

	POLICY TITLE:	Lettings
Kingsmead Academy T/A Kingsmead School		
Committee/Person Responsible for Policy:		Director of Finance & Operations Site & Buildings sub-committee
Date Approved by Governing Body:		November 2021
Date of Last Review:		Term 1 2021/22
Next Review Due:		Term 1 2023/24

POLICY STATEMENT:

As a school, Kingsmead seeks to be at the heart of its community.

We believe that local groups should have access to the school facilities and will make every reasonable effort to enable them to be used as much as possible. We actively promote and encourage such use.

This policy is based on the core values of Kingsmead School.

CARE

Kingsmead School will ensure facilities are maintained and checked on a regular basis.

ASPIRATION

Kingsmead School seeks to be at the heart of the community and to provide facilities that may not be available elsewhere within the immediate area.

DETERMINATION

Sport encourages and promotes determination. By letting school facilities we hope that the community has the opportunity to participate in more sporting activities.

OBJECTIVE

Our overall objective is to maximise the use of the school building, site and resources by both school and community groups.

The overriding aim of the Governing Body is to support the school in providing the best possible education for its students. Any lettings of the premises to outside organisations will be considered with this in mind.

This policy sets out the arrangements for the use of the school premises by groups, individuals or organisations.

AIMS

November 2021 – Lettings

Author: Director of Finance and Operations

The policy and procedures concerning Lettings should be clear and concise and available in a format for easy distribution to interested parties.

PROCEDURES

School use is defined as any activity involving staff, students and governors as part of the curriculum or management of the school. Also included are extra curricular activities and work being undertaken by groups who raise funds for the school e.g. The School Society; Zambia Exchange fund raising. For those activities no charge shall be levied except to cover any direct costs such as cleaning or caretaking as necessary.

For all other use the full rate specified shall be charged except under special circumstances as agreed by the school. Variations in prices can be agreed by the Director of Finance and Operations or Head Teacher if it is felt these may help meet educational / youth priorities in the community.

MONITORING

The operation of the policy will be monitored throughout the year and reported annually to the Governors' Site and Buildings and Finance Committees.

REVIEW

The policy will be reviewed bi-annually in line with the Governors' program for policy reviews. This review will include the scale of charges and the amount of use in the preceding year.

INSURANCE

The school is insured by the DfE's Risk Protection Arrangement to cover public liability for hire of the premises.

HEALTH AND SAFETY

All persons hiring the school premises will be expected to conform to the relevant Health & safety regulations.

SAFEGUARDING

All persons hiring the school premises for events or activities for young people must have suitable and sufficient policies and procedure in place to keep the young people in their care safe from harm. The school reserves the right to view these in advance of any booking and if they are not found to be suitable and sufficient then the booking may be cancelled.

BOOKING ARRANGEMENTS

All bookings must be made in advance using the form below. It is expected that payment will be made prior to the booking taking place or within 7 days of the booking taking place for one off bookings.

CANCELLATION OF A BOOKING

The terms and conditions of the letting should require at least one week's notice of the cancellation or alteration for one off bookings (24 hours' notice for regular bookings). If such notice is not received the lettings fee continues to be payable and will be charged to the hirer. The school reserves the right to cancel any letting at short notice should circumstances dictate.

CONDITIONS OF HIRE

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1. In these conditions,
 - a) “the Hirer” has the meaning defined at paragraph 3 and 4 below;
 - b) “the facilities” means the premises and/or equipment forming part of or belonging to Kingsmead School which the Hirer has identified on the application form.
2. All applications for the hire of the facilities must be in writing on the official application for hire form.
3. The person signing the application form shall be deemed to be the Hirer and they shall indemnify Kingsmead School against any loss resulting from the breach of this contract..
4. Where the Hirer indicates that he or she signs the application form on behalf of any club or organisation, that club or organisation shall also be deemed to be the Hirer and shall be jointly and severally liable with the applicant for any breach or non-observance of these conditions.

Should there be any default of payment by that club, the person signing the form shall be deemed personally liable.
5. The facilities will be used solely for the event described on the application form. If this booking relates to a regular and continuing booking this one undertaking shall be binding for all occasions when the facilities are used.
6. The Headteacher or their representative may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises of the establishment.
7. The Hirer will be responsible for the provision of all such information, instruction and supervision as is necessary to ensure the safety of any activity for which the facilities are used.
8. The behaviour of all persons attending at the establishment for this booking is the responsibility of the Hirer.
9. Kingsmead School shall not be liable for any loss or damage to any property arising out of the hire of the facilities unless such loss or damage arises solely from the negligence of Kingsmead School.
10. The Hirer shall be responsible for all damage or loss to any fixtures, fittings, sports or other equipment or property occurring during the period of the hiring however and by whom so ever caused.
11. Details of the insurance arrangements which Kingsmead School is able to offer are attached. Hirers should consider and effect such cover by way of insurance they may deem necessary for risks not mentioned.

12. The Hirer must familiarise themselves with the emergency procedures for fire, first aid and accident reporting and carry them out to the best of their ability. The provision of First Aid is the responsibility of the Hirer who must also make suitable arrangements for the summoning assistance.

A written report must be made to the school of any injuries. Any incident that could have resulted in an injury or other serious consequence must be reported in writing to the school. Certain serious injuries or incidents may require reporting to the Health & Safety Executive and that it is the Hirer's responsibility to make such reports
13. The facilities must be clean and tidy and all equipment must be put back after use. If the facilities are not cleaned to the reasonable satisfaction of the caretaker the Hirer will be responsible for any payment necessary to have them cleaned and this sum will be added to the invoice.
14. A qualified supervisor should be present during all activities of a hazardous nature, i.e., karate, trampoline, gymnastics, judo etc or any activity which involves persons under the age of 18 years. It will be the responsibility of the Hirer to ensure that an appropriate Risk Assessment is carried out.
15. The Hirer is solely responsible for the adequacy, suitability and safety of all equipment brought on to the facilities.
16. The school will not permit the consumption of alcohol on the premises without the Hirer obtaining written permission in advance of the hire period. It is the sole responsibility of the Hirer to obtain any relevant licence for the sale and consumption of alcohol. It is the sole responsibility of the Hirer to obtain any necessary licence for the playing of pre-recorded music or any other activity requiring a licence.
17. The Hirer must ensure that there are sufficient stewards to prevent unauthorised persons from entering the facilities and to ensure that guests are restricted to the facilities as booked.
18. It may be necessary for the school to cancel or postpone this hiring. In that event the school shall not be liable for any consequential loss that Hirer may sustain.
21. Kingsmead School is a non-smoking site. This includes all buildings and grounds.
22. The school reserves the right to vary these conditions at any time without notice or to make special arrangements in any particular case.
23. Authority to accept, cancel or postpone a booking shall rest with the Governing Body. The Headteacher has been duly authorised to act on their behalf in this regard and the Headteacher's decision shall be final.
24. Although the school has parking facilities the parking of vehicles is at the owner's risk.
25. Governors reserve the right to vary Lettings Charges at any time. Hirers shall be notified of any changes prior to implementation.
26. Any regular booking will still incur fees in the case of short term cancellation.
27. None of the provisions of this Agreement are intended to, or will operate to confer any benefit pursuant to the Contract (rights of a third party) Act 1999 on a person who is not named as a party to this Agreement.

LETTINGS CHARGES 2021

	Cost p/55 mins (£)
Sports Hall (inc Changing Facilities)	30.00
Half Hall (if Shared)	15.00
Gym (including changing facilities)	25.00
Main School	Per Hour
School Hall	25.00
Kitchen Servery for serving drinks only (charge per hiring)	12.00
Drama Studio	25.00
General Classroom	10.00
Specialist Classroom i.e. Computer Room	12.00
School Field & Tennis Courts	
Tennis Courts	10.00
School Field – price on application	



APPLICATION FOR PREMISES HIRE AT KINGSMEAD SCHOOL

This should be read in conjunction with the Conditions of Hire attached to this application.

Name of Club or Organisation			
Responsible Officer of Club or Organisation			
Postal Address (for billing) including postcode			
Telephone Number			
Person Supervising hire on Site			
Contact Number			
Emergency Alternative Contact Name			
Emergency Contact Number			
Qualification of hirer (if relevant) see 14 of 'Conditions of Hire'			
Public Liability Insurance Details (provider and policy number)			
Purpose of Hire			
Accommodation Required			
Equipment/Furniture Required			
Equipment etc to be brought onto premises by hirer (if any)			
Heating Required?			
Approximate number of people			
Date(s) of hire			
Start Time		End Time	

NB: Session times include preparation and clearing time.

Declaration:			
<i>I acknowledge that I have received, read and agree to the Terms and Conditions of Hire from Kingsmead School. I agree to pay for all costs associated with this hire and any damage or injury to property or persons caused as a result of this hire. I agree to give 7 working days' written notice of any cancellation or I will pay a cancellation fee.</i>			
Signed		Print Name	
Position		Date	
To be completed by the School:			
Lettings Reference Number			
Sight of Public Liability Insurance	Y/N		
Policy No		Sum Insured	
Date of Expiry of Policy			
Sight of relevant safeguarding documentation	Y/N		
Authorised By			
Lettings fee			
Any Other Costs			
VAT (if applicable)			
Total Due			
Invoice number		Date invoice raised	

Please return this form to Loo Fudge
at Kingsmead School