

West Monmouth School

Ysgol Gorllewin Mynwy



Lettings Policy

Polisi Gosod

Date Approved by Governors:

Date Reviewed by Governors:

USE OF EDUCATIONAL PREMISES OUTSIDE SCHOOL HOURS

SCHOOL LETTING POLICY

JANUARY 2016

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SCHOOL LETTING POLICY

WEST MONMOUTH SCHOOL

“We will work with local authorities to promote schools as a focus for the local community, providing opportunities for out of school activities (educational and otherwise) for pupils, their families and the local community.”

(The Learning Country 2, National Assembly for Wales 2006)

INTRODUCTION

The Governing Body of WEST MONMOUTH SCHOOL regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

The school's delegated budget (which is provided for the education of its pupils) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the *actual* cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

DEFINITION OF A LETTING

A letting may be defined as *“any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of ‘Weight Watchers’)”*. A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

PRIORITY FOR LETTINGS

The governing body will, in accordance with the Authority's expectations, give priority to the needs of the school. Such priority is to be seen in terms of traditional needs arising from the curriculum and pupil welfare including the following types of activities:

- meetings of school governors and formal parent meetings called by governors;
- curricular activities falling outside normal school hours;
- extra-curricular activities involving pupils substantially such as concerts, pupil social functions, school games and clubs;
- meetings of or with parents called by the Headteacher;
- meetings of teachers employed in the school.

Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

Subject to the needs of the school, the governing body will observe the following priorities in dealing with applications for the use of facilities out of school hours:

1. Use for Authority organised or sponsored activities;
2. Use by cultural, educational and sporting clubs.
3. Use for fund raising activities organised by the Friends of the School or similar bodies included in priorities 1-3 above and meeting regularly in the school. Such activities may take the form of

whist drives, concerts, dances, sales of produce, etc., and should be accommodated if this can be done without interfering with the normal working of the school; and

4. Use for functions or activities open to the public and not associated with the school or one of the local organisations which regularly meets at the school. Such activities can include dances and private parties, concerts, whist drives, social, party political and commercial meetings.

In the event of the school premises being required for the educational activities of the school itself, the governors will give as much notice as possible, normally no less than 2 weeks, to any organisation which would otherwise be using the school premises, that they are required.

CHARGES FOR A LETTING

The governing body is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:

- cost of services (heating and lighting);
- cost of staffing (additional security, caretaking and cleaning), including on-costs;
- cost of administration;
- cost of 'wear and tear';
- cost of use of school equipment (if applicable).

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved. The minimum hire period will be one hour. (If there are 'back to back' lettings the letting will be for 55 mins to allow for changeover).

The specific charge levied will be reviewed annually, during the Spring Term, by the appropriate sub-committee of the governing body, for implementation from the beginning of the next financial year, with effect from 1st April of that year. Current charges will be provided in advance of any letting being agreed.

MANAGEMENT AND ADMINISTRATION OF LETTINGS

The Headteacher /Facility Manager are responsible for the management of lettings. Where appropriate, the Headteacher may delegate all or part of this responsibility to another member of staff, whilst retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, s/he will consult with the chair of the appropriate sub-committee of the governing body, who is empowered to determine the issue on behalf of the governing body.

THE ADMINISTRATIVE PROCESS

Organisations seeking to hire the school premises should approach the Headteacher/Facility Manager (*or other designated member of staff*), who will identify their requirements and clarify the facilities available. The governing body has the right to refuse an application and no letting should be regarded as 'booked' until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the governing body's current scale of charges.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address.

All letting fees which are received by the school will be paid into the school's delegated budget. Income and expenditure associated with lettings will be regularly monitored to ensure that at least a 'break even' situation is being achieved.

LETTING CHARGES

- **School Hall** (seats 240, includes Wi-Fi and projector facilities)

Charges £15.00 per hour
£10.00 per hour w/o projector

- **Meeting Room** (seats 10 with Wi-Fi)

Charges £10.00 per hour

- **Sports Hall**

Charge £31.00 per hour

- **Astroturf**

Charge Half pitch £17.50 per hour
Full pitch £35.00 per hour

- **MUGA**

Charges £15.00 per hour w/o lights
£20.00 per hour with lights

NB If use of facilities is outside of normal staff working hours, extra staff charges will be incurred on top of the hire fees.

- **Caretaker Charges**

Charges

Monday to Friday £10 per hour

Saturday and Sunday £20 per hour

NB Income from use of school facilities (school hall, meeting room, and indoor play) will be coded to the school budget. Income from use of the MUGA before 5.00pm, except if used by Leisure during school holidays, will be coded to the school.

SALE OF ALCOHOL

The sale or provision of alcoholic drinks to those attending a function or activity at the school requires the approval of the governing body and any appropriate licences.

LICENCING

The governing body must ensure that appropriate licences are held or obtained to cover functions or activities taking place on school premises. These may include some or all of the following:

- Licences to sell alcohol;
- Public entertainment licences;
- Theatre licences

INSURANCE COVER

- **Public Liability Insurance**

Torfaen County Borough Council has liability insurance cover in place which covers the legal liabilities of the Council/school in respect of death, bodily injury and illness to third parties (i.e. persons other than persons in the employment of the Council/school).

In the event that a person is injured there is no automatic payment. To make a successful claim, the claimant would need to provide that the Council/school had in some way been negligent and that our negligence had resulted in that person being injured. It should be emphasised that the Torfaen County Borough Council policy is designed to protect the legal liabilities of the Council/school. It will NOT indemnify other individuals and organisations, who must hold their own public liability insurance to protect themselves in respect of their legal liabilities.

- **Employer's Liability Insurance**

It is compulsory under the Employer's Liability (Compulsory Insurance) Act 1969 for most organisations with employees to hold Employer's Liability Insurance. Any non-Torfaen County Borough Council organisation not exempt from this 1969 Act must hold its own Employer's Liability Insurance. Further guidance can be found on the Health and Safety Executive website www.hse.gov.uk/business/elci.htm.

- **Property Insurance**

Buildings and contents which belong to, or are the legal responsibility of the Council/school are insured under the Torfaen County Borough Council property insurance policy, subject to the terms and conditions of the policy. Such buildings and contents are insured only against the basic perils: fire, lightning, explosion, aircraft, storm, flood and theft (subject to forced entry/exit to/from a building).

The Torfaen County Borough Council property insurance will NOT cover property belonging to third parties.

VALUE ADDED TAX

In accordance with the present regulation, VAT will be chargeable for external users in the following instances:

Area	Tax Liability
Hire of rooms including equipment within and Wi-Fi (this includes the dining hall for activities which are non-sporting, such as meetings, Brownies, seminars etc.).	VAT exempt. However, if a separate charge is made for equipment this element is vatable.
MUGA/Sports Hall	VAT chargeable at standard rate

USE OF KITCHEN EQUIPMENT AND FACILITIES

The use of school meals equipment and facilities, including access to facilities for boiling kettles and washing up, will not be approved without separate permission in writing from the Cleaning and Catering Service. It will be a condition of use, when approved, that a cook or other member of the canteen staff will be present throughout the letting and the hirer will be required to pay the cost of the person involved and also to make other appropriate payment in respect of the equipment and services.

FIRE/EVACUATION PROCEDURE

All groups hiring the Leisure/School Facilities must be aware of and adhere to the School's Fire Evacuation procedure. This poster can be found in every room.

CHILD PROTECTION

Any organisation hiring the school's facilities must provide proof of their Safeguarding Policy before the booking can be taken.

PUBLICATION AND REVIEW

The Governing Body will make copies of this policy available to all those who request a copy, in accordance with the school's Freedom of Information Publication Scheme.

The Governing Body will review this policy on an annual basis and amend it as appropriate.

Signed:

Designation:

Date: