

Inspire ~ Believe ~ Achieve



LETTINGS POLICY

Signed ... 

Name: Dave Llewellyn

Chair of Governors

Date: January 2023

Signed 

Name: Caroline Carter

Headteacher

Date: January 2023

Sports and Drama Hall and Field

Rationale

Community Education is provided by the community for the community and responds to known needs. For Gillingstool Primary School / The Enable Trust, the main aim should be to meet the needs of the people in the area served by the school, not as a sole provider but as a venue which is known and welcoming.

Purpose

- To maximise the effective use of the school's physical resources for the benefit of the school and its community.
- To operate a scheme of letting fees that void the necessity for a subsidy from the school's delegated budget.
- To use any profit to the benefit of the education provided for the pupils who attend the school.
- To keep within the LA framework where applicable.

Guidelines

- Caretaker fees as directed by LA rates. These will be paid at a level of one hour for opening up and one hour for locking up. Therefore, any letting will have a caretaking fee per booking applied.
- The relevant school to finance caretaker costs when school functions are taking place and no staff key holder is available.
- Letting fees to be applied for the time of the activity only.
- Differentiated rates to be applied, one for commercial use and one for community use. This is for one hall only. For both halls together, an increased hourly rate will apply plus a fee of one hour caretaker time to cover the time requirement in opening up and closing the moveable partition screens. See Appendix 1 for Booking forms and Current Charging Rates.
 - Community Use – Non-profit organisations or those that provide direct services for our pupils and parents
 - Commercial Use – Profit making organisations
- All lettings will be subject to the hirer proving they have Public Liability Insurance to the value of five million pounds.
- Letting fees to be reviewed annually by the school's Governing Body.
- A Damages Deposit is required for single lettings.
- All lettings are subject to availability of staff and in agreement with the caretaker.
- The schools will consider all applications for lettings of the halls and other facilities if possible, but any letting must be sympathetic to the aims of the schools.
- Access to the kitchens is not permitted however equipment for light refreshments may be made available.
- Tobacco or alcohol is not permitted on site under any lettings agreement

- Full Guidelines for use of the building will be provided by the school and signed for.

Conclusion

The Policy encourages the use of the school's physical resources to enhance the quality of life of the community and benefit the education provided for the young people who attend the school.

LETTINGS POLICY: APPENDIX

One Hall Letting

Fixed Rate for Opening up / Locking up - £15

	Total – 1 hour	2 hours	3 hours
Commercial Rate £10	£25	£35	£45
Community Rate £8	£23	£31	£39

Two Hall Letting

Fixed Rate for Opening up / Locking up - £15

Fixed Rate for Opening / Closing Partition Screens £15

	Total – 1 hour	2 hours	3 hours
Commercial Rate £15	£45	£60	£75
Community Rate £10	£40	£50	£60

Hire of School Swimming Pool between 4.00-5.30pm

	Total – 1 hour	2 hours	3 hours
Commercial Rate	£40.00	£70	£100

See attached sheet for booking form.



GILLINGSTOOL PRIMARY SCHOOL/THE ENABLE TRUST

LETTINGS APPLICATION FORM

GILLINGSTOOL
THORNBURY
SOUTH GLOS
BE35 2EG

Application for Use of School Premises

Name of Applicant

Address

.....

Registration No. (if a Company).....

Tel. No. E-mail.....

Fax No.

Nature of Event	
Specify whether food and/or drink to be provided	Yes/No
If yes, are you requesting use of school facilities?	Yes/No
Will alcohol be available?	Yes/No
Licenses required (eg liquor, public entertainment)	Yes/No
Animals (excluding guide dogs) to be present	Yes/No
Any commercial use (eg sales)	Yes/No

Dates/Times of hire

Numbers Attending (specify number of children and adults)	
Adults	Children

Premises and Facilities Requested (identify specific rooms etc.)

Furniture and/or Equipment Requested Yes/No
If yes, please specify

Car Parking Required Yes/No
If yes, estimated number of spaces _____

Equipment to be brought on premises by hirer (including electrical)
[electrical equipment will require evidence of recent test] Yes/No
If yes, please specify

Duration of event (include setting out and clearing away etc.)

Publicity – will you be producing any publicity/promotional material? Yes/No
If yes, please provide details for approval

Any other requirements Yes/No
If yes, please specify

Where the event involves supervision of children, please confirm all adults have been or will be subject of satisfactory Criminal Records Bureau checks.
Confirmed Yes/No

Accommodation	Equipment	Hourly Charge	Weekly Charge	Yearly Charge	V.A.T. at %	Total

- It is a requirement that for the duration of the letting, the hirer has Public Liability Insurance cover in force with a minimum sum insured of £5 million. Please tick to confirm you have appropriate cover (we reserve the right to request a copy)
- Individuals who are hiring the premises and do not have PL cover can purchase one-off Hirers PL cover via the Local Authority. The premium for a one day hire is £9.35 and will be payable when booking the hire. Do you wish to apply for this cover? (7 days notice required)

The hirer confirms that:-

- We will have made our own arrangements to ensure health and safety.
- We will have made our own arrangements for first aid;
- We will sign License and comply with the terms and conditions of use;
- We will pay all fees and charges notified.
- We are a separate organisation from Gillingstool Primary School and take responsibility for our employees.
- We will ensure appropriate safeguarding procedures are in place including CRB, pre-employment checks and have an appropriate child protection policy.
- We fully understand the required action to take in case of fire
- We fully understand that we have a responsibility to look after the building and any school equipment used and that we will be liable for replacement or repair should any damage be caused during our letting.

Signed Date

On behalf of Applicant

The school may require further information before determining the application.

Agreed by Chair of Governors:

Signed Date



GILLINGSTOOL PRIMARY SCHOOL

Striving for excellence

REGULATIONS FOR LETTING

GENERAL

1. These regulations apply for the letting of all premises and grounds maintained by South Gloucestershire Council. In the case of the use of Education Authority premises required by Act of Parliament these regulations apply so far as they are not inconsistent with the provisions of the Act concerned.
2. In these regulations Governing Body means – the Governing Body of a county school, or voluntary school;

PROCEDURE

3. All applications must be on the form provided by the school and must be completed in full as required. Failure to do so may result in the application not being approved.
4. All applications must be made not less than twenty-one days before the proposed date of use. Where the proposed date of use falls within a school holiday, the application must be submitted not less than twenty-one days before the commencement of the holiday period. Applications for the use of playing fields for fetes should be submitted not less than two months before the proposed date of use.
5. Applications will only be accepted for a maximum period of six months.
6. The hirer must personally sign the application form and may not assign or sub-let the premises or grounds hired.
7. All lettings must be approved by the Governing Body who retain the authority to make the final decision on the approval or cancellation of any letting.
8. The Governing Body may cancel any letting at any time, but either the fee paid will be refunded or an alternative date offered, except in the case of misconduct.
9. No letting shall be considered approved or any charge confirmed until done so in writing by the Governing Body.
10. No person or persons shall use premises or grounds covered by these regulations without a current approved application form. Any person or persons who knowingly acts in contravention of this regulation will be charged at the appropriate rate and refused permission to use any of the school's facilities in the future.
11. The Governing Body reserves the right to impose special conditions in respect of any letting, series of lettings or class of lettings in order to protect its employees or property.
12. Special conditions will be notified to hirers and may include any requirement considered by or on behalf of the South Gloucestershire Council to be desirable including (without prejudice to the generality of the foregoing) requirements as to fire precautions; security of persons or premises; the employment of security or other staff; the exclusion or admission of any person, persons or class of person or of any animal, animals or equipment; the giving of bonds or the effecting of insurance. The hirer may treat any special condition imposed after the booking as being accepted as a cancellation under Regulation 8.

CHARGES

13. All charges must be paid in advance on the date and by the method required by the Governing Body.

14. Charges will be made at rates, which will be determined from time to time by the Governing Body and shall be liable to change without prior notification to the hirer. In cases where the incorrect charge has been quoted, the Governing Body reserves the right to charge the correct rate, although the hirer may consider the letting cancelled in accordance with Regulation 8.
15. The Governing Body does not undertake to refund any charge on cancellation of a booking by the hirer, unless twenty-one days' written notice of the cancellation has been given in writing to the Governing Body.

CARE OF PREMISES

16. The hirer shall ensure that there is a responsible adult present and able to supervise at all times during the letting.
17. The hirer is required to pay the Governing Body the cost of making good any damage to property, which may be the result of letting. The hirer is required to clear away any rubbish and leave the premises and/or grounds in the condition in which they were found. The hirer will be responsible for reimbursing the Governing Body for any additional costs incurred in cleaning the premises or clearing the grounds after a letting.
18. No desks, fixed furniture or equipment that may be in the accommodation hired shall be used or interfered with, without the prior approval of the Governing Body. Standing on seats, furniture, windowsills, etc. is not permitted. Fittings, fixtures or decorations of any kind shall not be permitted, other than purely temporary arrangements, which require no permanent fixings, which would damage or disfigure any part of the premises.
19. Chalk, resin or polishing materials may not be used on floors.
20. The electrical and mechanical installations of the premises are not to be supplemented or altered, nor is any specialist equipment such as public address systems to be installed by the hirer, except with the express approval of the Governing Body.

EQUIPMENT AND ACCOMMODATION

21. Specialist rooms and equipment (including gymnastic equipment, public address systems, stage lighting and pianos) are not included in the letting arrangements, unless specifically requested in the application form and approved by the Governing Body. Such applications must specify the name and qualifications of the person taking responsibility for their proper use.
22. Chairs installed in the premises may be used by special arrangements with the Governing Body, but the Governing Body does not undertake to provide suitable chairs or seats for use by the hirer. Any furniture provided by the hirer must be removed immediately after the end of the letting.
23. The Governing Body does not provide first aid medical facilities for hirers nor does it guarantee access to the public telephone system for calling assistance during lettings. Hirers should make their own arrangements in this respect.

CONDITIONS OF PREMISES

24. Whilst the Governing Body gives no guarantee as to the fitness, suitability or condition of the premises or grounds at the commencement of the letting, every effort will be made to see that they are in a reasonable state.
25. Where facilities booked by the hirer prove not to be available during the letting, the Governing Body will consider applications for refunds of a proportionate part of the letting charge; always providing that no such refund shall be given for facilities not included in the letting charge. The Governing Body's decision shall be final in respect of any refund made.

INSURANCE

26. It is the responsibility of the hirer to effect whatever insurance he/she considers he/she requires to cover his/her liabilities. Insurance effected by the School does not extend to a hirer's liabilities.

PLAYING FIELDS

27. The Governing Body will be responsible for the final approval of lettings of playing fields and certain external recreational areas.
28. The school does not give any guarantee as to the standard of any pitch or field nor to the maintenance or improvement of this standard during the season. The hirer shall be aware of the state of any pitch or field upon submitting his/her application and such application will be deemed to be for the particular pitch or field as seen.
29. The school shall deem whether any pitch or field is fit for use and their decision shall be final.

CATERING FACILITIES

30. Separate charges are made for use of school catering facilities in addition to those set out for use of accommodation in the Schedule of Charges. Where the accommodation hired includes school catering facilities, the following special conditions must be observed:

- (a) A member of the school catering staff must be present while the catering facilities are being used and the requirements of that member of staff must be obeyed;
- (b) There must be no smoking in any kitchen or by any person handling food or catering equipment;
- (c) School tea-cloths must not be used;
- (d) The kitchen and all equipment must be left as clean as it is found;
- (e) School crockery and cutlery must not be used except by special permission of the Client Group Officer (School Meals);
- (f) Tables must be covered before use and washed after use;
- (g) Any other special condition imposed by the Client Group Officer (School Meals).

LEGAL REQUIREMENTS

- 31. The hirer shall comply with the legal requirements concerning consumption of intoxicating liquor, music singing and dancing licences, theatre licences and copyright. The hirer shall be fully responsible for obtaining any licences or any other permissions required, always providing that no such application shall be made without the prior approval of the Governing Body.
- 32. The hirer shall comply with Section 12 of the children and Young Persons Act 1933, that is to say where any play or entertainment is provided at which the majority of the persons attending are children, then if the number exceeds 100, it shall be the duty of the hirer to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the building or any part of it than can be safely accommodated there and to control the movement of the children and other persons admitted while entering and leaving the building and to take all other reasonable precautions for the safety of the children.
- 33. The hirer will to the best of his/her endeavours ensure that the requirements of the Race Relations Act 1976 (in particular the need to promote good relations between persons of different racial groups) be observed at all times throughout the letting.
- 34. The hirer is specifically forbidden to use, or allow the use of the hired premises or grounds for any illegal or immoral purpose and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.

COMPLIANCE WITH REGULATIONS

- 35. Failure by the hirer to comply with any or all of the foregoing regulations where applicable whether intentionally or not may be deemed by the Governing Body to be just cause for the immediate cancellation of any letting or series of lettings.

