

# Lettings Policy

## 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. We want all members of the school community to:

- Enjoy learning
- Be enquiring
- Achieve the best
- Feel safe and secure
- Be happy
- Be well cared for and supported
- Be challenged and make good progress
- Be prepared for a bright future
- Make a valued contribution
- Enjoy a well ordered and stimulating learning environment

Our vision is to be:

“A centre of excellence, nurturing all learners, whatever their needs or interests, instilling high expectations for all and preparing young people for life and a bright future.”

All staff are required to uphold the ethos and aims of the school through the application of this and all school policies agreed by governors.

## 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

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

## 4. PUPIL & OTHER OUTCOMES

- 4.1 There will be full use of the facilities, where possible, by the local community.
- 4.2 Partnerships with our partner schools and organisations will be enhanced.
- 4.3 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.



# Lealands High School

## Lettings Charges : September 2018

Facility	Cost £ / Hour
Full Astro: Youth	36.00
Half Astro: Youth	18.00
Full Astro: Adult	45.00
Half Astro: Adult	22.50
Vet Sunday League	28.00
Community Classroom	41.00
Community Classroom: Concession	25.50
Sports Hall: 10 Week Block Booking	33.50
Sports Hall	41.00
Gym / Dance Studio	23.50
Activity Studio	19.00
Judo Mats	6.00
Swimming Pool	48.00
Mini Soccer Pitch	12.50
Netball / Tennis Court	12.50
School Hall	30.50
Community Room (one side)	18.50
Community Room (double)	30.50
Community Room (SPCT and Special Concession)	12.00

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 accommodation required, e.g. Hall and Foyer, Classroom/s, Toilets, Sports Hall, Changing Rooms, Swimming Pool etc.
6. Please note that the use of the School kitchen facilities must be requested as a separate issue from Luton Borough Council Catering Department.
7. The hours of hiring **MUST** include time preparing for the event and clearing up afterwards.
8. A responsible adult must be appointed by the Organisation to take charge at their meetings.
9. 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.
10. 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.
11. Payment should be received by the school 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.
12. Hirers should note that no VAT is payable on lettings in respect of indoor sports facilities for which the hirer is willing to pay in full, in advance. A period of hire must be not less than three months and must consist of at least ten individual hire sessions occurring not less frequently than once a fortnight (excluding school holidays). **NO REFUND** will be payable under any circumstances on dates which are subsequently cancelled.
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. 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. 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.

A review of local facilities (for hire) will be undertaken annually and the pricing structure will be reviewed inline with other local facilities charges. A price increase will be capped at 15% per annum and applied to all lettings on the 1<sup>st</sup> September as detailed above.

19. Weekend 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. Lealands High School will manage the swimming pool plant and complete a water check on either a Saturday or Sunday. However, all hirers are required to test the water themselves prior to the pool being used to ensure the water is at the acceptable ranges for Chlorine and PH. All hirers will be inducted into water testing by Lealands High School Staff.
20. 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.
21. If an access fob is requested there is a charge of £5 (per fob), which is refundable on return of the fob. A request must be made to to Mr P. Payne (Community Development Manager).



## APPLICATION FOR USE OF SCHOOL PREMISES

Organisation:		
Contact Name:	Tel No:	
Contact Address:		
Activity/Meeting hired for:		
Date required:     /     /	Accommodation Required:	
Times required	From:	To:
Charge per meeting as above: £		
Number of meetings:		
Insurance Details Policy Number:		
Policy seen by:		
<b>School insurance cover will be charged if a policy is not evidenced before the Hire Date.</b>		
Cost of School Insurance: £		
<b>BEFORE SIGNING PLEASE READ AND AGREE CONDITIONS ABOVE AND OVERLEAF</b> Tick box that you have read and agree     Agree <input type="checkbox"/>		
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:     /     /		