

USE OF EDUCATIONAL PREMISES OUTSIDE SCHOOL HOURS

SCHOOL LETTING POLICY



September 2016

Lettings Policy 09/2016

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YSGOL BRYN ONNEN

INTRODUCTION

The Governing Body of Ysgol Bryn Onnen regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

The school's delegated budget (which is provided for the education of its pupils) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

DEFINITION OF A LETTING

A letting may be defined as *“any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), statutory organisation, private groups or a commercial organisation (such as the local branch of ‘Weight Watchers’)”*. A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

PRIORITY FOR LETTINGS

The Governing Body will, in accordance with the Local Authority's expectations, give priority to the needs of the school. Such priority is to be seen in terms of traditional needs arising from the curriculum and pupil welfare including the following types of activities:

- meetings of school governors and formal parent meetings called by governors;
- curricular activities falling outside normal school hours;
- extra-curricular activities involving pupils substantially such as concerts, pupil social functions, school games and clubs;
- meetings of or with parents called by the Headteacher;
- Meetings of teachers employed in the school.

Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

Subject to the needs of the school, the Governing Body will observe the following priorities in dealing with applications for the use of facilities out of school hours:

1. Use for Local Authority organised or sponsored activities;
2. Use by cultural, educational and sporting clubs.
3. Use for fund raising activities organised by the PTA or similar bodies included in priorities 1-3 above and meeting regularly in the school. Such activities may take the form of whist drives, concerts, dances, sales of produce, etc., and should be accommodated if this can be done without interfering with the normal working of the school; and

4. use for functions or activities open to the public and not associated with the school or one of the local organisations which regularly meets at the school. Such activities can include dances and private parties, concerts, whist drives, social, party political and commercial meetings.
5. Use by charities, businesses, trusts, voluntary organisations or private individuals.

In the event of the school premises being required for the educational activities of the school itself, the governors will give as much notice as possible, normally no less than 2 weeks, to any organisation which would otherwise be using the school premises, that they are required.

CHARGES FOR A LETTING

The Governing Body is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:

- cost of services (heating and lighting);
- cost of staffing (additional security, caretaking and cleaning), including on-costs;
- cost of administration;
- cost of 'wear and tear';
- cost of use of school equipment (if applicable)

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved. The minimum hire period will be one hour (if there are 'back to back' lettings the letting will be for 55 mins to allow for changeover).

The specific charge levied will be reviewed annually, during the Spring Term, by the Governing Body, for implementation from the beginning of the next financial year, with effect from 1st April of that year. Current charges will be provided in advance of any letting being agreed. Payment must be made in advance of the letting commencing and can be made by cash or cheque (made payable to Torfaen CBC) on receipt of the invoice.

MANAGEMENT AND ADMINISTRATION OF LETTINGS

The Headteacher is responsible for the management of lettings. The Headteacher will normally delegate all or part of this responsibility to another member of staff, whilst retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, s/he will consult with the chair of the appropriate sub-committee of the governing body, who is empowered to determine the issue on behalf of the governing body.

THE ADMINISTRATIVE PROCESS

Organisations seeking to hire the school premises should approach the School, who will identify their requirements and clarify the facilities available. The Governing Body has the right to refuse an application and no letting should be regarded as 'booked' until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address and personal details.

All letting fees which are received by the school will be paid into the school's delegated budget. Income and expenditure associated with lettings will be regularly monitored to ensure that at least a 'break even' situation is being achieved.

LETTING CHARGES

- **School Hall** (seats 70, does not include Wi-Fi and projector facilities)

Charges	£50.00 per hour
Hospitality (Tea, Coffee & Biscuits)	£2.50 x1 per person
Use of dining room tables	£25 one off charge

- **Meeting Room 1 [Classroom]** (seats 30 with Wi-Fi)

Charge	£75.00 per hour
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NB If use of facilities is outside of normal staff working hours extra staff charges will be incurred on top of the hire fees.

- **Caretaker Charges**

Charges	
Monday to Friday	£10 per hour
Saturday and Sunday	£15 per hour

NB Lettings income from use of school facilities (school hall and meeting room) will be coded to the school budget.

LICENCING

The Governing Body must ensure that appropriate licences are held or obtained to cover functions or activities taking place on school premises. These may include some or all of the following:

- Public entertainment licences;
- Theatre licences

INSURANCE COVER

- **Public Liability Insurance**

Torfaen County Borough Council has liability insurance cover in place which covers the legal liabilities of the Council/school in respect of death, personal injury and losses suffered by third parties (i.e. persons other than employees of the Council/school).

If a person does make a claim there is no automatic entitlement to payment. To make a successful claim, a claimant would need to show that the Council/school had acted negligently and that negligence caused the death, personal injury or loss for which a claim has been made. It should be emphasised that the Torfaen County Council policy is designed to protect the legal liabilities of the Council/school. It will NOT indemnify other individuals and organisations, who must hold their own public liability insurance to protect themselves in respect of their legal liabilities. Users will be required to present evidence of this prior to the letting.

- **Employer's Liability Insurance**

It is compulsory under the Employer's Liability (Compulsory Insurance) Act 1969 for most organisations with employees to hold Employers Liability Insurance. Any non-Torfaen County Borough Council organisation not exempt from this 1969 Act must hold its own Employers Liability Insurance. Further guidance can be found on the Health and Safety Executive website www.hse.gov.uk/business/elci.htm.

- **Property Insurance**

Buildings and contents which belong to, or are the legal responsibility of the Council/school are insured under the Torfaen County Borough Council property insurance policy, subject to the terms and conditions of the policy.

The Torfaen County Borough Council property insurance will NOT cover property belonging to third parties.

VALUE ADDED TAX

In accordance with the present regulation, VAT will be chargeable for external users in the following instances:

Area	Tax Liability
Hire of rooms including equipment within and Wi-Fi (this includes the dining hall for activities which are non-sporting, such as meetings, Brownies, training etc.).	VAT exempt. However, if a separate charge is made for equipment this element is VAT able.

FIRE & EVACUATION PROCEDURE

The hirer is responsible for ensuring all users are aware of the fire exits and assembly points in case of an emergency or evacuation drill.

CHILD PROTECTION

The hirer should ensure that they have a Safeguarding and Child Protection Policy in place and a Designated Senior Person. Proof of this will be required on making a booking.

PUBLICATION AND REVIEW

The Governing Body will make copies of this policy available to all those who request a copy, in accordance with the school's Freedom of Information Publication Scheme.

The Governing Body will review this policy on an annual basis and amend it as appropriate.

Signed:

Designation:

Date: