

The Federated Schools of Wood Street Infant School & Worplesdon Primary School



Lettings Policy

Policy Reviewed	January 2025
Next Review	January 2026

Contents

Introduction.....	2
Aims and scope	2
Definition of a Letting	3
Management and Administration of Lettings.....	3
Areas available for hire	3
Available areas.....	3
Capacity and charging rates	4
Charging rates and principles	4
Rates.....	4
Cancellations	4
Review	5
Application Process & Terms and Condition.....	5
Safeguarding.....	5
Security and Cleaning of Facilities	5
Data Protection Privacy Notice	6
Monitoring arrangements	6
APPENDIX 1.....	7

Introduction

The Federated Schools of Wood Street Infant School & Worplesdon Primary School, consider the buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible.

However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

The School's delegated budget (which is provided for the education of its pupils) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the School in respect of any lettings of the premises. As a minimum, the actual cost to the School of any use of the premises by an outside organisation must be reimbursed to the School's budget.

Aims and scope

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school

- Not let any hiring out of the premises interfere with the school’s primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, following government guidelines and the school’s risk assessment(s)

Definition of a Letting

A letting is defined for the purposes of this Policy as “a non-exclusive” licence use of the School premises (buildings and grounds) by either a community group (such as a local sports group), or a commercial organisation (such as GUGA, Sport4Kids, etc)”.

Where a member of staff requests to act as ‘Hirer’ whether for personal use (such as their own child’s birthday party) or for commercial gain (such as running a Netball Club during the Summer Holidays) the staff member will be subject to the same requirements as any other ‘Hirer’ as defined in this policy.

A letting must not interfere with the primary activity of the School, which is to provide a high standard of education for all its pupils.

Use of the premises for activities such as staff meetings, PTA/Friends meetings and events, Governing Body meetings and extra-curricular activities of pupils supervised by School staff, fall within the corporate life of the School. Costs arising from these uses are therefore a legitimate charge against the School’s delegated budget. It is stressed that the letting is non-exclusive and that the School may enter and remain on the part of the premises that is subject to the letting at any time.

Management and Administration of Lettings

The School Business Manager (SBM) is responsible for the management of lettings. Where appropriate, the SBM may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Executive Head teacher or SBM has any concern about why a particular request for letting is appropriate or not, they will consult the Chair of Governors who is empowered to determine the issue on behalf of the Governing Body

Areas available for hire

Available areas

The school will permit the hire of the following areas:

Wood Street Infant School	Worplesdon Primary School
School hall	School hall
Library	Library
Children’s kitchen and communal area	The PAC
Classrooms	Classrooms
Playground	Playing fields
	Playground

Capacity and charging rates

The rates for hiring each area are as follows:

SCHOOL	AREA	CAPACITY	COST (PER HOUR)	COST (3 HOURS)
Worplesdon	School hall	Up to 120 people	£25	£60
Worplesdon	The P.A.C	Up to 30 people	£20	£45
Worplesdon	Playing field	200+	£25	£60
Worplesdon	Classrooms	Up to 30 people	£12.50	£30

Wood Street	School Hall – including small kitchen	Up to 60 people	£20	£45
Wood Street	Art area – including small kitchen	Up to 15 people	£10	£25
Wood Street	Library	Up to 30 people	£12.50	£30

Day Rates:

Wood Street	Day Rate: Wood Street Hall, children's kitchen, art area and classrooms	Price on application
Worplesdon	Day rate: Worplesdon school hall, field, classrooms, PAC	Price on application

Charging rates and principles

Rates

The rates for hiring out different areas are listed in the table in the section above.

We may decide to impose an additional cleaning fee on top of the hiring rates, if the premises are not cleaned to the same standard in which it was hired. See section 4.

Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 14 days' notice.

A full refund will be issued if we do cancel a hire. The school shall not be liable for any indirect or any consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises can cancel any hire with a minimum of 14 days' notice. If less notice than this is given, the licensee shall not be entitled to a refund.

Review

The revenue raised from hiring out will be reviewed by School Governors and will be fed into the school's financial reporting, to ensure best value is being achieved.

Application Process & Terms and Condition

Those wishing to hire the premises should fill out the hire request form (ED110), which you can find in appendix 1 of this policy, and read the terms and conditions.

The hirer should fill out and sign the hire request form and submit it to the school office. Approval of the request will be determined by the School Governors.

By signing the request form, the hirer agrees to the subsequent terms and conditions (on the form (ED110)).

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of its public liability insurance and safeguarding protocols and procedures including proof of DBS if necessary.

If a hirer does not hold their own insurance, we can arrange this through Surrey County Council. The cost is an additional 15% of the hiring fee or £5, whichever is higher.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school or reputational damage may occur.

Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the Designated Safeguarding Lead (DSL) as soon as reasonably practicable on dsl@worplesdon.surrey.sch.uk.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

Security and Cleaning of Facilities

The School will hire and pay for a person to be responsible for the security of the premises before, during and after the hire. This cost will be included in the charge for the letting. It is the hirer's responsibility to clean the premises after its use. If the premises is not cleaned to the School's satisfaction the hirer will be charged a cleaning fee.

Only named key holders may operate the security system. Keys should not be passed to any other person without direct permission of the Head teacher or the School Business Manager.

The Hirer will only have rights of access to those parts of the building described in the lettings agreement. Any unauthorised access to other parts of the building will be deemed a breach to security and dealt with accordingly.

Data Protection Privacy Notice

Our processes, purpose and legal basis for collecting your personal data on the Booking Agreement are for the following purposes whereby statutory information, consent and legitimate interests are sought:

- To produce hirer records and contact information
- For the purposes of safeguarding

The data will be stored for 7 years from the contract date, after which it will be destroyed.

The Federated Schools of Wood Street Infant School and Worplesdon Primary School provides you with rights to access, rectify and erasure of your personal data; and to restrict or object to processing, and to make your data portable. Please see the schools GDPR Policy.

Monitoring arrangements

We will review and update this policy when the guidance on which it is based changes, or when this version of the policy otherwise stops being applicable.

Any updates to this policy will be shared with the full governing board.

APPENDIX 1

SECTION M - ANNEX E

Application for Use of School Premises

Form ED110



Please complete this form using BLOCK CAPITALS

School

This application must be submitted to the school 21 days in advance for occasional use or one term in advance for regular usage.

Your Surname **Main telephone**
Your Forename(s) **Mobile**
Your Address

Name of Organisation

Will you be present during the letting period **Yes**
No

If no please tell us about the person responsible

Surname **Main telephone**
Forename(s) **Mobile**
Address

Please tick to show the type of attendance:

- a) Limited to members only
- b) Limited to members, parents and friends
- c) Open to the general public
- d) On payment of a charge
- e) By programme, to be paid for

If d) or e) who will receive the takings?
What will you use accomodation for?

Please tick to show which of the following facilities you need, or state the number if necessary

Gymnasium	<input type="checkbox"/>	Changing Facilities	<input type="checkbox"/>	Playground (specify use)	<input type="text"/>
Showers	<input type="checkbox"/>	Football Pitch	<input type="checkbox"/>	Facilities for boiling water	<input type="text"/>
Classrooms	<input type="checkbox"/>	Cricket Pitch	<input type="checkbox"/>	<u>Kitchen (specify use)</u>	<input type="text"/>
Piano	<input type="checkbox"/>	Hockey Pitch	<input type="checkbox"/>	Number of people to be catered for	<input type="text"/>
Large Hall	<input type="checkbox"/>	Tennis Court	<input type="checkbox"/>	Exact period required	From <input type="text"/> To <input type="text"/>
Small Hall	<input type="checkbox"/>	Other Court (specify)	<input type="checkbox"/>		
Caretaker	<input type="checkbox"/>	Specialist room (specify)	<input type="checkbox"/>		
Swimming Pool	<input type="checkbox"/>				

Do you need the school to arrange insurance for you? **Yes** **No** see condition 5 Terms and conditions on page 2

Facilities Required

Occasional use: Date required Time from: Time to:
 or
 Regular use: Every Time from: Time to:
 Starting from Date required Until

I undertake to pay the approved charges. I accept the terms and conditions of use set out on page 2.

Signature **Date**

Terms and conditions of use for community school premises

1. There will be at least two weeks' notice for any cancellation of a booking made by the hirer.
2. Payment of the appropriate charges as set out on form FIN 566 will be made on demand though schools may agree alternative arrangements for regular lettings covered by one approval eg (monthly, half termly, termly, quarterly etc). Any such agreement must be approved in writing, and is subject to payments being received at the agreed intervals.
3. If in attendance as shown on form FIN 566, caretakers will give reasonable assistance, within the terms of their employment, to hirers.
4. The premises will be left clean and in good order and vacated not later than the time booked. The hirer shall reimburse any costs incurred by the Governors in cleaning the premises after the hiring necessary to ensure that the premises are sufficiently clean for normal use by the school.
5. The hirer shall pay to the Council the cost of repair or replacement resulting from any loss or damage arising from the hiring however caused or of whatever nature to the school premises, and all equipment or property thereon (whether provided by the Council or any other body or person). All damage and/or accidents to be notified to the school immediately. Hirers shall ensure they have a policy of insurance to cover such liability up to at least £5 million (amount as advised by the Risk Management and Insurance Unit) and shall produce the policy to the Governors on demand. The school can arrange insurance for an additional fee.
6. If the caretaker is in attendance and the hirer provides additional personnel to prepare for a letting, these personnel shall be subject to the general direction and control of the caretaker.
7. A hirer must not sub-let to another party.
8. The hirer is responsible for ensuring that no unauthorised persons enter the premises during the hours of use and to ensure the premises have been fully vacated at the end of each use.
9. (a) No intoxicating liquor will be brought on to or consumed on the premises except at a function organised by a body or bodies which the Governors of the school shall have approved.
(b) Where a licence for the sale of intoxicating liquor is necessary for a function the responsibility for obtaining such a licence is solely the hirer's.
10. No preparations are to be applied to the floor.
11. Seating accommodation in the room booked may be used, but the hirer must make their own arrangements for any additional chairs, tables etc required for the usage, and for removing them before the school re-opens on the following day.
12. In the case of lettings for music, singing, dancing, or stage plays, the entertainment must be for a closed organisation such as a society or club or by invitation only.
NOTE: All other entertainments are classified as public entertainments, in which case there exists a statutory requirement that the school must be properly licensed. However, most school premises do not conform with the regulations governing the issue of licences for public entertainments so that they cannot normally be used for this purpose. Any proposals to use a school for a public entertainment must be discussed carefully with the local District or Borough Council.
13. There must be no infringement of copyright, and in the case of musical entertainment the requirements of the Performing Right Society must be fulfilled.
14. Surrey County Council operates a No Smoking policy in all its premises.
15. Before approving any letting for the exhibition of pictures involving the use of films or television, enquiries should be made to the appropriate District Council as to whether the exhibition is exempted from, or requires, a licence under the provisions of the Cinemas Act 1985 or any statutory modifications thereof.
16. Hirers will have access only to the particular room(s) let to them, including where it is practicable the use of a cloakroom and toilet accommodation. In no case is access permitted to any other part of the premises including particularly accommodation set aside for specific use of staff.
17. The hirer must ensure the immediate evacuation of the premises if an alarm is triggered or when requested to do so by any member of the staff or the Police or other emergency service in case of fire or other emergency in any part of the premises or in or on any neighbouring land or premises or when any fire or other emergency drill is being carried out on the premises.
18. Any dispute on the use of school facilities or school equipment out of normal school hours shall be settled by the school Governors.
19. This school is committed to safeguarding and promoting the welfare of children and young people and expects hirers to share this commitment. All hirers working with children are required to have a DBS disclosure at an appropriate level (as defined by the Disclosure & Barring Service) for those individuals working in school premises on behalf of the hirer.
20. Power of Revocation
 - (a) The Governors reserve the right to revoke without notice any contract for the hire of school premises.
 - (b) Governors, or any employee of the County Council so authorised, are empowered to withdraw, without notice, permission to use school playing fields when such playing fields are unfit for use.
 - (c) Where periodic payment terms have been agreed, failure to make those payments may result in termination of the agreement?

The use of school premises for purposes other than those of the school itself is subject in all respects to the County Council's regulations for the community use of schools. See Section M of the School Finance Manual