



Three Ways School

Lettings Policy

Policy Ratified on	4 December 2017
Policy Ratified by	FGB
Policy Review Date	December 2020
School Policy Lead	School Business Manager

Lettings Policy

1. Rationale

At the discretion of the Governing Body the school premises may be let to outside organisations out of school hours.

This policy ensures that all hirers are given equal opportunities within the guidance set out by the Governing Body.

Any hiring of the school to persons/organisations will need very careful consideration by the Governors due to equipment and resources in the school for pupils with complex needs.

Educational and other statutory requirements take precedence over any other use.

The letting of the school premises and resources must not be subsidised or paid for by the schools delegated budget.

2. Purpose

All hirers should complete an application form, which must be updated on an annual basis. The following criteria will be considered for each application:

- To treat all requests in a fair and equitable manner
- Give due regard to equality of opportunity
- Give priority to lettings that offer out of school activities to the pupils attending the school
- To determine who should be responsible for the building during the lettings
- All PTA fund raising activities are given priority over other lettings

3. Procedures

The attention of all hirers is drawn to the following constraints imposed by the statutory requirements on the letting of premises:

- Public music, singing and dancing can only take place in premises that have music, singing & dancing licence. Hirers will need to obtain a license.
- Public performances of stage plays can only take place in premises that have a stage play licence issued under the Theatres Act 1967. Hirers will need to obtain a licence.
- Intoxicating liquor cannot be sold on the premises unless the hirer or person providing the bar facilities has obtained a licence.

Holiday/Extended School Activities Schemes

- Applications for use of the premises should be made on an annual basis giving an outline of the proposed scheme, with dates and times of opening.
- If any children under the age of 8 years are to be included in a scheme or will be present for any reason, then the scheme will be affected by the 1989 Children's Act and organisers may need to register with the LEA.
- The premises will not be opened until the approved starting time. Parents should be informed by the organising body that their children should not arrive before the approved starting time. The site manager or any other member of staff will not be expected to supervise children that arrive early or stay late.
- Children should be restricted to those parts of the school approved by the Head or SBM for the purpose of the scheme.
- The cost of damage to the school property will be charged to the organising body. Any damage should be reported by the activity leader to the site manager so that repairs can be arranged.

- The organising body should tidy the premises on completion of their activity.

Letting of the Swimming pool

- The organising body must have the necessary pool side safety certificates
- The organising body must ensure adequate adult staffing levels are provided to children using the pool.
- All the health and safety guidelines must be adhered to when hiring the swimming pool.
- The swimming pool must be left in the condition it was found in, including the pool cover in place. Any accidents involving body fluids in the pool must be reported immediately so action can be taken.

Insurance

The organising body must affect public liability insurance in respect of the activity, which shall also indemnify the school against all claims arising as a result of the use and occupation of the premises.

Charges

A fair charging policy will be adopted consisting of several elements including:

- An administrative charge
- Site Manager & cleaning charges
- Heating
- Lighting
- Time and day

The payment to the Site Manager is affected by the manual workers pay award; therefore charges will normally increase each year.

Invoices will be sent on a monthly basis or different agreed arrangements.
Failure to pay any invoice will result in the withdrawal of the letting agreement.

VAT on lettings

- Lettings for halls and classrooms are exempt from VAT as long as a separate charge is not shown for any special equipment or Site Manager costs.
- VAT is charged to any Limited Company using the hydro pool in line with VAT Guidance

Fees

All fees will be paid into the school bank account and credited to the letting budget.

This income will be used to offset the charges to the school for:

- 1) Site Manager & cleaning costs
- 2) Implicit energy costs
- 3) VAT where appropriate

Terms and Conditions of Lettings

- Premises are let as they normally stand and no alternatives or additions can be made to the lighting, heating, fittings and fixtures except with the authority of the Headteacher.
- All passages and exits to which the public have access shall, at all times when the public are on the premises, be kept free from obstruction.

- Posters and placards must not be put up on the premises except upon the boards provided for the purpose.
- No bolts, screws, nails or tacks are to be driven into any parts of the premises; neither shall any adhesive be used on the walls.
- No articles of any inflammable or explosive character or any article producing an offensive smell, or any oil, electric, gas or other engine oil shall be brought into the accommodation.
- Smoking is not permitted in any part of the school premises or grounds.
- The hirer shall be responsible for the maintenance of good order and discipline during the hiring.
- No intoxicating liquor shall be sold, supplied or consumed without previous consent of the Governors and that of the Licensing Authority if appropriate.

Fire and Safety Precautions

Briefing – The hirer will be made aware of the position of the telephone, escape routes, fire notices, fire alarms, fire fighting equipment & emergency drills to ensure safe evacuation of buildings.

Fire instructions

- Escape routes will be unlocked and unobstructed internally and externally and all doors are easily and immediately operable from the inside.
- The maximum number of people to be admitted is not to exceed

Seminar Room	40
Sports Hall	400
Primary Dining Hall	150
Sensory Studio	20
- The hirer is familiar with the layout of the building, fire escape routes and the telephone in case of emergency.
- In the event of a fire the first duty of all concerned is to prevent injury or loss of life.
- In the absence of the Headteacher the person in charge is responsible for calling the Fire Emergency Services when the alarm sounds.
- If there is a fire or the alarm sounds everyone should leave the building ensuring that all doors which they pass through are closed behind them. On arrival outside the building a check should be made to ensure that all persons are present.
- The building should not be re-entered until deemed safe to do so.
- After the letting the Site Manager or other person in charge should check that there is no apparent risks. All electrical appliances and lights should be switched off and the doors and windows closed.
- Emergency contact telephone numbers to be given to hirers (Headteacher and Site Manager)

Damage

- The hirer is responsible for any of the accommodation or property which is damaged, destroyed, stolen or removed during the period of the hire. The hirer is responsible for the costs of replacement or repair to make good where this occurs.
- No footwear liable to damage floors may be worn in the school building.

Indemnity

- Hirers shall indemnify the school against all claims, demands, actions or proceedings in respect of goods or clothing or the death or injury of any persons which shall occur during the period of hire.
- Premises shall not be used for any unlawful purpose.

- The hirer shall indemnify the school against all claims, demands and actions or proceedings arising out of the infringement of copyright.
- If the hirer fails to observe or perform in any respect or secure the due observance or performance by others of these Terms & Conditions the hire agreement will be terminated.
- The school shall not be responsible for goods, materials, clothing etc brought into or left in the building.
- Cars are parked on the school premises at the owner's risk.

4. Resources

- Map of the school
- Application form and agreement
- Charging costs

5. Equal Opportunities

The school has a policy not to discriminate on grounds of gender, race, culture, religion, or special needs.

6. Health & Safety

Health and safety issues are described fully in the School Health & Safety Policy. It is the responsibility of the hirer to report any health & safety issues without delay to the Site Manager or SBM.

7. Professional Development

All hirers will have the contents of this policy clearly explained to them before the commencement of the hire.



Three Ways School
 180 Frome Road, Odd Down
 Bath, BA2 5RF
 Tel: 01225 838070 Fax: 01225 830377
 Email: enquiries@threeways.co.uk

LETTING APPLICATION FORM

Note to applicant: Before completing this form read carefully the conditions of hire

**Please note:
 THERE IS NO PARKING ON THE SCHOOL SITE**

Contact Name: _____

Contact Telephone Number / E-Mail Address: _____

Company/Organisation Name and Address: _____

_____ Postcode: _____

Dates required: _____

OR recurring Day: Mon/Tues/Wed/Thurs/Fri (please circle)

...../...../..... (Start Date)/...../.....(End Date)

Time From: _____ Time To: _____ (to include setting up/clearing away time)

Meeting / group title: _____ Amount of people: _____

Is this activity for children aged 16 years or under? YES / NO

If YES, have the leaders been CRB checked? YES / NO

WEEKDAY FACILITY/ACCOMODATION REQUIRED (please tick):

Facility	Community Use	YES	Commercial	YES
Hydrotherapy (per hour)	£20.00		£40.00	
Main Hall (per hour)	£20.00		£30.00	

WEEKEND FACILITY/ACCOMODATION REQUIRED (please tick):

Facility	Community Use	YES	Commercial	YES
Hall/Gym (per hour)	£30.00		£45.00	
Hydrotherapy (per hour)	£20.00		£40.00	

HOLIDAYS FACILITY/ACCOMODATION REQUIRED (please tick)

Facility	Community use	YES	Commercial	YES
Main Hall (per day)	£100.00		£150.00	
Hydrotherapy (per hour)	£20.00		£40.00	

DECLARATION:

I declare that I have read the attached conditions and regulations and agree to abide by them. I also agree to be personally responsible for the fees charged in respect for this letting.

Total Charge for Organisation £_____

Signature of Applicant:_____

Date:_____

An invoice will be sent to the person who arranged the booking unless otherwise notified.

Enquiry taken by:		Date:
Booking approved by:		Date:
Booking entered onto diary by:		Date:
Copy sent to Finance Officer:		Date:
Confirmation sent by:		Date:
Comments:		

For School Office use only:

Conditions of Hire and other relevant information.

- 1 Hirers are asked to respect our premises and understand that they are used by a range of different groups.
- 2 Rooms are offered with the requirement that they are left in the condition that they were in at the start of the booking.
- 3 Three Ways School accepts no liability for loss or damage to any property that you may wish to bring with you.
- 4 Time for setting up and clearing away must be allowed for within your booked time.
- 5 Hirers are required to produce a signing in and out sheet for attendees with space to include car registration numbers. Please hand this to reception staff on entry to building.
- 6 Cancellation charges - none if you cancel with notice of at least **5 working days**. You will be charged in full for cancellation with **less than 5 days notice**.
- 7 The Hydrotherapy Pool charges do not include life guards.
- 8 Any damages or extra cleaning requirements will be charged direct to the person named above.

I have understood and agree to the above terms and conditions

Signed.....

Date.....

Return this form by:

Post Amelia Hartley Three Ways School, 180 Frome Road, Odd Down, Bath, BA2 5RF
Email enquiries@threeways.co.uk - FAO Amelia Hartley
Fax 01225 830377
Any questions: 01225 838070