



Jackson's Lane,
Reed,
Royston,
Herts SG8 8AB
Tel: 01763 848304
admin@reed.herts.sch.uk

"Learning Together, Learning for Life"

Aspiration

Independence

Resilience

Respect

LETTINGS POLICY

Reed First School



Learning Together, Learning for Life

Approved by:

Date: 16/3/26

Next review due March 2027

by:

Aim

The purpose of this policy is to ensure that the most effective use is made of the school premises. We believe that our school should be a centre for lifelong learning and a resource for parents and the wider community. We recognise that the facilities could generate resources for the school. This policy sets out the criteria for making decisions on requests for use by external organisations.

Governor Responsibilities

The Law states that governors control the use of the school premises outside normal school hours, but they must comply with any directions given by the Local Authority.

The Local Authority has a legal requirement placed on them to provide accommodation for certain bodies, i.e. community language classes, as outlined in Section P of the HCC Property Matters guide.

The Local Authority controls the use of (community) school premises during normal school hours, but the day-to-day management is the responsibility of the Headteacher. If there is a surplus of accommodation during the normal school day then the Headteacher can let those facilities on a normal letting basis (i.e. governors cannot enter into a lease or tenancy agreement).

The governors of Reed First School are keen to promote the Local Authority policy in encouraging the community use of school buildings and facilities.

Daily control of school lettings is the responsibility of the Headteacher (and his/her staff), who is authorised to negotiate fees within the limits determined by the Governing Body.

The School Finance Manager is responsible for maintaining records for each organisation / individual hiring the School premises.

Policy

1. It is the policy of the Governors that some School Premises and Facilities shall be available for use by outside bodies at the discretion of the Head Teacher subject to them not being required for any organised activity within the school and consistent with the school ethos. For the purposes of this policy the premises and the facilities will be referred to as the Facilities. It is a basic principle that the Facilities are provided for use in the normal educational and extra-curricular life of the school, hence any use by external bodies, groups or individuals, will always be of a lower priority than any internal use.
2. For the purposes of this policy, the use of the Facilities by organised bodies formed with the sole purpose of supporting the School will be deemed to be use by the school itself. Use by any other bodies associated with the School e.g. Clubs, Associations, etc will be deemed to be use by external bodies.
3. The use of the facilities by the School will normally not be subject to any charge. Use of the facilities by external bodies will always be subject to the charges detailed in the Appendix attached. The charges detailed will be reviewed annually by the Headteacher, Finance Manager and Premise Committee. The exception to no charges for use by the School will be at the discretion of the Head Teacher and Governing Body, for example, this would be where Caretaking needs involve

significant overtime payments.

4. The booking of all use of the Facilities, both by the School and external bodies beyond those scheduled by the School Timetable and Calendar will be the responsibility of the Finance Manager. Once a booking has been agreed and the Application to Hire Form (LT01) has been signed and returned, a half terms written notice of cancellation will be required and the charges for the period covered. It is the responsibility of all individuals organising events not scheduled but which involve the use of the Facilities to submit a Letting Application in good time. If notification is not received sufficiently far in advance it is liable to result in the Facilities requested not being available for use.
5. Upon receipt of a booking the Finance Manager will issue all relevant paperwork which includes the Application to Hire Form (LT01), Lettings Indemnity Form (LT02), which is issued on a yearly basis and an invoice for the period to be covered. On the first occasion, a Premises Manual (LT02) is also issued which covers any other information that the hirer will require.
6. The Finance will inform any staff required of the specific needs of the booking. The nominated staff will safeguard the Facilities of the School by all reasonable means during any hiring and will immediately report any damage incurred. Hirers will be responsible for providing their own stewards for the event and for any breaches of Copyright, Performing Rights and the Betting, Gaming and Lotteries Acts.
7. Following the Hiring, an invoice will be raised for the charges incurred plus any additional damage charges. "Damage" will include the causing of unreasonable cleaning requirements following a hiring. The caretaker will survey and note the condition of the premises / facilities with the hirer at the end of the event. Invoices should be settled within 30 days and legal action may be taken to pursue the debt.
8. The Head Teacher or Finance Manager has the right to terminate any hiring immediately if, in their opinion, it is not being properly or safely conducted.
9. Longer term lettings will be considered by the governing body and any special conditions may be added to the lettings agreement.

APPENDIX 1 - Terms and Conditions

This document does not create a landlord and tenant relationship between the Governing Body and the Hirer, nor does it grant any legal interest in the premises whatsoever to the Hirer.

Important Information

Where the hire of the premises includes contact with the children, before hiring can commence the Hirer must ensure that any necessary DBS and other disqualification checks have been completed for their staff and notification of this given to the school office on headed paper stating the member of staff's name, date of DBS/Disclosure check and disclosure number. The Hirer must also provide the school with a copy of their up to date Safeguarding Policy. The Hirer is also responsible for the health and safety of those in their care. It is their responsibility to provide first aid and record and report all instances of injury to parents and to the school. It is the Hirers responsibility to obtain medical information from parents and contact numbers. The Hirer must also be in possession of public liability insurance cover to the value of £5 million and a copy of the insurance certificate must be held in the school office.

LETTING TERMS AND CONDITIONS

1. Before commencing with the hire of any part of the premises, all hirers should be aware of the fire procedures the school has in place. They should make themselves familiar with assembly escape routes, assembly points and what to do if they should either discover a fire on the premises or hear the fire alarm sounding. Please read **Appendix 3 - Fire Procedures, Guidance for Hirers and Other Users** and **Appendix 4 – Fire Drill Routine**.
2. The facilities normally available for general hire are the Hall, Kitchen and School Grounds. The Hall is suitable for social events, rehearsals, large meeting / clubs etc. One toilet is available in the hallway adjacent to the Hall. Other facilities may be available upon request to the Headteacher.
3. The Hirer shall not use the accommodation and/or services for any other purpose than that specified on the application to hire form (LT01), and shall neither enter the premises before, nor leave them after, the times stated on the application form.
4. The numbers of people in the school will need to be appropriate for the area being hired and the type of activity undertaken.
5. Care must be taken to avoid nuisance to the school and its neighbours during the period of hire.
6. The hirer must pay for any damage to either premises or equipment. A flat fee deposit of £50 in addition to the hire charge may be required, where appropriate,

which is returnable at the end of the hiring, providing there is no damage to school property.

7. No one under the age of 18 years will be able to enter into a hire agreement with the school.
8. Food and drink will only be allowed in the designated area, agreed in advance of the hiring and alcohol should not be served to minors. Notice of serving alcohol must be disclosed at the time of booking.
9. Hirers must leave the premises in the same condition as they are found. This refers to furniture, fittings and general cleanliness, any significant cleaning requirements must be discussed with the Finance Manager prior to the 'let' and costs will be incurred.
10. All external doors and windows must be secured, electrical appliances and lights turned off at the end of a hiring. The named member of staff / governor is responsible for setting the alarm.
11. A member of staff or governor must be present if alcohol is to be on sale. If the hiring is for a private meeting or gathering with no access to the general public, then a member of staff or governor will normally unlock and lock up only.
12. The hirer will be responsible for the premises in the event that a member of staff is not required to be present but will be responsible to the staff member if he/she is required to be present.
13. The hirer must sign the lettings indemnity form and adhere to all conditions of hire.
14. The hirer may cancel a booking upon giving 48 hours notice in writing, unless they have hired the premises for a long term let, in which case they must give half a terms notice. If sufficient notice is not given all charges will be deemed payable. An administration fee may be charged for cancellations. The school governors reserve the right by notice to the hirer to terminate the hiring at any time for reasons outside the control of the school governors and to return to the hirer any monies paid by way of deposit but the governors shall not be under any liability to the hirer for loss or damage they may sustain arising out of such termination.
15. The kitchen facilities can be hired by arrangement. The kitchen must be left clean and tidy. No children are permitted in the kitchen at any time.
16. Any damages to the premises, facilities and equipment, will be paid for by the hirer. Please note that stiletto heels are not permitted on the hall floor.
17. No access to other classroom areas other than those agreed will be permitted.
18. There is no drinking, music, dancing or singing licence and the hirer must apply for temporary licenses to the County Council and the Local Magistrates respectively, and the hirer shall ensure that any conditions attached to such licence or permission are complied with.
19. Furniture must not be taken from the classrooms without prior agreement.
20. The school is a "No Smoking" area. No Smoking (including electronic cigarettes) is allowed on the premises, including the external areas.
21. The hirer must visit the premises prior to the letting in order to familiarise themselves with the premises. The hirer is required to conduct a risk assessment

prior to the letting taking place and provide the school with a copy.

22. A hirer who generates rubbish must remove it from site or the school will pass on the cost of removing it.
23. The school accepts no responsibility for any injury to persons during the duration of the hire or any loss or damage to property left on the School premises after the hiring.
24. The hirer must not block any exits nor place obstructions in the corridors and ensure access is clear for emergency services.
25. Additional lighting or extensions from existing lights must not be used without prior consent from the caretaker.
26. Any electrical appliances used by or on behalf of the hirer must have been checked for electrical safety and appropriate certificates shown to the school to confirm that it complies with the Electricity at Work regulations.
27. No fixings should be attached to the walls or floor, but the fixing of additional material to the walls or floor can be carried out by arrangement with the school.
28. Parking of cars must be restricted to the designated parking area. Access routes for emergency vehicles are to be kept clear.
- 29. Hirers that provide activities / after school clubs solely for children are fully responsible for corresponding with parents and wholly responsible for holding contact names and numbers of parents in the event of an emergency or cancellation. The Governing Body insists that it is the club's responsibility to contact parents should a cancellation be necessary and to provide the school with an up to date list of attendees in case of emergencies / fire etc. The club is responsible for the safe handover of children to their parents and must not leave the premises until all children have been collected. Hirers should ensure that parents are aware of the collection point for their children which is outside the main school entrance.**
30. The governors reserve unto themselves and their officers, servers and agents a right to entry to every part of the premises at any time when duly authorised to enter.
31. The hirer is not permitted to sub-let the premises. The premises can be used only for the purpose outlined in the application.

Arrangements for monitoring and evaluation

The Resources Committee of the Governing Body will receive reports from the Headteacher on a termly basis of the schedule of use of the school outside of the school day, the number of groups involved and the net profit from such activities.

Issues that have required intervention by the Headteacher will be noted, together with the action taken and the outcome. The committee will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.

APPENDIX 2 - Hire Charge Rates

SCHOOL HALL

Weekdays, term time only

- Availability is Monday to Friday between the hours of 3.30pm and 5.30pm
- Hourly Rate - £10
- Termly charge for use of equipment e.g. gym mats - £10

Weekdays after 6.00pm during term times

- Hourly rate based on HCC recommended amounts for caretaking and energy costs
- Hourly rate - £15.00 (maximum cost £50 per evening)

Holidays and weekends

- Hourly rate based on HCC recommended amounts for caretaking and energy costs
- Hourly rate - £15.00 (maximum cost £150 per day)

KITCHEN

Use is by arrangement (including consultation with Herts Catering) as follows :-

- To serve beverages only - £20
- To serve light meals - £25
- To serve main meal - £60

Note that, if serving meals :-

- The hirer must obtain guidance from the School Caterer prior to the letting
- The kitchen must be left clean and tidy
- No kitchen equipment may be used without express permission from the school
- No children are permitted in the kitchen

Additional Notes

- Charges do not include unlocking or locking. If a staff member is required an additional cost of £12.00 will be levied
- Rates apply to standard cleaning requirements only. Additional cleaning requirements will be agreed with the Hirer prior to letting
- Evening and Weekend hire is subject to the agreement of the Headteacher
- We reserve the right to make an additional charge if there is extra work to be done

APPENDIX 3 – Fire Procedures, Guidance for Hirers and Other Users

As a hirer you are responsible for the event or class (or other purpose for which you are hiring) and you have legal duties with regards to the safety of those persons assisting or attending the event or class (or other purpose for which you are hiring).

Before your hired period you should be aware of:

- What fire protection systems are present.
- How a fire will be detected.
- How people will be warned if there is a fire.
- What the hirer and users should do if they discover a fire.
- How the evacuation of the premises should be carried out.
- Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated.
- Identification of key escape routes and exits, how people can gain access to them and escape to a place of safety.
- Arrangements for fighting a fire.
- How the fire and rescue services will be called.
- Procedures for meeting the fire and rescue services on their arrival and notifying them of any special risks e.g. the location of highly flammable materials.
- What instruction you and your users need and make arrangements for ensuring that training is given.
- Limitation of the numbers of people.
- Exit doors that are required to be in the open position and secure.
- Checking that all escape routes are clear of obstructions and combustibles.

Before the hired period the hirer should decide:

- The arrangements for fighting a fire.
- The arrangements for means of escape for disabled people.
- The duties and identity of hirers or users who have specific responsibilities if there is a fire.
- The arrangements for the safe evacuation of people identified as being especially at risk.
- Who will be responsible for calling the fire and rescue service on their arrival and any other necessary services.
- Who will meet the fire and rescue service on their arrival and notifying them of special risks.
- Your plans to deal with people once they have left the premises, especially children.

At the start of the hired session the hirer should notify all the users about:

- The smoking policy (this is a non-smoking site).
- Who is supervising the session.
- Location of exits and escape routes.
- The fire procedure that the hirer has developed for their hire.

- Taking only valuables immediately to hand but not to go to collect other belongings.
- The location of assembly points.
- What will happen after that (e.g. re-entry to the building).

During the hire period the hirer should ensure that

- Escape routes and exits do not become blocked.
- The non smoking policy is adhered to.
- No naked flames are started.
- Rooms do not become overcrowded (and do not exceed the maximum number).
- Noise levels are kept to a minimum to ensure alarm systems can be heard.

APPENDIX 4 – Fire Drill Routine

Alarm Operation

Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point. These are situated in the following areas:

- *Main Reception / Library area – Next to the front door on the wall*
- *Office corridor - To the right of the door that leads into the office area library area*
- *Bysouth Classroom - To the right of the door that leads to the playground*
- *The School Hall - To the left of the kitchen door*
- *Jackson Classroom - 1. To the right of the main classroom door
2. To the right of the door that leads to the ramp*
- *Layton Classroom - To the right of the door that leads to the playground*

Calling the Fire Brigade

All outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Service by the quickest means available, without putting yourself or colleagues at risk.

Evacuation

- On hearing the fire alarm, everyone must be instructed to leave the building in single file and in a calm, orderly manner.
- The person in charge must indicate the exit route to be used and everyone must be directed to the Assembly Point on the field facing the road next to the assembly point sign A unless directed for safety reasons to sign B on the opposite side of the field.
- The person in charge must nominate a person to assist anyone with physical or mental disabilities to ensure that they leave the building safely.
- No running is to be permitted to avoid panic.
- Anyone who is not in the hall or kitchen when the fire alarm sounds must go immediately to the assembly point.
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, or, in the case of a fire evacuation drill the senior person in charge.

Assembly

- The assembly point is on the field facing the road next to the assembly point sign A. There is a second assembly point B opposite point A in case assembly at point A is not appropriate.
- Attendance registers must be brought to the assembly point, by the person in charge when the alarm sounds.
- Once assembled the person in charge will carry out a roll call.
- The count at the assembly point must be checked with the attendance register to verify that everyone is out of the building.



APPLICATION TO HIRE ACCOMMODATION AND/OR SERVICES (LT01)

NOTE:

- (1) Submit applications to the Headteacher at least 14 days in advance of hiring.
- (2) Use a separate form for each date unless the accommodation required is the same.
- (3) Please complete form in BLOCK LETTERS.

SCHOOL: _____ SCHOOL

NO. _____

FULL NAME OF ORGANISATION: _____

NATURE OF FUNCTION: _____

DATE(S) REQUIRED _____

SEATING REQUIRED FOR: _____ (See Condition No.5 of TERMS AND CONDITIONS BOOKLET – LT02)

	Tick If Req'd	Preparation Time		Function Time		Clearing Time		For Office Use	
		FROM	TO	FROM	TO	FROM	TO	£ CHARGE	VAT
<u>Accommodation</u>									
Library									
Hall									
Classroom(s)									
Dining Room/Hall									
Kitchen									
- beverages/washing up									
Playground									
Early Years outdoor area									
Playing Fields									
Teepee									

Piano									
Other Equipment if available									

*** PUBLIC LIABILITY INSURANCE**

The Hirer is required to hold Public Liability Insurance, and to let the school have a copy of the cover notice prior to the hiring. If this is not produced, then the school will arrange cover in advance of the hiring and a charge will be made.

No hiring should take place without this insurance cover arranged either by the Hirer or through the school.

CHARGE PER OCCASION	
*HIRER INSURANCE FEE	
TOTAL VAT	
TOTAL CHARGE	
DEPOSIT REQUIRED	

N.B. if any of the above services are to be used, the Head must be satisfied that a competent operator and/or electrician is in charge before such use commences. An extra charge is made for these services.

I have read the Terms and Conditions booklet, which I accept on behalf of the organisation named above. I wish to apply for the use of the accommodation and/or service specified above and any special conditions required. I agree to pay the charge according to the scale in force at the date of hire, payable 10 days prior to the event taking place. I am over 18 years of age.

SIGNED (ORGANISER) _____ NAME _____

ADDRESS _____

DATE _____ CONTACT TELEPHONE NO. _____

NAME AND ADDRESS OF PERSON TO WHOM ACCOUNT SHOULD BE SENT IF DIFFERENT TO ABOVE:-

FOR OFFICE USE

AUTHORISATION OF HIRE signed _____ DATE _____

DATE RENDERED _____ A/C No. _____