



# LETTINGS POLICY

.....  
**Signed – Headteacher**

Ross Whitaker

.....  
**Print Name**

**Date reviewed: February 2024**  
**Next review due: February 2025**



## **1. AIM**

To ensure that schools lettings are dealt with against clear criteria for deciding hiring costs and availability of accommodation

## **2. GUIDELINES**

### **Use of site**

### **2.1 School Use**

The school has priority use of the school buildings for student use, whenever a planned activity is taking place. This includes:

- Parent's consultation events;
- Open evenings;
- Sporting fixtures;
- School productions (music, dance, drama, artistic);
- House activities;
- Other student led activities (by agreement);
- Staff social events;
- Academic use (homework clubs, presentation evenings, holiday revision and summer schools);
- Meetings (staff, governors).

### **2.2 Community Use**

The school will encourage community use of the buildings. This will include:

- Local clubs (dance, drama, sporting);
- Local interest groups (stamp collectors etc);
- Local individuals (social events).

## **3. DECISION MAKING PROCESS**

### **3.1 Priority of Use**

The School Office Manager will normally make decisions on use of buildings except in cases of dispute, where the Headteacher will make a final decision on priority.

### **3.2 Hire charges**

The School Office Manager, in consultation with the Premises Manager, will consider the hire charge schedule to determine the charge for each activity in the main school. This charge may reflect individual circumstances including continuous booking and loyalty discount, staff use, county use etc. Any deviations from the school's published lettings rates must be approved by the School Office Manager or Headteacher.

All charges must be met in full and account kept to ensure the school does not make a loss. The scale of charges to be reviewed in the summer term, and changes of rates to be notified to regular users to give a period of 3 months' notice of any increase before the start of the new academic year.

## **4. HIRE CHARGES AND AVAILABILITY SCHEDULE**

### **4.1 Availability**



Weekdays	4.30 p.m. - 10.00 p.m.
Weekends	8.30 a.m. - 11.00 p.m.

The school is not (normally) available for hire on Bank Holidays.

#### **4.3 VAT**

- a) Will be charged as per application to hire form.
- b) Except none is charged if hire is for 10 or more consecutive dates – as long as the let is to a school, club, association or organisation with affiliated status.
- c) Unless there is a break of 12 or more days, when VAT will apply.

#### **4.4 Insurance**

Public liability insurance must be held by the hirer.

#### **4.5 Music & Drama**

Hirers must obtain their own licensee's e.g. copyright, performing rights society.

#### **4.6 Public Entertainment**

The school does not have a public entertainment licence.

#### **4.7 Other Issues**

In consultation with the kitchen supervisor, kitchen may be used for serving light refreshments and the preparation of food.

#### **See also:**

**Appendix 1 - Lettings Pack**

**Appendix 2 – LT01 form (Application to Hire Form)**

**Appendix 3 – LT02 form (Terms and conditions of hiring user agreement)**



## Appendix 1

# LETTINGS PACK



*(date /address)*

Dear

Thank you for your enquiry regarding the hiring of the school's facilities.

Please find enclosed a lettings pack that consists of:

Application to hire accommodation and/or services form (LT01);

Terms and Conditions Booklet (LT02);

Hire charge rates;

Letting Indemnity form.

Please complete the forms relevant to your enquiry and return to Batchwood School office.

We will then contact you when we have checked the facility is available for your needs.

Yours sincerely,

**School Office**

***Hire Charge Rates***



Hire charges will be invoiced two weeks prior to the hiring and must be fully paid in advance of each session of hire

Facility	Weekday	Weekend
<b>Main Hall</b> Available 6pm –11.30pm	£175	£240
<b>Dining Room</b> If booked with hall	£25	£40
<b>Kitchen</b> Use of Facilities if booked with hall or dining room	£40	£50
<b>Dining Room</b> (booked separately)	£100	£120
<b>Provision of Bar</b> (run by BSA)	£20	£20
<b>Gym (inc showers)</b> Per hour	£26	£26
<b>Classrooms</b>		
<b>Specialist Rooms</b>		
(e.g. art, cookery, tech) per hour	£12	£12
Drama Studio per hour	£10	£10
PSHE block per hour	£10	£10
<b>General Classrooms</b> Per hour	£15	£15
<b>Playing Field</b> (inc pitches) Per hour	£26	£26
<b>Changing Room</b> Per hour	Inclusive in gym and pitch fee	

**One off hirers to pay a £100 deposit that is refundable after the event providing that there is no damage or undue cleaning required.**

Letting fees for block bookings will be negotiated.

Additional caretaking/cleaning charges at £15 per hour to be added as applicable – minimum 2 hours per booking.

Set up charges by negotiation.

**PLEASE NOTE:**

***BATCHWOOD SCHOOL IS A NON SMOKING SITE AND SMOKING IS NOT PERMITTED WITHIN THE SCHOOL BUILDINGS OR GROUNDS***

**LETTINGS INDEMNITY FORM**

INSURANCE COVER – to comply with the conditions of the hiring agreement.

Please complete where applicable:

- \* I maintain a Public Liability Insurance Policy and have provided the school with a copy of the current insurance certificate.
  
- \* I wish to be covered by The Barclay School’s Public Liability Hirers Insurance Policy during the period of hire and agree to pay the premium cost of 5% of the hire with the hire charge.
  
- \* I understand that there is an excess payable by me of £150 relating to each and every claim for loss or damage to Batchwood School’s property arising from my hire of the premises
  
- \* I hereby undertake that in the event of claims arising during my hire of The Batchwood School’s premises I shall not admit liability to the claimant but immediately forward such claims with a brief report on the incident to the Site Manager, Batchwood School.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**DECLARATION** - Please read before signing:

Any licenses necessary and the Theatres Act 1968 and the Cinematograph Acts 1909 and 1952 have been or will be observed and any requirements of the Licensing Justices, where necessary, have been or will be met. I agree to pay the charges due as required and hereby certify that the premises and grounds will be used only for the purpose stated:

Signature:..... Date: .....

**NAME (BLOCK CAPITALS)**

Mr/Mrs/Miss .....

**For School Use Only:**

It is confirmed that the accommodation required is available for the time and date(s) requested.

Signature: ..... Date: .....

**On behalf of: BATCHWOOD SCHOOL**



## Appendix 2

### APPLICATION TO HIRE ACCOMMODATION AND/OR SERVICES (LT01)

- (1) Submit applications to the Headteacher at least 1 month in advance of hiring.
- (2) Use a separate form for each date unless the accommodation required is the same.
- (3) Please complete form in BLOCK LETTERS.

SCHOOL: Batchwood School (SCHOOL NO.: 643)

FULL NAME OF ORGANISATION: \_\_\_WGC Band \_\_\_\_\_

NATURE OF FUNCTION: \_\_\_\_\_ Band Practice \_\_\_\_\_

DATE(S) REQUIRED: \_\_\_\_\_ Sundays 6-8pm \_\_\_\_\_

THE NUMBER ATTENDING THE FUNCTION: \_\_\_\_\_

**PLEASE NOTE: THE SCHOOL AND GROUNDS ARE A NON SMOKING SITE**

	Tick If Req'd	Preparation Time		Function Time		Clearing Time		For Office Use	
		FROM	TO	FROM	TO	FROM	TO	£ CHARGE	VAT
<b>Accommodation</b>									
Main School Hall									
Russell Court Grassed Area									
School Bar									
Lecture Theatre									
PHSE, Block Kitchen and Garden									
Classroom(s)									
Dining Room									
Kitchen/Pantry									
- beverages/washing up									
- meals									
Gymnasium									
Sports Hall									
Changing Room/Showers									
Tennis Courts									
Playground									
Playing Fields									
<b>SERVICES</b>									
Stage Lighting									
Amplifying Equipment									
Projector Screen									
Other Equipment if available									
<b>OFFICE USE</b>									
School Staffing Costs									
Heating/Lighting Costs									

**\* PUBLIC LIABILITY INSURANCE**

The Hirer is required to hold Public Liability Insurance, and to provide a copy of the cover notice to the school **prior** to the hiring. If this is not produced, then the school will arrange cover in advance of the hiring and a charge will be made.

No hiring should take place without this insurance cover arranged either by the Hirer or through the school.

<b>CHARGE PER OCCASION</b>	
<b>*HIRER INSURANCE FEE</b>	
<b>TOTAL VAT</b>	
<b>TOTAL CHARGE</b>	
<b>DEPOSIT REQUIRED</b>	



N.B. if any of the above services are to be used, the Head must be satisfied that a competent operator and/or electrician is in charge before such use commences. An extra charge is made for these services.

I have read the Terms and Conditions booklet, which I accept on behalf of the organisation named above. I wish to apply for the use of the accommodation and/or service specified above and any special conditions required. I agree to pay the charge according to the scale in force at the date of hire, payable 10 days prior to the event taking place. I am over 18 years of age.

SIGNED (ORGANISER) \_\_\_\_\_ NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

DATE \_\_\_\_\_ CONTACT TELEPHONE NO. \_\_\_\_\_

<b>FOR OFFICE USE</b>
AUTHORISATION OF HIRE signed _____ DATE _____
DATE RENDERED _____ A/C No. _____

## **Appendix 3**

LT02 FORM

### **Terms and Conditions under which Accommodation and Services can be Provided**

*(Referred to in the Application to Hire Form – LT01)*

**ADOPTED BY BATCHWOOD SCHOOL NOVEMBER 2020**



## Hirer's Checklist

Contact the school for clarification on any of the points made below.

- Thoroughly read the Terms and Conditions of Hire booklet **LT02**
- Sign the Application to Hire form **LT01** confirming your full compliance with the terms and conditions of hire in **LT02**, and return form **LT01** to the school
- **You will have to provide evidence of your own Public Liability Cover as a condition of Hire. This should be for a minimum limit of indemnity of £5 million.**
- If this is for a "one off" non-commercial hire you may be able to be covered by the school's hirers public liability policy
- If alcoholic drinks are being provided you must:
  - inform the school at the time of booking;
  - obtain a Temporary Event Notice ("TEN") from your local council, normally no later than ten working days prior to the proposed event and fulfil the relevant conditions to ensure the TEN is valid;
  - ensure no alcohol is supplied to persons under 18;
  - ensure no one is admitted to the function after 10:00 pm.

n.b., Licensees are responsible for running the bar and its conduct

- If the nature of the function for which the premises are used is the public performance of a play, music or dancing, steps must be taken by the Hirer before the presentation to secure the appropriate licence. It is the responsibility of the Hirer to ensure compliance with all the requirements of the law referring to copyright (including returns to the Performing Rights Society).
- If you are using kitchen facilities discuss your catering requirements with Head of Kitchen prior to the hiring.
- If you are hiring a swimming pool ensure that you have read and can abide by the guidelines outlined in Hertfordshire County Council's "Safe Practice in School Swimming" as well as the Health and Safety Executive's publication 'Health & Safety in Swimming Pools', a copy of which should be available to download on the HSE website.
- Ensure that all your activities including pre-publicity of the event conform to statutory fair trading controls (contact Trading Standards Department 01707 292429 or Hertfordshire.gov.uk for further details)

### **Maximum Capacity for school functions**

- The school will advise on the maximum capacity for the function having carried out the capacity calculation following Hertfordshire County Council's guidance ("Fire Capacity Calculation");
- advice will be given on the number/siting of exits, evacuation speed and occupancy figures;
- Advice on capacity calculations are also available in the Education Health and Safety Manual on Hertfordshire Grid for Learning or by referring to Department for Education's "Fire Safety Risk Assessment: Educational Premises".

## **1. CARE OF THE PREMISES**

- 1.1 The Hirer shall indemnify the school and the County Council from and against all costs, claims, expenses or damage incurred or suffered by the school or County Council arising either directly or indirectly out of the use by the Hirer of the hired accommodation and equipment at the school.

- 1.2 The Hirer is required, in addition, to take out Public Liability Insurance, and to let the school have a copy of the cover note OR policy in advance of the hiring, unless they are entitled to purchase cover through the school's Hirers Liability Insurance policy (see section 18)
- 1.3 Reasonable care shall be taken to protect any surface or equipment, which is likely to suffer damage as a result of hire. Even though the cost is repaid to Governors and County Council, considerable inconvenience is caused for other persons wishing to use the building.
- 1.4 The Governors wish to emphasise, therefore, that it is the responsibility of the Hirer to ensure that maintenance of order, and in particular the clearing of the premises at the end of the function. Any misconduct by any person attending the function may result in the Hirer and his/her organisation being refused further bookings.
- 1.5 If the premises are not fully vacated by the time given for the function to end, a surcharge will be made for extra time.
- 1.6 The Caretaker on duty, or some other person designated by the Headteacher of the school is responsible to, and the representative of, the Governors for the care of the premises.

## **2. PRIVATE PROPERTY**

No responsibility can be accepted by the Governors or the County Council for loss of, or damage to, any property, which may be brought onto the premises as a result of the hiring.

## **3. PAYMENT**

- 3.1 When the booking is made, the Hirer shall pay 10% of the hire charge by way of a deposit. This will not be returned in the event of a cancellation by the Hirer.
- 3.2 Payment of the balance of the full amount of the charge for the use of the accommodation and services shall be made not later than ten working days before the date on which the accommodation and services are to be used by the Hirer.
- 3.3 The Governors reserve the right to refuse any application or terminate the agreement at any time for non-payment.
- 3.4 The School/Governors will accept no liability whatsoever for any loss on your part if a booking is terminated for any reason beyond its control.

## **4. INSTALLATIONS AND USE OF PREMISES**

- 4.1 The Hirer shall not permit any interference with the gas system, pipes, electric wiring, lights switches, or other installations of the school without the previous consent of the Governors in writing.
- 4.2 No nails, screws, adhesive or adhesive tape shall be fixed to the floor, walls, ceilings or any other part of the building nor shall any platform or other erection, or any decoration be put up without the previous consent of the Governors in writing.

- 4.3 The Hirer shall confine his/her activities to the accommodation and equipment hired, and is not to use any other part of the school except insofar, as is necessary for access purposes. Hirers are responsible for ensuring their attendees do not attempt to access other areas of the site.
- 4.4 Users of premises must remember that the school is primarily intended for education and much trouble and work will be saved if the premises are treated with care and respect. Work and equipment should not be touched, and furniture moved only when necessary and replaced in its original position unless otherwise directed.
- 4.5 The hire of a particular room will normally include the use of the furniture usually present in the room without further charge, but at the end of the let it is the Hirer's responsibility, under the direction of the Caretaker or other representative of the Governors, to move the furniture back to its original position or to such a place as will facilitate cleaning (usually this will mean stacking it to the side). Failure to do this may result in an extra charge for the additional time spent in cleaning.
- 4.6 Hirers are responsible for the disposal of rubbish generated during the period of hire.
- 4.7 Smoking anywhere in the school and its grounds is not permitted.
- 4.8 No application will be granted for any purpose, which may jeopardise the insurance of the school.

## **5 HEALTH AND SAFETY**

- 5.1 The hirer is responsible for complying with relevant health and safety legislation including any specific regulations relating to their event/activity.
- 5.2 The school's risk assessment will be provided to hirers. Additionally, hirers are required to complete their own risk assessment and to send this to the school prior to the booking being confirmed, and to comply with any further actions identified therein
- 5.3 The Hirer will be responsible for supervising all those persons who are participating in the activity, and must have adequate emergency procedures in place (eg mobile phones, first aid facilities etc), and keep a list of attendees. Hirers should familiarise themselves with the Fire Exit location(s) and meeting point(s). If there are disabled room users, then prior to the commencement of room usage, they should ascertain a means of escape available to them in the event of a fire or emergency.
- 5.4 In the event of an evacuation of the site the assembly point is [ insert details]. All hirers have been provided with a site induction and instructions on emergency procedures. Hirers are responsible for ensuring their participants are aware of the assembly point and *maintain social distancing* following an evacuation.

## **6 MAXIMUM ATTENDANCE**

- 6.1 The number of chairs suitable for adults in Primary schools is usually less than the maximum capacity of the hall. Subject to 5.1 additional chairs may be brought in by the Hirer at his/her own expense. The Headteacher should be consulted about times of delivery and removal.

## **7 USAGE OF SCHOOL PREMISES ON SUNDAYS OR BANK HOLIDAYS**

No application for the use of the premises shall be granted for Sundays or Bank Holidays, except with the consent of the Chairman of the Governing Body. Where consent is given, the use of the school premises end at 10:00 pm. An extension of this may be approved in special circumstances and prior notice should be given.

## **8 TERMINATION**

- 8.1 If the Governors are required by prior arrangement or by law to provide accommodation for any person or purpose, the right is reserved to cancel at any time any conflicting arrangement for the hiring of any or all of the accommodation or services, even if the hiring has previously been confirmed by the Governors.
- 8.2 The Governors reserve the right to terminate any letting without notice where complaints are received as to the use of the premises by the Hirer.
- 8.3 The letting shall automatically be terminated by any breach of the conditions contained herein.
- 8.4 The Governors and County Council also reserve the right to terminate any letting at any time prior to, or during, the hiring where it is considered that the use of the premises is likely to occasion a risk of disorder or damage or injury to persons or property.
- 8.5 In the event of any cancellation or termination of a hire by the school for the reasons above or for any other reason (e.g. failure in the heating arrangements), a proportionate part of the payment (or in the case of cancellation before the hire starts, the whole payment) representing the payment for the unexpired period of the letting shall be refunded to the Hirer. Any such refund shall be accepted in full satisfaction of any loss or damage caused by the cancellation and the Governors and County Council shall have no further liability in that respect.

## **9 CHANGES IN CHARGES**

The Governors reserve the right to change the charges for use of the accommodation at any time prior to the hiring, including after the acceptance of the application form and 10% initial payment, after giving one month's notice in writing of their intention to do so. Once the Governors have given notice of a proposed increase, the Hirer shall be entitled to terminate the hiring by notice in writing within one week of receiving the notice of the change, and any deposit paid shall be refunded.

## **10 FAILURE TO USE ACCOMMODATION**

In the event of the accommodation and/or services not being used by the Hirer, or not used in full as booked, no money that has been paid shall be refunded apart from the deposit, providing there are no damages.

## **11 USE AND TIMES**

The Hirer shall not use the accommodation and/or services for any purpose other than that specified on the application to hire form, and shall neither enter the premises before, nor leave them after, the times stated on the application form.

## **12 COPYRIGHT**

It is the responsibility of the Hirer to ensure that he/she complies with all the requirements of the law referring to copyright and ensuring the appropriate licences

### **13. PUBLIC PERFORMANCES etc.**

- 13.1 If the nature of the function for which the premises are used is the public performance of a play, music, dancing or any other activity for which a licence is required, it is the Hirer's responsibility to ensure that an appropriate licence is secured and that the Hirer complies with its conditions. The school may have taken out an annual licence for public music and dancing, in which case a separate application is not required, but it is the Hirer's responsibility to confirm that this is the case.
- 13.2 Forms of application for an Entertainment Licence may be obtained from the respective Borough Council or District Council offices, allowing 28 days' prior notice (see 5.1 above).

### **14. GYMNASIUM**

- 14.1 Hiring the gymnasium, or other part of the premises for sporting or other physical activities entails the Hirer accepting the obligation of securing safe conditions and proper supervision by appropriately qualified persons.

### **15 ALCOHOLIC DRINKS**

- 15.1 If alcoholic drinks are to be served at a function:
- 15.2 The Hirer must inform the school of this at the time of booking the accommodation.
- 15.3 The Hirer must also inform the local Chief Officer of Police at least one week before the event.
- 15.4 No person may be admitted after 10:00 pm.
- 15.5 Adequate supervision must be provided at both the main entrance and all other doors, including fire exits.
- 15.6 If alcoholic drinks are to be sold, it is the Hirer's responsibility to ensure that an appropriate licence is obtained and that there is compliance with its conditions.
- 15.7 The Hirer's attention is particularly drawn to the legal prohibitions on supplying alcohol to persons under 18 years of age.

### **16 USE OF KITCHEN FOR THE PREPARATION OF MEALS**

- 16.1 It is advisable for the Hirer to discuss their catering requirements directly with the Head of Kitchen before the letting.

### **17 OUTSIDE EQUIPMENT**

- 17.1 The Hirer shall not use any loudspeaker system or other equipment outside the premises without having obtained the prior written consent of the Governors.

### **18 EQUALITY AND DIVERSITY**

- 18.1 The school is committed to ensuring Equality and Diversity. Accepting this booking means that you will agree to these terms and conditions and be responsible for ensuring that everyone using these premises at your event is aware of this responsibility. This includes all key protected equality strands.

19. **SCHOOL HIRERS PUBLIC LIABILITY INSURANCE (APPLIES TO SCHOOLS THAT ARE INSURED VIA THE COUNTY COUNCIL AND HAVE OPTED TO TAKE THIS COVER)**

- 19.1 This is available for a small additional charge that can be confirmed at the time of booking. It is only suitable for one off personal hires.
- 19.2 The cover available is for a limit of indemnity of £5 million any one occurrence and the hirer will be responsible for the policy excess of £500 each and every claim.
- 19.3 The insurance does not cover any claim for personal injury or damage arising from the use of the school:
- i. for meetings organised by political parties;
  - ii. for commercial or business use.
- 19.4 Any accident or incident that may give rise to a claim under this insurance should be reported to the school office as soon as possible and no later than 48 hours after the hirer becomes aware. The school will then notify the council's insurance section.

20 **KEY HOLDERS**

- 20.1 key holders need to be limited to long term hires to reduce the risk of theft and or arson occurring in the school, if theft and or arson occurs without forcible entry or exit the school would not be insured for the damage or loss.
- 20.2 If the hirer is a long term hirer, a signed agreement would need to be in place detailing who the key holders are, the key holder's responsibilities, the importance of locking up correctly, their responsibilities for returning the keys if they leave and a contact number will need to be provided of a member of the senior management team for them to call if necessary.
- 20.3 If the hirer is a one off hirer and not a long term hirer they **should not** be a key holder.
- 20.4 Guidelines for Key holders:
- Keys holders should be kept to a minimum where possible.
  - Ensure keys are returned when a hirer leaves.
  - Hirers of the school need to be let in by a school staff member (site manager) if they are a one off hirer.
  - The school then needs to be locked up by a staff member at the end of the hiring if they are a one off hirer.
  - A staff member does not need to be on site for the duration of the hiring.
  - Rooms with valuable items in, such as IT Suites need to be locked or secured wherever possible. If an item was stolen i.e. a laptop without forcible entry or exit there would be no cover in place for this item.
  - Where possible restricted access should be given.
  - If possible where the hirer is unknown or it's a hiring where the numbers vary a head count should be undertaken in and out.
  - It is recommended that key holders should be 18 years of age.