

LETTINGS POLICY FOR LUTTONS SCHOOL

Autumn 2014

Review Autumn 2015

1.0 Introduction

1.1 The Governing Body of Luttons School is committed to ensuring the efficient use of the school's premises and making them available for use by the local community. To this end they have adopted the lettings policy.

2.0 Policy

2.1 The Governing Body is required to ensure that any expenditure resulting from the use of school premises by external organisations does not fall on the delegated budget. Consequently a scale of charges for the use of accommodation has been produced and is reviewed by the Governing Body each year. The charges are as follows:

Use of the hall	£10.00 per hour
Use of football pitch	£12.00 for 3 hour session
Caretaking charge outside contract	1 hours basic pay

2.2 Authority is delegated by the Governing Body to the Headteacher to deal with the requests for lettings of a routine nature. Where any prospective letting involves extended use of the premises (over a number of days/nights or after 12 midnight) or where the prospective hirer is not known to the Headteacher the Chairman of the Governing Body should be consulted. The LA's standard lettings forms shall be used on all occasions.

2.3 Hirers are responsible for damage to premises or property which occurs during or as a result of their letting and appropriate supervision arrangements should be in place for activities held in buildings or grounds.

2.4 The LA maintains insurance cover for liabilities incurred by Governors with regard to lettings, but insurance for liabilities incurred by hirers is the responsibility of hirers.

2.5 Hirers are responsible for removing or otherwise disposing of litter and rubbish resulting from their use of the premises or grounds.

2.6 No smoking/drinking of alcohol is permitted by individuals on the school premises.

2.7 A minimum of three weeks notice is required by the school of all lettings. The standard lettings forms should be completed by the school and signed by the hirer in advance of the letting.

2.8 Hirers are not permitted to use any equipment that is the property of the school or catering contractor.

Hiring for a series of dates. Not exceeding one school term

Dates and times of proposed letting:

from.....am/pm* to.....am/pm*
on.....day (date)
until.....day (date) inclusive
for.....(number of occasions) during the *Autumn/Spring/Summer Term

* excluding the dates of the half-term holiday.

* Delete as appropriate (a separate form is required for each term).

Conditions relating to Letting of Educational Premises and Grounds.

1. Hirers will be held responsible for any damage to premises, property or equipment which occurs during or as a result of their use.
2. Hirers must ensure that premises and grounds are left in a clean and tidy state after their use, that all litter is removed and that where items of furniture have been moved they are put back in position at the end of the letting.
3. The Authority has insurance cover for liabilities which the school incurs as a result of lettings, but personal accident insurance and any insurance for liabilities incurred by hirers are the responsibility of the hirers themselves.
4. Hirers must ensure that full supervision is provided during lettings, especially of playing fields, and the Authority will not be responsible for any claims which may arise as a result of negligence on the part of hirers or their supervisors.
5. The Authority reserves the right to cancel letting arrangements, without notice if necessary. This will be done only in exceptional circumstances, in the event, for example, of premises being required for a statutory purpose, such as election. **Use of grounds may, however, be cancelled by the Head at any time should he/she consider that they are unfit for use.**
6. Failure to comply with the School’s conditions may result in the refusal of future requests to hire premises or grounds.
7. **Charges**
 1. VAT has to be added to the lettings charges when sports facilities are used on a casual basis i.e. unless the whole series of lettings is booked in advance for at least three calendar months, covering a minimum of ten individual dates at not less than fortnightly intervals and on the basis that the lettings charges will be paid whether or not use takes place on a particular date.

APPLICATION FOR HIRE OF EDUCATIONAL PREMISES OR GROUNDS

1. Name of Applicant or Organisation

.....

(IN CAPITAL LETTERS)

2. Name and address for correspondence

.....

(IN CAPITAL LETTERS)

3. Purpose for which letting is requested

.....

4. Date(s) and time(s) of proposed letting

<i>Day</i>	<i>Date</i>	<i>Month</i>	<i>Year</i>	<i>From am/pm*</i>	<i>To am/pm*</i>
1					
2					
3 *the series of dates specified overleaf					

5.

<i>Accommodation requested (specify)</i>	<i>£</i>	<i>p</i>
Equipment (specify)		
Caretaking and Cleaning		

6. I/we* agree (i) to pay the Governor's charge on demand

(ii) that use of the accommodation shall be in accordance with the conditions given overleaf

Signed..... Date

Position in Organisation.....

7. FOR SCHOOL USE

Account No.....

Date.....

*Delete as appropriate. This form should be returned to the Head of the School at least three weeks before the proposed date of letting.

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from.....am/pm*

to.....am/pm*

on.....day

.....(date)

until.....day

.....(date) inclusive

for.....(number of occasions) during the *Autumn/Spring/Summer Term

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NORTH YORKSHIRE COUNTY COUNCIL/SHERBURN CE SCHOOL
Information and Instructions to Organisers of Events held on Council Property
Organisation

.....
Event

.....
Name of Organiser

.....
Date

.....
Under the Health and Safety at Work etc Act 1974 the County Council is required to provide you with the following information.

1. The area/room allocated to your activity is.....
2. Access is gained to this area from.....
3. The nearest telephone is located.....
4. The Caretaker's telephone number is.....
5. The telephone number of the Officer in Charge is.....
6. The First Aid Box is located.....
7. Potential Health and Safety Hazards

Instructions to Organisers

1. In the event if fire *immediately* dial 999 for Fire Brigade.
2. *Evacuate* all your party from the area to a safe place. Check your register, await Fire Brigade.
3. *Immediately* thereafter telephone Caretaker and/or Officer in Charge.
4. *In the event of an accident* – follow First Aid procedures, if *serious* telephone 999 for Ambulance.
5. *Immediately* thereafter telephone Officer in Charge (inform Caretaker if on the premises). All accidents must be reported.
6. Obtain names and addresses of at least two witnesses where possible.
7. If accident has occurred whilst utilising the Council's equipment do not move or touch the equipment until a Council representative has examined it.

Notes to Organisers

1. The area allocated to you must be reached by the most direct route from the access point indicated, and members of your party must not enter other rooms or areas, other than to utilise cloakroom or toilet facilities.
2. In the event that the Council has agreed to permit the use of facilities for the purpose of preparing beverages or food, only such equipment shall be used as is necessary for the preparation of these, and the activity must be under the supervision of the organiser or some other responsible person.
3. Any equipment made available must be used strictly in accordance with standard practice and under the supervision of the Organiser.
4. Organisers are reminded that the responsibility for the safety of their party rests with the Authority and with the Organiser jointly.