



TWO RIVERS FEDERATION
LETTINGS POLICY STATEMENT
(Including Charges)

Adoption

The Federation governors adopted the lettings policy and the scale of charges set out below:

Review Date: February 2024

Policy objectives

The governors adopt and endorse the County's Lettings Policy and recognise the principles therein, namely:

- i. That the school premises represent a significant capital investment and should be fully utilised
- ii. Are a valuable community resource
- iii. Educational usage, education premises constitutes a natural priority
- iv. That a profit margin would be welcome when derived from private or commercial usage, but are not the objective when facilitating education activity by designated users.

Priority usage

The governors have adopted the following categories of priority user:

- Statutory users
- Private users
- Community users

The governors have applied in each case that definitions identified in the Devon County Council lettings policy document BR11

Private Users are defined as groups such as dance classes that incur a charge to the participant

Community Users are defined as local groups such as scouts, music group or church (including the school PTFA or other parents wishing to use the premises for group activities linked to the school)

Conditions of hire/use

The governors have adopted the standard Devon County Council account of hire/use.

ADMINISTRATION OF LETTINGS USE

General

The governors recognise that it would be impossible for them to personally vet every applicant or organisation that wish to make use of the school premises. Accordingly they have delegated the authority to accept requests for hire to the Executive Head Teacher or Chair of Governors.

Variations

No member of staff is allowed to vary the terms and conditions from which the school premises are hired, to either individuals or organisations, nor to deviate from the governors' published charging policy.

Lettings documentation

All formal hiring/use of the school's premises, including those for which no charge is made, shall be properly documented. All hirers **must** complete a lettings of hire agreement and are to receive a copy of the conditions of hire. The hire agreement is a contract which the governors may enforce at law. If working with children the hirer must provide a copy of their safeguarding policy, a copy of which should be kept in the office.

Charges

In arriving at their scale of charges the governors have followed the following principles:-

- i. That statutory users will be charged an amount commensurate with cost recovery
- ii. That private users will be charged on a cost plus a small income margin for the school
- iii. That there will be parity of treatment for similar users
- iv. That overall the cost of letting school facilities will be recovered from users where a cost is incurred by the school, i.e. damages, use of power/resources

The minimum charge will be **£10.00** for the first hour and £8.00 for subsequent hours with the minimum hire period being 1 hour.

Deposits

The governors reserve the right to require a deposit as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

Security

The governors will not insist upon continuous caretaking presence. However they reserve the right, and delegate power to the Executive Head Teacher, to insist upon caretaking presence where, in his/her view, the nature of hiring may leave the school vulnerable to theft or damage.

Review of policy

The governors will review the policy annually and the scale of hire charges for the forthcoming year will also be reviewed and updated.



LETTINGS USER AGREEMENT/CONDITIONS OF HIRE

- The hire of the School hall includes the use of the toilets, tables and chairs.
- The person making the booking shall be considered the hirer.
- The key should be obtained from the school office prior to the event and should be returned to the school office or posted back through the letterbox immediately following the event/period of hire.
- The school will not be responsible or liable in respect of damage, loss of property or breakage of equipment
- The user should ensure that suitable insurance covers them for these premises
- The user shall comply with all reasonable requests from the head teacher.
- All areas should be left clean and tidy.
- No alteration or additions are to be made to electrical installations. No nails, tacks or screws should be driven into the fabric of the building
- Heaters should be switched off after use: all doors must be closed, the main door locked and the school gates closed (magnetic locks) to secure the premises on leaving.
- The user is responsible for knowing (and communicating to others) the location of fire extinguishers, first aid kit and nearest telephones. (NB mobile networks have variable reception on the school premises)
- In the event of an accident to a person or persons, or the property, the details should be reported to the Executive Head Teacher and standard Health and Safety/First Aid procedures should be followed.
- We must remind users that on the occasions when children are present in the hall that they are kept safe from harm' as required by the provisions of the Children Act 1989, with particular reference to abuse as specified by the Act.
- If working with children the hirer must issue the school with a copy of their child protection/safeguarding policy
- The user should have regard to the provisions of the Health and Safety legislation and complete a risk assessment if required.
- The governors reserve the right to require a deposit as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses. A cost may be incurred to the hirer as a result of any damage to the property or contents.



TWO RIVERS FEDERATION
HALL LETTING AUTHORISATION.

School Site.....
Organisation /Name of hirer*
Name of responsible officer.....Position:.....
Address of hirer*
.....
.....

(*Please use block capitals)

Telephone number:.....

I would like to hire your school hall for
.....
.....(please give details)

On the following date/s /times.....

I have received a copy of the conditions of hire and I agree to abide by them
I agree to pay all charges which may be due
I acknowledge that my attention has been drawn to the advisability of having suitable insurance cover
I can confirm that the use of the premises will not include the playing of pre-recorded music or films YES/NO

Signature of hirer Date

EXECUTIVE HEAD TEACHER'S AUTHORISATION

Letting agreed on behalf of the governing body

Head Teacher's signature Date

Total charge:

Copy of authorisation taken and returned to lessee? Y/N
Site manager advised of dates/times etc? Y/N
Safeguarding policy provided Y/N