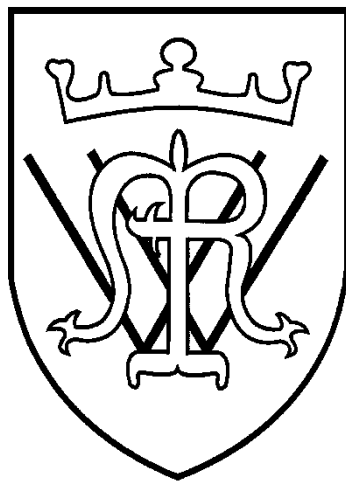


Branton St Wilfrid's CE Primary School



Lettings Policy

Adopted by Governors: April 2021

To be reviewed: April 2024

Living by our Christian Values

*Generosity, Compassion, Courage, Forgiveness, Friendship, Respect, Thankfulness, Trust,
Perseverance, Justice, Service, Truthfulness*

LETTINGS POLICY

This policy sets out the regulations by which the School will allow third parties to use the school premises and facilities. Any such letting should first be approved by the Governing Body, along with any fees outside those detailed in the Scale of Lettings Charges. Applications should be made prior to the commencement of the letting, allowing sufficient time for the Governing Body to meet and approve use of the School's facilities.

1. Educational premises may be let only for such educational, social and cultural purposes as are approved by the Board of Governors.
2. Subject to any statutory requirements relating to use for electoral purposes, preference outside school hours will be given to St Wilfrid's Church and to the extra-curricular activities of the School.
3. The hire of the premises shall be in accordance with the School's approved scale of charges unless otherwise agreed with the Board of Governors.
4. In all cases the hire of the premises shall be conditional upon completion of an application form by which the hirer undertakes:
 - To abide by the School's regulations
 - To make good any damage to premises, furniture or equipment arising from any negligent act or omission for which the hirer is responsible and
 - To accept the decision of the Governors should any question arise on any point
5. In the event of a cancellation at least 48 hours notice is required. Otherwise the normal charge will be payable as if the letting had taken place.
6. No letting shall continue later than midnight, except with the express prior approval of the Governors.
7. When the school hall is hired for public entertainment or meetings the hirer shall ensure that sufficient stewards are available at exits and entrances. The maintenance of order shall be the entire responsibility of the hirer. The hirer must comply with the School's Health and Safety Policy, statutory Fire Regulations and the School's Emergency Plan.
8. No intoxicants are allowed on school premises without the prior approval of the Governors. It shall be the hirer's responsibility to ensure that the necessary licence is obtained.
9. The performance of musical and other works will be subject to the terms of the licence granted to the School by the Performing Rights Society. It is

the responsibility of the hirer to ensure they obtain any other such licence or permission for which the School is not covered. Information about all licensing applications can be obtained from the Clerk to the Justices, Law Court, Doncaster.

10. The hirer must assume responsibility for providing any chairs or seats additional to those in the rooms hired and must undertake the removal of such chairs or seats before the commencement of school the following morning. No responsibility for the acceptance or removal of any property can be taken by the Governors or the Staff or pupils of the school. A fee will be charged for storage of any property not removed at the end of the hire period.
11. If the position of any movable furniture is altered during the course of the letting the hirer shall be responsible for replacing any items so moved, ready for the commencement of school on the following morning.
12. Certain items of school equipment may be used only by prior arrangement. No alterations or additions shall be made to lighting or other electrical installations.
13. No chalk, polishes or other preparations shall be used on school floors nor should footwear (stiletto heels etc) likely to damage floor surfaces be worn.
14. The Board of Governors cannot be held responsible for any act or negligence on the part of the hirer. Hirers are therefore advised to take out their own Public Liability Insurance and any other appropriate insurances against personal injury, accident, loss or damage to property.
15. No activity shall be permitted that is potentially dangerous to participants or third parties.
16. The parking of vehicles on school premises is permitted only subject to prior agreement. Any damage caused to grassed areas will be the responsibility of the hirer (see paragraph 4 above).
17. School kitchens and their equipment may only be used with the prior approval of Doncaster School Meals Catering and the Governors. Any such approved use will be subject to separate charges and conditions.
18. The hirer shall not sub-let any part of the accommodation.
19. The accommodation shall be open to inspection at all times by the Governors and Local Authority Officers. School staff have free access to all parts of the school site during lettings to check the hirers are acting in a responsible manner. The Board of Governors shall have the authority to summarily terminate any letting or series of lettings if in their opinion they are justified in doing so.
20. Smoking is not permitted during lettings in any part of the School or school grounds. This includes the use of e-cigarettes. Legislation means that it is against the law to smoke on school premises and grounds.

21. Hirers are required to sign the Site Manager's letting form on conclusion of the letting.
22. Limits of attendance for the School hall:
 - For dances or discos = 200 persons
 - For close seated audience = 200 persons
 - Gangways not less than one metre wide must be provided all round the sides for seated functions, allowing access to fire exit doors.
23. Please note that in the case of regular weekly bookings, there may be some occasions when alternative rooms have to be provided because of school events and commitments. We will try our utmost to keep this to a minimum.
24. The School (via the head teacher or other appointed representative) has the right to cancel any letting. Reasonable notice of cancellation will be given by the School unless the hirer is in breach of the letting agreement, upon which cancellation will take immediate effect. Where the hirer has a complaint, the School's standard Complaints Policy and process will apply. If the school has a complaint about the hirer, in the first instance the Head Teacher will raise this with the named person. If the complaint is not resolved it will be escalated to the Governing Body to decide on the appropriate action for the School to take.

SCALE OF LETTINGS CHARGES APRIL 2021– MARCH 2022

REGULAR USERS		
	£15.00 per hour	CLASSROOM
	£20.00 per hour	HALL
	£20.00 per hour	PLAYGROUND/FIELD
NON-REGULAR USE		
Social and Community Use	£15.50 per hour	CLASSROOM
	£22.00 per hour	HALL
	£20.00 per hour	PLAYGROUND/FIELD
	Sunday bookings – fees increased by 50%	
Church and Registered Charity Use	By negotiation	
Private booking (for profit)	By negotiation	

A letting is termed as regular if the hirer is making a minimum of a monthly booking

Each additional room will be charged at 50% of the applicable rate.

The School is not available for lettings on Bank Holidays.

Prices quoted are exclusive of VAT and are reviewed annually. If the above scales do not meet your requirements (e.g. ad hoc use) please contact the School. We will be happy to discuss your requirements and see whether a different arrangement can be made.

The Lettings Policy and charges are reviewed annually in March.

APPLICATION TO USE SCHOOL PREMISES

To: The Governing Body
Branton St Wilfrid's C.E. Primary School,
Valley Drive,
Branton,
Doncaster.
DN3 3NB.

I/We apply for the use of the following accommodation:

- Accommodation required:

- On _____ day, the _____ from _____ to _____

(The school buildings are not available on Bank Holidays.)

The booking should be made from the time you wish to enter the premises until the time you leave.

	Date of first session	Date of last session
Autumn Term (Sept – Dec)		
Spring Term (Jan – Mar)		
Summer Term (Apr – Jul)		

- Do the sessions include school holidays? YES/NO
- Purpose for which the accommodation will be used

- Approximate number of persons expected to attend the function

- Will the reproduction of any instrumental or choral music be included?
YES/NO
- Are you seeking approval for a licence to serve intoxicating drinks?
Please note this is the hirer's responsibility.

YES/NO

NAME: _____ on behalf of _____

Position: _____

Address: _____

Postcode: _____

Day time telephone number _____

Mobile telephone number _____

This form should be submitted to the school as soon as possible and not less than 14 days before the date of the first booking and should be marked for the attention of The Head teacher.

I/We agree:

1. To pay the appropriate charges which will be invoiced in advance of the dates of use of the premises. Please make cheques payable to 'Branton St Wilfrid's CE Primary School'.
2. To pay to the School the cost of making good any damage to the premises, furniture, fittings or other property of the School arising from our use of the premises.
3. To sign the appropriate Site Manager's claim (form PAY20) as presented, as a basis for confirming charges made.
4. That the use of the accommodation shall be subject to the regulations laid down in the Lettings Policy (a copy of which we have received and read).
5. To abide by the decision of the Governors should any question arise on any point
6. To give at least 48 hours notice in the event of cancellation otherwise charges will be levied.

Print Name _____

Signature _____

Date _____