



Lettings Policy

Date Published	February 2018
Version	3
Approved Date	May 2021
Review Cycle	Every Two years
Review Date	May 2023

An academy within:



“Learning together; to be the best we can be”



1. Introduction

- 1.1.** The school regards their premises as a resource for the local and wider community. As well as ensuring the best possible education and welfare for the children and young people who are pupils at the schools, the schools will consider letting to any organisation, community group or company that may give opportunities to its community.
- 1.2.** A letting must not interfere with the main priorities for education and welfare for the children and young people of the schools.
- 1.3.** The Local Governing Body has delegated the power of lettings to the Head Teacher. The Head Teacher is responsible for the management of lettings; where appropriate, the Head Teacher may delegate all or part of this responsibility to other members of staff.

2. Letting of premises

- 2.1. Those seeking to hire the school premises should approach the Business Administration Team, who will clarify their requirements and facilities available. This information will be shared with the Head Teacher and premises staff and then the letting will be considered.
- 2.2. If the letting is approved, booking confirmation, along with necessary paperwork and a Conditions of Letting Form, will be sent to the 'hirer'. The letting should not take place until the signed agreement has been returned to school. (*Conditions of Letting – Appendix 1, Booking Confirmation – Appendix 2*)
- 2.3. If the letting is continuous then an annual review of the letting will be completed prior to the start of each new financial year showing the new rate of charge.

3. Charges for lettings



3.1. The school users, as a guide, Nexus Charges and remissions Policy. Charges take into consideration; costs of services, staffing, administration, 'wear and tear', cleaning and caretaking. (*Lettings charges – Appendix 3*)

3.2. Charges, unless clearly perceived to benefit children and young people of the School, will cover all costs occurred by the letting.

4. Insurance

4.1. Public liability insurance has been arranged to cover all legal liabilities for accidents resulting in injuries to persons. No responsibility will be accepted for any loss of, or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought on to the premises at the sole risk of the owner.

5. Safety

5.1. Health and safety arrangements and risk assessments will be shared between the 'hirer' and the school. The Governors will not normally insist upon continuous caretaking presence. However, they reserve the right and delegated power to the Head Teacher to insist upon caretaking presence where, in their view, the nature of the hiring may leave the school vulnerable to theft or damage. When school premises staff are not in attendance for activities outside the school day the access codes for some external doors may be needed. These are not to be shared with 3rd parties and once the period of hire has ceased the codes will be changed. We have 'visitor' swipe badges which may be used to enter and exit the school by person responsible for the hire of the building.

6. Safeguarding

6.1. Hilltop School is committed to safeguarding and promoting the welfare of children and young people and will ensure that safeguarding is paramount to any letting agreement.



7. Review

7.1. The policy will be reviewed every two years by the Local Governing Body

7.2. The cost of lettings – Appendix 3 will be reviewed on an annual basis

HILLTOP SCHOOL PART OF NEXUS MULTI ACADEMY TRUST
LETTING OF SCHOOL PREMISES BOOKING CONFIRMATION

Company / Name of Hirer:			
Address:			
Name of person signing this form and accepting responsibility for all charges:			
Contact telephone number(s) & email:*			
*This number will be used in the event of cancellation			
Area/ Rooms required:			
Date(s) required for hire:			
Time from:		Time to:	
Any equipment required? (Tables, chairs, projector)			
Cost of let:	£		Per session / Hourly / Weekly <small>*delete as necessary</small>
Invoice to be sent:			
Before the Event	<input type="checkbox"/>	After the event	<input type="checkbox"/>
Every half term	<input type="checkbox"/>	Every term	<input type="checkbox"/>
		Monthly	<input type="checkbox"/>
		Other:	<input type="checkbox"/>
Invoices are to be paid within 30 days and should be paid as per the instructions on the invoice.			

Please check the above details and amend if necessary.

Please read the attached terms of conditions of the letting.

Sign and return one copy of this agreement, and keep one for your records.

I have read and understand the attached booking terms and conditions

Signed:

Date:



LETTING OF SCHOOL PREMISES CONTINUED BOOKING CONFIRMATION

With reference to your regular bookings of the school premises, I have to inform you that approval has been given to continue the letting listed below for a further financial year. If you wish to continue the hire, please complete and return this form to the school and a copy will be returned to you for information.

Company / Name of Hirer:			
Address:			
Name of person signing this form and accepting responsibility for all charges:			
Contact telephone number(s) & email:*			
<small>*This number will be used in the event of cancellation</small>			
Area/ Rooms required:			
Day of Hire		Dates	
Time from:		Time to:	
Any equipment required? (Tables, chairs, projector)			
Cost of let:	£	Per session / Hourly / Weekly <small>*delete as necessary</small>	
Invoice to be sent:			
Before the Event	<input type="checkbox"/>	After the event	<input type="checkbox"/>
Monthly	<input type="checkbox"/>	Every half term	<input type="checkbox"/>
Every term	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Invoices are to be paid within 30 days and should be paid as per the instructions on the invoice.			

Please check the above details and amend if necessary.

Please read the attached terms of conditions of the letting.

Sign and return one copy of this agreement, and keep one for your records.

I have read and understand the attached booking terms and conditions

Signed:

Date:

Appendix 3.

Letting Charges Hilltop School at May 2021

	Weekday between 4 and 6pm					Saturday	Sunday
	1 hr	1.5 hr	2 hr	2.5hr	3hr		
Classroom	£18	£25	£30	£35	£40	Add £12	Add £20
Hall	£22	£28	£35	£40	£45	Add £12	Add £20
Classroom + Hall	£30	£36	£42	£48	£55	Add £12	Add £20
Swimming Pool	£40	£60	£75	£95	£110	Add £15	Add £20
Swimming Pool + classroom (1hr)	£48	£70	£90			Add £15	Add £20
Swimming Pool + Hall (1hr)	£50	£72	£92			Add £15	Add £20

Use of the pool is dependent on having a qualified pool life guard. Qualifications must be proven by showing the certificate. School can provide a life guard for you but you will have to fund this in addition to the prices shown, we will put you in touch with possible candidates if required. Please contact school to discuss your requirements on any hiring requirements. We can also provide sensory rooms. Hoists are accessible in most areas.

If you require the room after 6pm on week nights there will be an additional charge of £10 to cover lock up costs.