

# Lettings Policy



**Lealand's**  
High School

Lettings Policy

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Issue Date: November 2023

## 1. INTRODUCTION

Lealands High School policies are designed to support the school ethos, aims and vision. Lealands is a positive learning community which is fully inclusive to ensure equality of opportunity for all.

Our aims are outlined in our Home School Agreement.

**Our aims:**

| <b>Excellence in everything we do</b>   | <b>Everyone has responsibility</b>  | <b>Respect for all</b>   |
|---|---|--|
| <ul style="list-style-type: none"><li>• Everyone achieves success and makes excellent progress</li><li>• We all continually improve what we do and work hard</li><li>• We care about being the best we can be and getting the best out of those around us</li></ul> | <ul style="list-style-type: none"><li>• To prepare young people for life and a positive future</li><li>• To ensure that school is a safe place</li><li>• To help and support others to grow and succeed</li></ul> | <ul style="list-style-type: none"><li>• Everyone is valued for their contribution</li><li>• All are cared for and supported so that needs are met</li><li>• We recognise and celebrate the talents, gifts and uniqueness of every individual</li></ul> |

In order to achieve these aims students, parents and the school need to work in partnership.

**Our vision is to be:**

*Everyone **achieves excellence**, demonstrates **respect** for all and takes **responsibility** for their own actions, while helping others to be successful.*

We strive to achieve this vision in all that we do and staff, students, parents, governors, other school stakeholders and partners are all an important part of making this happen.

## 2. RATIONALE

The Governing Body is committed to greater use of the school site and its facilities by the local community. As such a flexible arrangement for lettings will be followed relating to the economic and commercial rates charged by other facilities.

## 3. BROAD GOALS

- To develop and broaden the use of the school facilities by the local community.
- To develop further opportunities for participation in activities by pupils outside the school curriculum.
- To increase revenue into the school.

## 4. PUPIL & OTHER OUTCOMES

- There will be full use of the facilities, where possible, by the local community.
- Partnerships with our partner schools and organisations will be enhanced.
- Pupils will benefit from an increase in revenue to the school by extra funding being available for resources.

## 5. APPLICATION

5.1 Charges relating to school facilities will be reviewed and set annually by the Governing Body in the Spring Term, with consideration given to those facilities supported by the Football Foundation. Changes to letting charges will be implemented on the 1<sup>st</sup> September each year.

An automatic inflationary factor will be added to the hire charge of all facilities annually. The rate of inflation to be used will be based on the preceding year and applied to all lettings on the 1<sup>st</sup> September as detailed above.

The School pricing policy takes into account different user groups, community youths, partners and adults.

All lettings must be applied for on the Lealands High School Application for Use of School Premises form. In cases where organisations do not carry their own Public Liability Insurance then a relevant charge will be made covering this liability using Luton Borough Council's Insurance Services.

All named hirers will be issued with documentation relating to operating procedures and emergency operating procedures. This guidance should be followed by all hirers and users.

The named hirer is responsible for informing their user group of the school hiring procedures and emergency procedures. The named hirer is also responsible for reporting Health & Safety issues as set out in the school procedures. The named hirer must ensure the school's Safeguarding Policy is adhered to and that any statutory requirements regarding child protection are implemented by the user group.

- 5.2 The Community Development Manager is responsible for ensuring that all lettings procedures are followed and that the lettings and charges are paid.
- 5.3 The Community Development Manager is responsible for co-ordinating all lettings associated with the Football Foundation.
- 5.4 Hirers and users are responsible for following all the school guidelines and safeguarding procedures.

## 6. MONITORING, EVALUATION AND REVIEW

*This policy will be reviewed annually by the Governors Finance Committee.*

- 6.1 **The Business Manager** has overall responsibility for the successful implementation of this policy.
- 6.2 The Community Development Manager will have responsibility for monitoring the successful implementation of this policy on a day-to-day basis.

### Lettings Charges : September 2023

| Facility                           | Cost £ / Hour        |
|------------------------------------|----------------------|
| Full Astro: Youth                  | 40.60                |
| Half Astro: Youth                  | 20.30                |
| Full Astro: Adult                  | 50.80                |
| Half Astro: Adult                  | 25.40                |
| Vet Sunday League                  | 32.50                |
| Sports Hall: 10 Week Block Booking | 28.75                |
| Sports Hall Ad Hoc Bookings        | 45.00                |
| Gym / Dance Studio                 | 26.50                |
| Activity Studio                    | 18.50                |
| Judo Mats                          | 7.00                 |
| Swimming Pool                      | 60.00                |
| Mini Soccer Pitch                  | 20.00                |
| Netball / Tennis Court             | 20.00                |
| School Hall                        | Price on application |
| Community Room (one side)          | 21.00                |
| Community Room (double)            | 34.00                |

The school retains the right to run promotional offers and discounts on lettings for new bookings. Discounted rates will be provided on request, please contact the Community Development Manager for more details.

The cost of hiring any school facility may incur additional charges if site agents are required to do more than just open and close the venue. Any extra charges will be discussed at time of booking.

All lettings outside of the opening hours detailed in the Facilities Management Agreement will incur an additional charge. This will be at a set amount per hour and will be discussed at the time of booking.

A refundable deposit may be required to cover the cost of damage, theft or vandalism. This will be discussed at the time of booking.

## CONDITIONS FOR HIRE OF PREMISES

1. Application for the hire of the facilities should be submitted to Mr P. Payne (Community Development Manager).
2. All bookings accepted are subject to the availability of the accommodation applied for, and approval of the School Business Manager.
3. Lealands High School is a non-smoking establishment, and is not licensed for alcohol.
4. We reserve the right to refuse any applications.
5. Hirers should indicate exact facility required, e.g. Half Astro, Full Astro, Sports Hall, Swimming Pool, Main School Hall etc.
6. The hours of hiring **MUST** include time preparing for the event and clearing up afterwards.
7. A responsible adult must be appointed by the Organisation to take charge at their meetings.
8. The hirer shall agree to repay to Lealands High School all expenses which may be incurred by them in repairing, making good or replacing any part of the school building or the contents thereof which may be lost, damaged or destroyed in consequence of the hirer's use of the premises.
9. Cancellation, postponement or alteration of the hire should, where possible, be sent in writing to reach the school no later than 48 hours before the date of the booking. If cancellation is not received by the hirer for any reason they may be liable for the full cost of hire.
10. Full payment for new block bookings and ad hoc bookings must be received in advance, where possible at least 7 days before the date of hire. Any use of accommodation in excess of that booked will be subject to a supplementary charge. A deposit may be required for new and ad hoc bookings. Customers will be informed of the amount of the deposit prior to the booking being confirmed.
11. Long term hirers are able to pay their invoices in arrears. T&C's will be detailed on each invoice.
12. VAT is chargeable on the letting of sporting facilities for sporting activities unless the activity is for over 24 hours or is for a series of bookings that fulfil the following criteria: the booking consists of ten or more sessions; each session is for the same sport or activity; the interval between each sessions is at least one day and not greater than fourteen days; the booking is paid for or invoiced for as a whole; the hirer is a club, association, local league or school; the hirer has exclusive use of the facility during the booking. VAT is NOT charged for room hire for non-sporting bookings where no specialist equipment is provided by the school.
13. The school reserves the right to cancel or postpone use of premises at any time.
14. The school accepts no responsibility for loss of any article or belongings of the organisation or its members at any time.
15. Premises must not be used other than for the purpose approved nor exceed the time or period authorised.
16. All facilities should be left in a clean, litter free and tidy condition and all equipment should be put away, before leaving the premises. Failure to comply could result in bookings being cancelled or refused.
17. Hirers **MUST** ensure that they familiarise themselves, in the case of fire or other emergency with escape routes, location of fire extinguishers, fire alarms and exit doors. If you have any Health and Safety concerns or questions please speak to the **On Duty Site Agent immediately - 07979700420**. On hearing the fire alarm all users should evacuate the premises and muster on the field at the front of the school. The designated person responsible for the booking should account for all attendees and ensure that everybody remains on the school field until the facilities management team confirm that it is safe to re-enter the school.
18. If hirers encounter any issues before, during or after their booking they **MUST** contact the Site Agent via their mobile telephone on 07979700420. If hirers fail to do this, Lealands High School may not accept responsibility for delayed start times or access issues etc. If any issue arises from your letting that is not satisfactorily dealt with, please email the Community Development Manager – [paynep@lealands.luton.sch.uk](mailto:paynep@lealands.luton.sch.uk)
19. Hirers are responsible for ensuring that all requirements regarding safeguarding and child protection are implemented by the user group. The policies relating to this should be supplied to Lealands High School at the time of the booking.
20. A review of local facilities (for hire) will be undertaken annually and the pricing structure will be reviewed in line with other local facilities charges. If a price increase is levied it will be capped at 15% per annum and applied on the 1<sup>st</sup> September.
21. Lealands High School will manage the swimming pool plant room and complete twice daily weekday water checks. All hirers of the swimming pool are required to carry out their own water test prior to using the pool. This will be to check the levels of Chlorine and PH. All hirers will be inducted into water testing and automatic pool cover operation by Lealands High School Staff.

22. All hirers of the swimming pool will be supplied with keys to access the pool. The facilities management company will only provide access to the changing rooms. It is the responsibility of the hirer to ensure that access is only provided to the pool when supervision is in place by a member of the swimming club staff. It is the hirer's responsibility to lock the doors to the swimming pool once their session has finished. This is needed to stop any unauthorised access.
23. If an access fob is requested there is a charge of £5 (per fob), which is refundable on return of the fob. A written request must be made to Mr P. Payne (Community Development Manager). Hirers of the 3g football pitch will from time to time be asked to supply participation/user information.  
Failure to provide this information could result in your booking being cancelled.
24. Cars, motor vehicles and bicycles are parked at the risk of the owner/driver. Lealands High School does not accept responsibility for any damage or loss to any vehicle whilst on the school premises. Vehicles must be parked in marked bays. Users must avoid undue noise on arrival and departure. Due care and attention must be taken when bringing motor vehicles on site particularly during the School day or when School activities are taking place. Whilst on the site pedestrians have right of way. Engines **MUST** be turned off when in the car park.
25. Only assistance dogs are allowed on Lealands High School grounds.
26. Indemnity and Insurance - Lettings are made on the understanding that the School is indemnified by the Hirer against any loss, damage, costs and expenses during the use of the School's premises by the Hirer. Therefore, hirers must provide a copy of your insurance policy prior to your booking being accepted. A minimum of £2,000,000 indemnity for third party negligence relating to the public or property will be required.
27. If hirers do not have their own insurance, they may buy Luton Borough Council insurance. This is charged at 10% of their booking charge. They **MUST** also pay a deposit of £100 in lieu of excess. The deposit is fully refundable at the end the booking provided no claims have been made against the LBC insurance cover.



## APPLICATION FOR USE OF SCHOOL PREMISES

Organisation:

Contact Name:

Tel No:

Contact Address:

Postal Code:

Email:

Activity/Meeting hired for:

Date required:

/ /

Facility Required:

Times required:

From:

To:

Charge per meeting as above: £

Number of meetings:

Insurance Details Policy Number:

Policy seen by:

**A copy of your insurance MUST be provided before your booking will be sanctioned.**

Cost of School Insurance: £

**BEFORE SIGNING PLEASE READ AND AGREE CONDITIONS ABOVE AND OVERLEAF**

Tick box that you have read and agree

Agree ☐

|  |                               |
|--|-------------------------------|
| Where did you hear about us? Already a Facilities User <input type="checkbox"/> School Website <input type="checkbox"/> Facebook Page <input type="checkbox"/> |                               |
| Live locally <input type="checkbox"/> Friends <input type="checkbox"/> Other <input type="checkbox"/> (please state)   |                               |
| I am authorised by my organisation to accept the conditions for use of the above named premises as detailed above and on the reverse of this form.             |                               |
| Signed:  | Date:     /     /             |
| Position in Organisation:  |                               |
| Booking Agreed by:   | Site Agent Accepting:         |
| Authorised by:   | Business Manager/Head teacher |
| Date:     /     /  |                               |

### Safeguarding / Child Protection and Preventing Terrorism and Radicalisation Declaration

The User undertakes to ensure that all staff or volunteers providing a service on behalf of the User will be made aware of the Local Safeguarding Children's Board child protection procedures and the DCSF guidance (Keeping children safe in education statutory guidance for schools and colleges September 2021).

Specifically the User will take responsibility for ensuring that all required recruitment checks are undertaken on any adult using Lealands High School premises. This should include enhanced DBS checks on all those likely to have unsupervised contact with children and young people and a requirement that any allegation about inappropriate behaviour from any adult, employed or volunteering for the User is referred to the Local Authority Designated Officer for investigation.

**[Name.....]** on behalf of **[Organisation.....]** accept the responsibilities to safeguard and promote the welfare of all the children or young people for whom we provide a service.

I accept the requirement to follow the guidance and procedures outlined above. I/we agree to provide a copy of our child protection policy on request of the Business Manager of Lealands High School.

I/we confirm that all adults either employed or being used on a voluntary basis to provide services on behalf of **[Organisation.....]** have been through the appropriate recruitment checks (identified in Safeguarding Children and Safe Recruitment Guidance DCSF publication 2007) and have received and will continue to receive on a three yearly cycle basic child protection training.

### Preventing Terrorism and Radicalisation

All hirers must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the school's Business Manager before approval is given. The Letting Agent will submit an incident report if they suspect that the letting or gathering has been used for political purposes not previously authorised by the school's Business Manager, the dissemination of inappropriate material or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way. Considering applications for lettings the school's Business Manager, or delegated officer, will decide on the approval of the application with consideration to:

- Type of activity and our duty with regard to the prevention of terrorism and radicalisation

- Appropriateness of the letting and whether it is deemed compatible with the ethos of the School

**[Name.....] of [organisation.....]**

make this declaration to confirm that we agree to and accept the expectations of this agreement outlined above.

Signed .....Date.....

(Please attach a copy of your organisation's Child Protection Policy with this declaration).