

# HIGHDOWN SCHOOL AND SIXTH FORM CENTRE



## LETTINGS POLICY

Title:	Lettings Policy
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Committee responsible:	Finance, Staffing & Premises Committee
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## **HIGHDOWN SCHOOL AND SIXTH FORM CENTRE**

### **LETTINGS POLICY**

#### **Purpose**

To provide opportunities for members of the school and wider community to gain access to Highdown School's accommodation and facilities as well as an additional source of revenue to help maintain the Academy's buildings and grounds

#### **Policy objectives**

- The school will let its premises to charities and private organisations at rates set in accordance with this policy;
- The Headteacher reserves the right to refuse any letting that is considered to be against the best interests of the school;
- Lettings for elections will be scheduled by agreement with the Returning Officer who will make payment to the school for additional costs arising from the use of premises as a polling station.

#### **Practice and procedures**

1. Bookings are made directly to the school and will be subject to a deposit, unless waived by the Headteacher;
2. Full payment for any letting is required within 10 days of the letting, unless different payment arrangements have been agreed with the School Manager in advance;
3. The School Manager is empowered to levy a cancellation charge equal to the full letting fee or part fee if a cancellation is notified up to a week before the start of the letting;
4. The Hirer is required to provide appropriate insurance. If no such cover can be demonstrated, an appropriate insurance premium at the prevailing rate will be levied to bring the letting under the school's cover;
5. The Hirer must ensure that the event does not exceed the times booked
6. The numbers of people attending at any one time must not exceed the numbers indicated on the booking form and agreed with the school. Failure to comply with this condition will result in the immediate termination of the letting without refund.
7. The School Manager may charge the full cost for any damages caused during a letting, and may require a returnable deposit to be paid in advance;
8. Charges for cleaning may be incurred or a proportion of the deposit retained if the premises are not left in a clean and tidy condition after the letting;
9. Alcohol may only be sold or consumed on the premises by prior agreement by the Governing Body. If permission is given, alcohol may not be sold on the premises without a magistrate's licence. It is the responsibility of the hirer to obtain and show the licence to the Headteacher in advance of the letting.
10. The school operates a no smoking policy. This Policy covers the site of the school in its entirety.
11. The Hirer is required to make themselves familiar with the school's emergency procedures and heed advice and instructions from the School Manager and the Estates Team.
12. The Hirer must make her/himself aware of the schools' Health and Safety Policy and

must not interfere with or misuse anything which is provided in the interests of health, safety or welfare. The Health and Safety Policy is available on the school website or Hirer's may request a copy when making the booking.

13. No use may be made of equipment without the prior agreement of the school and the Hirer must not interfere with the fabric, fittings or contents of the premises in any way.

14. Permission should be obtained from the school in advance if the hirer wants to bring electrical equipment onto the premises. The Hirer should provide insurance for these items.

Hirers may not bring equipment or articles of an inflammable, explosive or dangerous nature onto the premises. The governing body reserves the right of access to the premises during the letting.

15. It is the Hirer's responsibility to ensure that all those attending are made aware that they do so at their own risk.

16. The governors do not accept any responsibility for any accident or injury or loss of property that may occur to, or be sustained by, persons using the premises during the period of the letting.

### **Letting fees**

Letting fees will vary depending on the nature of the activity, the number of participants, the specific accommodation requirements and duration. Fees will be set by the School Manager in consultation with the Headteacher.