



Greenway Primary and Nursery School

Lettings Policy

Date of approval: 25.06.15

Date of last review: Summer term 2016

1. Greenway School will always consider reasonable requests for hiring the school's facilities for local community and educational groups, but priority will be given to the following uses:
 - a. After-school clubs during term-time for Greenway children only
 - b. GSA events
 - c. Sporting clubs for young children from the local community at weekends and in the holidays.
2. All lettings to outside clubs etc will be judged against potential clashes with existing users.
3. Applications are to be made in writing to the Head. Once she has given her approval, the Office Manager will then be responsible for the administration, keeping the Site Manager informed.
4. The Head with the Chair of Governors will discuss any possibly contentious lettings. The Head has discretion to refuse to let any part of the school premises.
5. For GSA events/clubs the School makes no charge. The Head is always involved. The School has public liability insurance, and the GSA has all the relevant insurance and guidance on safety, numbers permissible etc. so there is no requirement for individual contracts. However, in all cases it must be clear who is the nominated person with overall responsibility for each event.
6. For all other hirers there will be a scale of charges (Please see appendix 1) However, the Head has the authority to waive/amend the hiring charge of those providers whose clubs are integral to the intervention work in school.
7. All paid lettings will require a lettings form to be used as the contract. Each hirer should also be given a copy of this policy document to ensure that all the other issues listed below, plus other terms and conditions, are discussed and agreed:
 - a. Clear definition of days, times, how long contract for, and charges (reviewed annually) and when to be paid.
 - b. Insurance cover must be provided by hirer (copy to be provided). Should the hirer not have insurance cover and wish to purchase public liability insurance, a charge of 5% of the total cost of hire will be added.
 - c. All Health and Safety regulations must be complied with.
 - d. Agreement over maximum number of children per instructor outside or in hall or classroom
 - e. Conditions over use of school buildings/grounds, if applicable - which rooms/toilets, what happens in wet weather, how Caretaker wishes it to be left/cleaning instructions
 - f. The school will charge for any damage/loss
 - g. Safety/risk assessment issues – hirer to provide own first aid kit and bring own mobile phone, so that Office can remain locked.
 - h. Licensing requirements for the sale of alcohol, where applicable.
 - i. Use of the kitchen facilities requires prior agreement with the Head of Kitchen and compliance with Food Safety regulations
 - j. Consideration to be given to local residents and T/More school re noise/car speeds and parking
 - k. Procedures for advertising the club within school and collecting/handing over monies to the hirer (if applicable)
 - l. Breaches of these conditions may result in immediate termination of this contract by the Head, in consultation with the Chair of Governors, on behalf of the Governing Body.
 - m. VAT will be charged on bookings using the dining room, kitchen and playing fields. VAT will also be charged on any hall bookings used for sport or physical recreation activities.

8. The hirer must agree to this contract by signing the lettings form , and provide an original or certified copy of their public liability insurance. Bookings will not be permitted to take place until that has been done. The Head to sign on behalf of the School.
9. Hirers requiring regular bookings who are new to the school will have a trial period of 2 uses before the contract is officially confirmed. For all hirers, there will also be a refundable deposit of £25 to be paid against possible damage/breakage during the hiring period such deposit to be waived at the Head's discretion.
10. Regular hirers will be given one month's written notice of any increase in charges.
11. Payments: A minimum deposit of 10% of the cost of hire will be required to guarantee bookings at the time of application. The balance of payment to be paid by cheque no later than 10 working days prior to the event, or before the first session of each term if a regular booking.

APPENDIX 1 - SCALE OF CHARGES

OUTSIDE

Use of grounds, no access to building.
£10.00 an hour.

INSIDE

Minimum booking is for one hour (whole hours only) .

All charges include a payment for the Site Manager for opening up and locking the building. This is mandatory.

Use of hall (or one classroom) and toilets plus heating and lighting

Mondays to Saturdays

£15 per hour

Sundays

£25 per hour

The head teacher will consider applying a concessionary charge in the first year of hiring.

The head teacher on behalf of the governing body will consider concessionary rates for charity groups.

These charges will be reviewed annually with the policy review.