



Lettings Policy

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Headteacher	Sign & Date	
Chair of Governing Board	Sign & Date	

Parsons Down Partnership of Schools Lettings Policy January 2022

Purpose and background

Elements of the school site may be let to other organisations, outside normal lesson times. Charges may be levied for the use of the site. This policy determines the guidelines for these lettings.

Policy objectives

It is the policy of the Governing Board of Parsons Down Partnership of Schools to allow the use of the school for the benefit of the local community and to increase income without detriment to the school. Income from lettings shall be used to enhance the education of pupils. Notwithstanding this the Governors reserve the right to refuse a letting at their absolute discretion. To this end groups and individuals may hire certain areas of the Partnership and its facilities, subject to availability and in accordance with the terms and conditions of hire as determined by the Governors and West Berkshire Council.

Management of policy

School: This policy is implemented and managed by the Headteacher and their staff.

Governing Board: The Governing Board has delegated the oversight, review and update of this policy to its Finance Committee
The Governors delegate the day-to-day decision making to the Headteacher or their representative, who will arrange for the necessary accounting and administrative procedures in accordance with the Financial Regulations of West Berkshire Council or such other local education authority as may exist.

Charges

Charges will be reviewed annually. The level of charges will be set according to the type of user and proposed function. The following will also be taken into account:

- Groups using the school for a regular letting (at least 8 times per term payable in advance).
- Single functions.
- Weekend usage (subject to the availability of the Site Controller).
- Facilities used.
- Existing relationship with Parsons Down Partnership of Schools.

Details of the current charges are in the attached Appendix 1

Insurance

All users from outside West Berkshire Council (or such other local authority as may exist) must carry sufficient insurance. This is currently:

- £5m public liability
- £10,000 property cover excluding fire
- £2m fire damage cover.

Hirers must provide evidence of such insurance prior to the letting.

Application to Hire

A Hirer's Liability form is available from the school and should be completed and returned to the school at least 7 days prior to the proposed date of letting. Confirmation or otherwise of the letting will be given in writing within 4 working days of receipt of the Hirer's Liability form.

Detailed terms and conditions are included in the Hirer's Liability form and the hirer will be expected to comply fully with these. This includes the hirer providing assurance that they have appropriate policies and procedures in place in regard to safeguarding children and child protection.

Deposit

A refundable deposit of £100 will be required from hirers wishing to use the facilities for single functions. In the event of damage to school property or equipment or in the event that cleaning is required, the deposit will be adjusted accordingly and only the balance, if any, refunded to the hirer. If the additional costs exceed the deposit held a supplementary invoice will be issued.

Payment Terms

Payment should be made in advance unless by prior agreement, which should be confirmed in writing by the Partnership. For single function lettings, payment will be required at the time of booking.

At least 3 working days notice of cancellation is required, otherwise hirers may be invoiced for the full hire charge.

Late payment may result in the termination of a single or regular letting(s). If payment has not been received within 3 weeks from the date of the last billed letting the Partnership reserves the right to terminate any future letting(s) with immediate effect.

Any late payments must be reported to Governors (Finance) on a regular basis.

School's Representatives

The Headteacher has responsibility for implementing this policy. They may delegate this responsibility to nominated representatives for the purpose of administering bookings, agreeing charges with hirers and ensuring compliance with the local authority's Financial Regulations.

The Partnership's Site Manager is the Headteacher's representative on site during functions. Hirers should liaise with them concerning any specific requirements such as setting out chairs, etc. The Site Manager has authority to take any action to protect the School's interests during any particular letting and must remain professional and diplomatic at all times.

Facilities

Only the school hall and the playing field are available for letting. Classrooms, kitchens and changing facilities are not available. Access to toilet facilities will be included in all lettings except when only a playing field has been hired.

In the case of a playing field, in the event of bad weather it may be necessary for the Partnership to cancel the use of the field at short notice. Where this is necessary hirers will be given as much notice as possible of the cancellation. Hire charges and any deposit will be refunded in full. The Partnership and/or its Governing Board can accept no liability for any other losses sustained as a result of such cancellation.

Capacities

The maximum capacity of any event in the school hall is 100 people. Whilst no fixed limit is applied to events to be held on the playing field, anticipated attendance should be discussed with the Headteacher prior to making a booking. All hirers must be aware that the toilet facilities available are not suited to large capacity events.

Equipment

The School will not provide any materials, musical or other equipment. A quantity of chairs can be provided free of charge. These should be requested at the time of booking.

Restrictions to Hire

The Partnership is not able to provide facilities for weddings or birthday parties/ discos for people aged 14 years or over (other than those organised by the Partnership, its Governing Board or the Schools' Association for the benefit of pupils or their parents) or similar functions.

Other than for the exceptions indicated in the previous paragraph, no event may be held which involves the serving of alcohol.

Uneconomical Lettings

Provision should be made to ensure that the school is not letting the premises at a loss. The Site Manager's overtime salary should be taken into consideration when potential lettings arise and no less than two consecutive hours can be booked at any one time.

Smoking

It is a legal requirement that smoking is not permitted in the school grounds or building.

Access and Parking

In order to avoid inconvenience to householders living in surrounding residential areas hirers are requested not to park in these approach roads. Ample parking facilities are available in the school grounds. Requirement to use other than the designated parking areas must be notified to the Partnership at the time of making the booking.

Hirers must ensure that attendees are considerate of neighbours when arriving/departing the premises.

No alternative off-site parking is available.

Periods of Availability

In general, the facilities will be available for hire on Monday to Friday during term times only, and from 3.30pm to 9.15pm (dependant on existing school requirements/activities). Lettings likely to extend beyond these times and lettings for weekends and outside term time, may be available subject to approval by the representative of the Partnership's Governing Board (Chair or Vice-Chair) and the availability of the Site Manager. Rates for these periods will be premium priced.

In any event, in order to cause least inconvenience locally, any letting within either school must terminate by 22:00 hrs. It is expected that users will have vacated the premises and school site by 22:00 hrs and that any music etc. will be terminated well in advance in order to allow for this.

All users are expected to respect the rights of those living in the immediate vicinity of the Partnership by entering and leaving the school premises in a quiet and orderly fashion.

From 20th July 2018, due to the viability and uneconomical nature of lettings, the decision has been taken to no longer offer this service. If such a time arises and we return to letting our facilities then the information above will need to be revised along with hire charges.

As at December 2021 our facilities remain unavailable for lettings

Appendix 1

Parsons Partnership of Schools

Lettings Policy

Rates for the Hire of Facilities

- Hire of the field only - £10 per hour.
- Hire for one off use (ie: a party) - £20 per hour.
- Hire on a regular basis (ie: a club) - £15 per hour.

No booking can be less than 2 (two) consecutive hours.

Rates for the Hire of Facilities for Community use

It is at the discretion of the Headteacher to award use of the premises at a discounted rate.