilities and equipment required by the customer at an early stage.

(vii) The Letting Administrator to prepare a signed Hirer Agreement for all lets, indicating the requirements of both parties. The lettings administrator will store a copy of the Agreement.

(viii) The Lettings Administrator will prepare a spreadsheet for each Hirer detailing the dates, times and cost of Hirer's use of the School's facilities. Finance will use this information to prepare invoices and will ensure that all invoicing is done in line with the Hirer's Agreement

(ix) Payment should be made in advance, or monthly, unless agreed otherwise, payment is required within seven days of receipt of invoice

(x) Car parking arrangements should be clarified

(xi) To ensure a good service is given to Hirers, written details of requirements are to be given to site staff and other parties as appropriate

(xiii) As with all financial transactions every possible measure should be taken to ensure correct administrative procedures

(b) Obligations of the Hirer

(i) Three clear days notice is required in the event of the need to cancel a booking. If due notice is not given, the Hirer will be required to pay the full hire charge.

(ii) Hirers not known to the school may be required to give the name of a responsible person to whom reference may be made. A non-refundable deposit will be charged at the discretion of the Headteacher.
No hirer will be permitted who is under 21 years of age.

(iii) Hirers will conform with the non-smoking policy within the school buildings

(iv) A Hirer must not sub-let to another party.

(v) The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approved.

(vi) Hirers will have access only to the particular room(s) let to them, including where practicable the use of toilets. In no case is access permitted to any other part of the premises.

(vii) All Hirers are responsible for ensuring that users have agreed evacuation procedures in place. The Hirer must have immediate access to members' contact details. Use of the school telephone is available in the event of an emergency.

(viii) The Hirer shall ensure that premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising children until they are collected and ensuring named adults collect them.

(ix) Hirers must supervise equipment being issued and its safe return. The Hirer is liable for damage, loss or theft of school equipment they are using. No use may be made of

apparatus such as stage fittings, pianos etc without specific permission. Staging set up for school use will not be dismantled during the weeks it is in use.

(x) The Hirer shall, at the end of the hire period, leave the accommodation in a reasonable tidy condition, all equipment being returned to the correct place of storage. If this is not adhered to an additional cost will be charged.

(xi) Any electrical equipment brought by the Hirer onto the school site must comply with the code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or be inspected by the Estates team.

(xii) The Governing board reserves the right of access to the premises during the letting. The Headteacher or Governors will monitor activities from time to time.

(xiii) In all matters of interpretation of this policy, the decision of the Governing board is final.

(xiv) Ranelagh School operates a no smoking policy which covers the school property and grounds.

(xv) Lettees must have their own safeguarding policy which should be shared with the school.

Sports Hall

The following conditions which are deemed to be included in the General Terms of Conditions for the Hire of School Premises shall apply to the use of the Sports Hall.

1. The Sports Hall may be available at the following times:

   Monday – Friday – School Term time 17.30 to 22.00
   School holidays 09.00 to 22.00
   Weekends 09.00 to 22.00
   Bank Holidays – by negotiation

   The School reserves the right at any time to modify these times and will endeavor to offer alternative times to any Hirer who has confirmed bookings.

2. The Hirer is not permitted to take any cigarettes, food, alcohol or other drinks into the Sports hall. Ranelagh School operates a no smoking policy which covers school property and grounds.

3. No outdoor footwear may be worn in the Sports Hall. The only permissible footwear is trainers with non-marking soles.

4. School equipment may not be used except by prior arrangement at the time of the booking.

   a) All equipment must be carried and not dragged across the sports hall floor.

b) Changing rooms must be left clean and tidy.

c) The Hirer shall report to the School as soon as possible any breakages or damage to equipment.

d) There is no legal requirement to provide first aid facilities for hirers. It is the hirer's responsibility to make their own arrangements i.e. trained personnel and provision of first aid kit. Use of the schools resources is not available.

e) All adults working with Ranelagh School students must be appropriately qualified and sports coaches must follow LA guideline and checks.

f) The Hirer shall ensure that all persons who are permitted to enter the premises for the purpose of the letting are made aware of the terms of these Special Conditions

5. Action to Increase Lettings Income

a) Improvements to premises with lettings in mind, in particular the improvement of parking facilities, without loss of other amenities

b) Direct approaches to potential customers, in particular 'multilets', which add to revenue but not to costs

c) Market research to gain information about charges made elsewhere

d) The information will also be posted on the school's website.