



West Byfleet Infant School
We Belong, Inspire, Succeed

Lettings Policy



Our school vision is 'We Belong, Inspire, Succeed'. This reminds us daily that children need to feel safe and secure within the school community, have opportunities to inspire their interests and an enthusiasm for learning, as well as achieving success at all levels.

West Byfleet Infant School aim to make sure that the school's premises and facilities can be used, where appropriate, to support community or commercial organisations. The Governing Body values the community within which West Byfleet Infant School is an important part. It encourages the wide use of the school building and surrounding environment by the general community.

Member of Staff Responsible	Head Teacher
Date policy produced	Jan 2018
Policy Last Agreed	Autumn 2024
Next Review	Autumn 2025
Other related policies	
Is it a statutory policy	No
Does it need Governor approval?	No Headteacher

Lettings and Use of Premises Policy

1. Aims

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations. The Governing Body values the community within which West Byfleet Infant School is an important part. It encourages the wide use of the school building and surrounding environment by the general community.
- Allow the hiring of the premises without using the school's delegated budget to subsidise this.
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils.
- The Head Teacher (in the first instance) and Governors will consider the use of the school premises outside school hours, including evenings, weekends and school holidays, provided suitable safeguards for the continued satisfactory conduct of normal school activities are in place. The Governing Body has the right to refuse any request for hiring.

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- Hall
- Classrooms
- Outside area/Playing Fields

2.2 Capacity and charging rates

The capacity and rates for hiring each area are as follows:

AREA	CAPACITY	COST
Hall	Max no: 300	£25 per hour (normal charge) but at discretion of Governors
Classrooms	Max no: 30 children plus staff	£11.00 per hour (normal charge) but at discretion of Governors
Outside Area/Playing Field		£12.00 per hour (normal charge) but at discretion of Governors

3. Charging rates and principles

3.1 Rates

The rates for hiring out different areas are listed in the table in the section above and are set in line with Section M of the Surrey County Council Finance Manual. We may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the school.

3.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 14 days' notice. A full refund will be issued if we do cancel a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises can cancel any hire with a minimum of 14 days' notice. If less notice than this is given, the licensee shall not be entitled to a refund. In the event of a severe weather situation or flooding that stops the hirer from using the hall, then WBIS will not commit them to payment (ie if they are refunding parents due to unavoidable, last minute cancellation)

3.3 Review

The revenue raised from hiring out will be reviewed by the Head Teacher and will be fed into the school's financial reporting, to ensure best value is being achieved.

4. Application process

Those wishing to hire the premises should apply on the hire request form ED110 and must sign to confirm they have read and agreed the terms and conditions..

Approval of the request will be determined by the School Finance Manager (in first instance), Head Teacher and if necessary Chair of Governors.

If the request is approved, the school will email the hirer a lettings approval form FIN566 and invoice, with details of how to submit payment and make arrangements for the date and time in question. They will also send out details of the emergency evacuation procedures, key holders agreement and other relevant safeguarding policies, health and safety documents. The hirer will also need to provide proof of their public liability insurance.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school, or reputational damage may occur.

5. Terms and Conditions of Use for Community School Premises

1. There will be at least 2 weeks' notice for any cancellation of a booking made by a hirer
2. Payment of the appropriate charges as set out on form FIN 566 will be made on demand, though schools may agree alternative arrangements for regular lettings covered by one approval e.g. (monthly, half termly, termly, quarterly etc). Any such agreement must be approved in writing, and is subject to payments being received at the agreed intervals.
3. If in attendance as shown on form FIN566, caretakers will give reasonable assistance, within the terms of their employment, to hirers.
4. The premises will be left clean and in good order and vacated not later than the time booked. The hirer shall reimburse any costs incurred by the Governors in cleaning the premises after the hiring necessary to ensure that the premises are sufficiently clean for normal use by the school.
5. The hirer shall pay to the Council the cost of repair or replacement resulting from any loss or damage arising from the hiring however caused or of whatever nature to the school premises, and all equipment or property thereon (whether provided by the Council or any other body or person). All damage and/or accidents to be notified to the school immediately. Hirers shall ensure they have a policy of insurance to cover such liability up to at least £5 million (amount as advised by the Risk Management and Insurance Unit) and shall produce the policy to the Governors on demand. The school can arrange insurance for an additional fee.
6. If the caretaker is in attendance and the hirer provides additional personnel to prepare for a letting, these personnel shall be subject to the general direction and control of the caretaker.
7. A hirer must not sub-let to another party.
8. The hirer is responsible for ensuring that no unauthorised persons enter the premises during the hours of use and to ensure the premises have been fully vacated at the end of each use.
9. (a) No intoxicating liquor will be brought on to or consumed on the premises except at a function organised by a body or bodies which the Governors of the school shall have approved.

(b) Where a licence for the sale of intoxicating liquor is necessary for a function the responsibility for obtaining such a licence is solely the hirer's.

10. No preparations are to be applied to the floor.

11. Seating accommodation in the room booked may be used, but the hirer must make their own arrangements for any additional chairs, tables etc required for the usage, and for removing them before the school re-opens on the following day.

12. In the case of lettings for music, singing, dancing, or stage plays, the entertainment must be for a closed organisation such as a society or club or by invitation only.

NOTE: All other entertainments are classified as public entertainments, in which case there exists a statutory requirement that the school must be properly licensed. However, most school premises do not conform with the regulations governing the issue of licences for public entertainments so that they cannot normally be used for this purpose. Any proposals to use a school for a public entertainment must be discussed carefully with the local District or Borough Council.

13. There must be no infringement of copyright, and in the case of musical entertainment the requirements of the Performing Right Society must be fulfilled.

14. Surrey County Council operates a No Smoking policy in all its premises.

15. Before approving any letting for the exhibition of pictures involving the use of films or television, enquiries should be made to the appropriate District Council as to whether the exhibition is exempted from, or requires, a licence under the provisions of the Cinemas Act 1985 or any statutory modifications thereof.

16. Hirers will have access only to the particular room(s) let to them, including where it is practicable the use of a cloakroom and toilet accommodation. In no case is access permitted to any other part of the premises including particularly accommodation set aside for specific use of staff.

17. The hirer must ensure the immediate evacuation of the premises if an alarm is triggered or when requested to do so by any member of the staff or the Police or other emergency service in case of fire or other emergency in any part of the premises or in or on any neighbouring land or premises or when any fire or other emergency drill is being carried out on the premises.

18. Any dispute on the use of school facilities or school equipment out of normal school hours shall be settled by the school Governors.

19. This school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. Governors require that for all hirings involving groups working with children an appropriate level of disclosure has been obtained from the DBS for the individuals working on the school premises. Where a DBS disclosure includes convictions or other relevant information the hirer is required to take an assessment of risk to determine whether that individual is suitable to work with children and young people.

20. Power of Revocation

- (a) The Governors reserve the right to revoke without notice any contract for the hire of school premises.
- (b) Governors, or any employee of the County Council so authorised, are empowered to withdraw, without notice, permission to use school playing fields when such playing fields are unfit for use.

The use of school premises for purposes other than those of the school itself is subject in all respects to the County Council's regulations for the community use of schools. See Section M of the School Finance Manual

6. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times.

The Governing Body will be aware of its responsibilities for safeguarding children and so, when letting out the school premises, have due regard to safeguarding policies and practices and the school's policy on anti-radicalisation (Prevent Duty: Counter-Terrorism and Security Act 2015).

Where hirers of school premises are undertaking activities involving children the responsibility for vetting checks lies with the hirer. Governors should require that for all hirings involving groups working with children, appropriate levels of disclosure have been obtained from the DBS for the individuals working on the school premises. Where a DBS disclosure includes convictions, or other relevant information, the hirer

is required to undertake an assessment of risk to determine whether that individual is suitable to work with children and young people.

Where hirers are keyholders, ensure the keyholder agreement form is completed, appropriate references are sought and insurance advice obtained from the LEA.