



## **Hazelwood Schools**

# **Lettings of School Premises Policy**

Reviewed and Adopted: October 2020

Reviewed by: HT/Resources

**Next Review: Autumn 2023**

**Review every three years**

# Policy on the Letting of School Premises

## INTRODUCTION

The Governing Body of Hazelwood Schools believe that schools are a valuable community resource. We are therefore, committed to making every reasonable effort to ensure that the school premises (buildings and grounds) are available for the benefit of the local community. In keeping with the extended schools services agenda we will give priority to the use of premises for educational objectives.

We instruct a private company called 'School Hire' to oversee and manage the lettings provision for Hazelwood, including all statutory documents like insurance etc.

This hiring of school premises at all times outside normal school hours is under the control of the Governing Body. Our policy sets out the facilities available and the charges. Some of the responsibilities of the Governors and the users when the school premises are let are included in this policy but more details can be found in the 'School Hire Letting Agreement' produced by 'School Hire'. The Governing Body has delegated the day-to-day responsibility for lettings to the Headteacher. Where the Headteacher has any concerns about a particular request for a letting, the matter will be raised with the Chair of Governors.

On occasion external agencies such as M&S will enquire about one-off lettings. The nature of these services will be discussed amongst the Leadership Team and the Governing Body and will be managed internally by Hazelwood Schools. Terms and conditions will be shared and agreed between parties. The charge/cost will be calculated by the school on a case by case basis depending on the requirements and any disruptions to the usual running of the school.

## LETTINGS POLICY

At Hazelwood Schools, a letting is defined as the use of school premises during school hours, evenings, weekends, and school holidays by all parties.

Our lettings policy will aim to:

- ensure that the use of school premises and facilities is effectively co-ordinated and managed
- promote the use of school premises by the wider community
- give priority for established community providers of services for children and young people
- provide a clear statement of charges
- ensure a range of activities for children and young people

## **SCALE OF CHARGES**

Our charging policy will:

- charge statutory, voluntary and community sector organisations at no more than cost i.e. a 'Community Rate (Mon - Fri before 6pm)' A 'Community out of hours rate' is also available for activities that involve children or provide adult education (Mon - Fri after 6pm and all day Saturday and Sunday)
- charge commercial private organisations at cost plus an income margin for the school i.e. a 'Commercial Rate'

These charges are reviewed annually and can be viewed in section below entitled 'Lettings Charge Schedule'.

## **APPLICATION PROCESS**

If you wish to hire our school premises, please contact. School Hire at [school.hire@yahoo.co.uk](mailto:school.hire@yahoo.co.uk) or mobile number 07855042027.

You will then be issued with an 'Application form' and a copy of the 'Conditions for the Letting of School Premises' from 'School Hire'." which needs to be completed at least 6 weeks before the date of hire. Bookings made with less than 6 weeks notice, if accepted, may be subject to a late booking fee.

If you have any particular complaints about the service you should approach the Agency (School Hire), who will then advise you on the procedure to be followed.

## **ADDITIONAL TERMS AND CONDITIONS**

The following terms are in addition to the 'School Hire Lettings Agreement'.

- The School premises will be available for let during term time, from Monday to Sunday. Where possible it may also be available during the Easter and Summer holidays for the purpose of providing a holiday club. A letting will not be permitted beyond 11pm.
- The School will notify the School Hire Letting Agency (School Hire) about the use of the Schools' premises.
- You will not exceed the maximum numbers prescribed in the latest Health and Safety review.
- All adults organising activities or events including children must be DBS checked.
- You will ensure that a first aid post, with a qualified first aider, will be available at all times.
- Any departure from the 'Conditions for the Lettings of School Premises' must be agreed with the Headteacher and Site Manager in advance.
- We expect you to supervise the children appropriately to ensure their health and safety.

## THE HIRE AGREEMENT

The School Hire Lettings Agency (School Hire) will confirm the hire by invoice, which will specify the premises to be used; the nature of the activity; the time and duration; and the cost.

The permission for the letting to take place is subject to the payment of the invoice before the actual hire takes place. The payment will be made to 'School Hire'.

The Headteacher or the Chair of Governors has the power to terminate any hire agreement relating to the hire of the school premises.

We are delighted that you have chosen our school for your event. We will provide the facilities you have requested and, in return, we expect you to respect our learning environment and leave our grounds and equipment in the condition you found them. If this is not the case, you will be charged for any disorder (resulting in additional staff workload) loss or damage to equipment or premises.

### **LETTINGS DURING COVID - Charges and Risk Assessments**

In order to adhere to government guidance and ensure Hazelwood is COVID secure, additional systems of control have been (and will) need to be put into place in areas of the school which are being let. This will mean that charges to lettings will need to be increased to cover the additional COVID safety costs e.g. additional cleaning, fogging etc required.

Any lettings during the pandemic will be reliant on rigorous application of up to date risk assessments in line with government /DfE guidance. Risk assessments need to be undertaken by the hirers (in collaboration with Hazelwood staff). These risk assessments will need to be continually monitored, evaluated and actioned by the parties hiring Hazelwood premises to ensure that risks are mitigated and carefully managed in a fast changing situation. We reserve the right to cease all letting if deemed necessary by the pandemic.

### **LETTINGS CHARGES from January 2021 to December 2021**

The following rates will apply from the 1st January 2021 excepting where their application would lead to a reduction in current hire costs.

#### **COMMERCIAL RATE**

#### **CLASSROOMS – WE NEED TO AGREE THE INCREASE AS I HAVEN'T ADJUSTED THESE FIGURES BELOW**

<b>No. of rooms in use</b>	<b>Mon-Fri After 6pm</b>	<b>Saturday per hr. per room</b>	<b>Sunday per hr. per room</b>
1	£24.00	£28.00	£34.75
2	£21.35	£25.40	£32.00
3	£18.70	£22.70	£29.40
4	£16.00	£20.00	£26.70
5	£14.70	£18.70	£25.35
6	£13.36	£17.35	£23.10
7	£12.70	£16.40	£23.40
8	£11.55	£16.00	£22.70
9	£11.35	£15.35	£22.00
10+	10.70	£14.10	£20.55

## ROWAN HALL /OAK HALL/DINING HALL

Mon- Fri per hour	Saturday per hour	Sunday per hour
£41.00	£45.00	£52.50

## COMMUNITY OUT OF HOURS RATE

### COMMUNITY AND YOUTH CHARGES

There will be an abatement for all community groups at the Governors discretion which shall be a percentage of the full rate.

### Special rates apply from 1st January 2021

#### Greek Parents Association

Monday	6pm – 8pm	1 Classroom	£19.10 per session
Wednesdays	6pm-8.30pm	4 Classrooms	£76.50 per session
Fridays	6pm to 8pm	Hall only	£32.80 per session
Saturday Mornings	10am to 1pm	9 Classrooms	£270.00 per session
Saturday Afternoons	2.15pm to 5.15pm	6 Classrooms	£393.80 per session

These rates have been increased from 1<sup>st</sup> January 2021

## COMMUNITY RATE

All Clubs run by outside agencies or non-school staff should pay the following for the use of the school premises.

The cost charged to the child attending, times the number of the weeks the let is for.  
e.g. if the child is charged £5 to attend a session and the number of weeks the let is for is 8, then the club would be charged £5 x 8 = £40 letting fee.

This would cover the insurance cost.

All agencies delivering sporting activities must have a level 2 qualification from their validating association.

All agencies offering activities after school must have a Disclosure and Barring Service (DBS) police check.