



**St Michael's CE Primary School**

**LETTINGS POLICY**

It is the policy of the Governing Body to maximise the use of the school for the benefit of the local community without detriment to the school or its site. To this end groups and individuals may hire certain of the school's facilities, subject to availability and appropriate usage, and in accordance with the terms and conditions for hire as determined by the Governing Body.

The Governing Body delegate the day-to-day decision making to the Headteacher or his/her representative, who will arrange for the necessary accounting and administrative procedure in accordance with Royal Borough of Windsor and Maidenhead's Financial Regulations.

**Charges**

Charges will be reviewed annually. The type of user and proposed function will determine the level of charges.

- a) For registered charities
- b) For all other lettings

Facilities available and hire charges are listed on the attached hire charge sheet.

VAT is payable on equipment with the exception of tables, chairs and sports equipment.

**Registered Charities**

Applications to hire in this category should be made directly to the school. Where hiring is requested by a registered charity the Governing Body will charge a reduction of the normal fee.

**Insurance**

All users from outside the Royal Borough of Windsor & Maidenhead must carry sufficient insurance (currently £5. m public liability and £10,000 property excluding fire). Hirers must produce evidence of such insurance prior to the event or alternatively 10.4% will be added to the invoice to be included within the school's public liability cover for one-off school hall hire.



### **Deposits**

A refundable deposit of £20 will be required from hirers wishing to use the school for single functions. In the event of damage to school property or equipment or in the event of additional cleaning being required (the stated hire charge allows for ½ hour cleaning after the event) the deposit will be adjusted accordingly and only the balance, if any, refunded to the hirer. Should the additional costs exceed the deposit an additional invoice for the balance will be issued.

Regular lettings will be invoiced monthly/termly and payment is required within 14 days.

For single event lettings payment will be required at least 14 days before the event is due to take place.

At least 5 days' notice of cancellation is required otherwise hirers will be invoiced for the full hire charge.

Items subject to VAT will be shown separately on invoices.

### **Environmental Requirements**

In order to cause the least inconvenience locally any letting within the school must terminate by 11pm. It is expected that users will have vacated the premises and school site by 11pm and that any music etc. will be terminated well in advance to allow vacation by 11pm. The school operates a no smoking policy in accordance with national legislation. No dogs are allowed on the school site.

### **Safety**

Lettings are subject to any safety recommendations made by the Health & Safety Officer and the Fire Safety Officer. The Governor/Staff/ Key holder will draw your attention to the Fire Alarm Procedure sheet. The hirer will need to appoint a First Aider. Numbers of people must be agreed at the time of booking and not exceed the school's limit as stated below.

Any equipment brought into school in connection with the letting must be specified at the time of booking and agreed to. Electrical goods must be in a safe condition and are liable to inspection by the governors/school staff.

### **Considerations**

No school equipment must be moved during the letting unless this has been agreed beforehand. The hall, rooms and all areas used must be left clean in a clean and tidy condition at the end of a letting. It is the responsibility of the hirers to ensure the safety of the premises and the good conduct of people present during the letting. Any breakage or damage caused will be charged at the cost of reparations.



Consent for the sale or consumption of alcohol must be obtained from the Governing Body or with the consent of the Head Teacher acting on behalf of the Governing Body. Application for a licence must be applied for at the appropriate time by the hirer.

When booking, the hirer must agree arrangements for access at the beginning of the letting and procedures at the end of the letting, specifying times in advance. The school has the right to refuse a letting if there are concerns over the type of activity, the length of time requiring staff or the safety of the building.

**Policy reviewed – October 2014**

**Next review date – October 2015**

Signed:

Chair of Governors

Signed:

Head Teacher



## **St Michael's CE Primary School**

### **HIRE CHARGE SHEET**

<b>HALL/KITCHEN/LIBRARY</b>	<b>FIELD/PLAYGROUND</b>
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	<b>Weekdays</b>	<b>Weekend</b>	<b>Weekdays</b>	<b>Weekend</b>
Registered Charities	£10 per hour	£15 per hour	£10 per hour	£15 per hour
All other lettings	£15 per hour	£25 per hour	£15 per hour	£25 per hour

**The letting fees will be reviewed annually with the fees outlined above coming into force from January 2015**

An extra half hour at the beginning and end of each letting period will be added to cover for the staff member unlocking and locking the school, if it is a letting for which he is the school's representative.



<b>Numbers of people using the hall</b> will vary according to the function	<b>Function</b>	
Use of hall:	Seated 120	Barn dance 80

**Evaluation of Hire of Premises at St. Michael's C.E Primary School**

	Yes	No
Was the room appropriate for use?		
Was the room clean?		
Was the room at an appropriate temperature?		
Were the toilets clean?		
Additional Comments:		
Signature:	Date:	



**St. Michael's C.E. Primary School Lettings Information Sheet**  
**Information for the person on site during the letting & Finance Officer**

Date of proposed letting		
Start/close of letting time		
Name of hirer		
Address of organisation/		
Contact Number		
Purpose of letting		
Number of people expected	Seated /	
The hirer will need the following equipment:	tables chairs staging other – please specify	
Does any equipment need to be moved prior to the letting?	Yes / No	
Will the hirer bring in additional equipment?	Please specify:	
Does the hirer wish to sell or consume alcohol?	Yes; sell alcohol / No Yes; consume alcohol / No	
Has hirer asked permission from the MGB/ Headteacher?	Yes / No / Awaiting response	
Start/finish time for the school's representative:		
Hours due for payment		
<b>Signature of Headteacher &amp; Date</b>		