**WINSHILL VILLAGE PRIMARY AND NURSERY SCHOOL**

**LETTINGS POLICY**

**Purpose**

The school is willing to let its property for the following reasons:

1. To promote the sensible and just use of the school property for the mutual benefit of the school, groups and individuals in the community.

2. To raise revenue this will be used to the educational advantage of the students at Winshill Village Primary and Nursery School.

**Guidelines**

1. The school has priority use of the property.

2. The Governors should consult with the Headteacher before deciding to let any particular part of the school property.

3. The school will always seek to at least cover its costs unless it is the direct beneficiary of a fund-raising activity.

4. The school will seek to treat hirers fairly.

5. Hirers will be expected to respect school property and honour all school and legal regulations which may be in force at any time.

6. There will be three categories of letting, a category being determined by the ‘purpose’ of the letting.

The categories are:-

1. **Commercial**
2. **Community**
3. **Educational i.e. to directly benefit the school.**

**Implementation**

1. The Premises and Health & Safety Committee will annually set:-

(a) The hire charge for each category and each type of hire.

(b) Review the category of any individual letting.

2. Individual lettings will be managed by the school in accordance with the Governors’ policy.

3. Categories will initially be determined by the Headteacher. In the case of a dispute the decision of

the Chair of the Premises and Health & Safety Committee will be final.

**Evaluation**

Annually, on receipt of a report from the school, the Premises and Health & Safety Committee will review:

1. The policy
2. The charges
3. The categories.

The review will take place in the summer term. The charges will then be fixed for the coming academic year i.e. September to August.

**Policy Review Procedure**

|  |  |  |
| --- | --- | --- |
| **Reviewing Body** | **Frequency** | **When** |
| Premises and Health & Safety  Committee | Annual | Summer Term |

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Signed by Chairperson Date

**WINSHILL VILLAGE PRIMARY AND NURSERY SCHOOL**

**SCHOOL LETTINGS CONDITIONS**

1. The Hirer agrees that all requirements relevant to the lettings will be complied with (including obtaining any necessary licence e.g. for the sale of intoxicating liquor) and that all personnel employed by the Hirer or involved in the activity concerned will be advised of these conditions.

2. In the event of cancellation of the booking the Hirer will be charged up to 25% of the total projected revenue up to four weeks before the event; up to 50% of the total projected revenue will be charged for cancellations within two weeks before the event and up to 100% of the total projected revenue will be charged for cancellations within one week of the event.

3. A deposit of £25 must accompany any confirmed booking at the commercial rate, or a deposit of £10 must accompany any confirmed booking at the community rate.

4. In the unlikely event that Winshill Village Primary and Nursery School has to cancel the booking, the Hirer will be reimbursed any advance payments, although Winshill Village Primary and Nursery School will not incur any other liability.

5. The Hirer must ensure that a responsible person will be present on the premises at all times during the period of the letting.

6. The Hirer accepts full responsibility for any damage to or theft of Winshill Village Primary and Nursery School property occurring during the period for which the premises are hired.

7. Any additional cleaning undertaken by Winshill Village Primary and Nursery School staff, which in the opinion of the officers of the school, occurs as a result of the hiring outside the scope of the agreed hire charge, will be charged to the Hirer at the appropriate rate.

8. Winshill Village Primary and Nursery School accept no liability for the loss of personal property brought into or left in the premises during the letting.

9. Winshill Village Primary and Nursery school is a non-smoking environment. The Hirer and those using the school premises under the same letting agreement must respect this policy. If any damage is caused due to smoking, the Hirer will be liable for any defect.

10. Winshill Village Primary and Nursery School is responsible for ensuring that the means of access or egress are safe for the use of the Hirers and that plant or equipment used by the Hirers are safe. It follows therefore from this, that if the Hirer discovers a hazard in regard to access to the school premises or the equipment to be used, he/she should take action to make the Site Supervisor on duty aware of the hazard.

11. The Hirer agrees that no equipment will be used without approval and that the installation of the Hirer’s equipment will be carried out by competent personnel. Electrical equipment must carry a current PAT test label.

12. The Hirer accepts that he/she should familiarise himself/herself with the position of telephones, escape routes, fire alarms and fire-fighting equipment. Notices regarding the procedures in relation to action in the event of fire should also be studied and the information disseminated. The Site Supervisor will advise if required to do so.

13. The Hirer further agrees to indemnify Winshill Village Primary and Nursery School against all claims, actions and liabilities arising from the use of the premises by the Hirer apart from claims and actions arising through the negligence of the school, its servants or agents.

**INSURANCE ARANGEMENTS**

1. There is cover under the Winshill Village Primary and Nursery School Public Liability Insurance insofar as injuries arising from a defect of the school premises or of the contents of the building are concerned. There is however no cover against any injury arising from any action or negligence of the Hirers. Hirers should note therefore that they must accept responsibility for suitable supervision and for taking out adequate insurance cover.

2. It is possible for a Hirer to take out public liability policy with most insurance companies, either for a short period of a few days or as is most usual an annual policy. The minimum limit of indemnity for this type of policy should not be less that £1,000,000 and preferably £2,000,000. A copy of the certificate will need to be seen.

3. Winshill Village Primary and Nursery School would consider it desirable that any organisation operating regularly in any of its premises should have a continuing public liability policy to cover the possibility of claims arising out of all aspects of its activities.

4. Hirers should ensure that their public liability policy includes damage to premises under their control. It is not essential to take out a separate a fire policy as any liability which could be proved against the Hirer when there is a fire would come under this policy.

5. At present Winshill village Primary and Nursery School’s insurers are QBE Insurance (Europe) Limited, Plantation Place, 30 Fenchurch Street, London EC3M 3BD.

Hirers experiencing difficulties in obtaining cover to comply with the hire conditions should direct their enquiries to HSB Insurance Brokers.

**CONTACT THE SITE SUPERVISOR**

**A Site Supervisor on duty during the period of your letting can be contacted.**

**PAYMENT – Hirers will be invoiced for the balance immediately after the event and settlements are required within ten days, with the exception of long-term hirers (ten weeks or more) where the Hirer shall pay fees per calendar month (exclusive of VAT) in advance and by no later than midday on the first day of each calendar month. Cheques should be made payable to Staffordshire County Council. Any queries regarding the invoice must be referred to the accounts department within five working days of receipt.**

**WINSHILL VILLAGE PRIMARY AND NURSERY SCHOOL**

**PROPOSED LETTING CHARGES**

|  |  |  |
| --- | --- | --- |
| **Room** | **Commercial Rate** | **Community Rate** |
| School | £20 per hour/£140 per day | £10 per hour/£70 per day |
| Hall | £12 per hour | £8 per hour |
| Dining Hall | £12 per hour | £8 per hour |
| Computing Room | £40 per hour | £20 per hour |
| Classroom | £12 per hour | £8 per hour |
| Nursery Office | £12 per hour | £8 per hour |
| Nursery Kitchens | £12 per hour | £8 per hour |
| Nursery Management Room | £12 per hour | £8 per hour |
| Nursery Laundry | £12 per hour | £8 per hour |
| School Grounds | £80 per half day | £50 per half day |

**ICT Suite Hire**

**All hirers must read, understand and sign a handbook detailing equipment and operation before any letting is confirmed.**

**Classroom Hire**

**All room hire includes equipment installed. Any additional equipment will incur VAT charges. Please specify on the booking form any equipment required for individual meetings/conferences.**

**THE HIRE OF SCHOOL EQUIPMENT**

A £50 refundable deposit is payable when booking school equipment. Breakages and damage will be charged. All equipment must be ordered at the time of booking.

|  |  |  |
| --- | --- | --- |
| **Description of Equipment** | **£ per day or part thereof** | |
| **Community** | **Commercial** |
| Piano | 5.00 | 20.00 |
| Microphone and PA system | 10.00 | 25.00 |
| Interactive Whiteboard | 5.00 | 15.00 |
| Flip chart, paper, pens | 5.00 | 12.50 |

**WINSHILL VILLAGE PRIMARY AND NURSERY SCHOOL**

**Application for the Hire of School Buildings and Equipment**

In consideration of **Winshill Village Primary and Nursery School** agreeing to let to me, the undersigned

Insert name

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address

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Occupation Tel.No.

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On behalf of (insert name and organisation)

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State number of people attending

---------------------------------------------------------------------------------------------------------------------------------

Type of rooms required or grounds

---------------------------------------------------------------------------------------------------------------------------------

Any additional equipment (e.g. piano/radio/PA system/stage)

---------------------------------------------------------------------------------------------------------------------------------

State purpose – For the purpose of

---------------------------------------------------------------------------------------------------------------------------------

To be held on – insert dates

---------------------------------------------------------------------------------------------------------------------------------

and hours

---------------------------------------------------------------------------------------------------------------------------------

**I HEREBY AGREE to hire and use** the said room(s) facilities/equipment in accordance with the School’s Regulations and Charges and agree with the Terms and Conditions and Scale of Charges in force for the time being.

**at a rate of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I have read, understood and will observe and fulfil all the School Letting Conditions referred to earlier and that fully understand the position concerning Insurance.

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This form should be returned to the Headteacher as soon as possible, at Winshill Village Primary and Nursery School, Brough Road, Winshill, Burton on Trent, Staffordshire, DE15 0DH.**

**Tel: 01283 239485. A deposit of £25 for commercial rate hire or £10 at community rate hire must accompany any confirmed booking. Cheques payable to Staffordshire County Council.**