



Parkgate Primary School

(Part of the Futures Trust)

Lettings Policy

2022-2023

Parkgate Primary School – Lettings Policy

Introduction

Parkgate Primary School's Governing Body is committed to the promotion of the school grounds and buildings as a community resource. This includes access to school facilities by staff, parents, pupils and the broader community when possible.

The school premises will be available for lettings both during the week and at weekends subject to it being free and the availability of a responsible person for managing the let.

The delegated budget will not subsidise lettings and all lettings should be charged a figure that will cover any costs incurred including administration, Site Services Officer (SSO), heating etc.

Use of Premises

With the approval of the Headteacher, the areas of the school that will be considered for lettings include the Upper Hall, the Sports Hall, Classrooms, Dining Rooms, Playgrounds and the school grounds.

All hirers of the property must sign a 'Lettings Agreement' form in advance of the letting, accepting the conditions detailed.

Arrangements for Opening and Closing

The SSO to have first call responsibility and arrangements regarding the letting will be agreed between the administrative office and the SSO ensuring that the hirer is kept informed.

Conditions of Hire

All lettings applications should be made in writing using the Lettings Agreement form and be submitted to the Headteacher or School Business Manager for approval. Lettings will only be allowed to persons over 18 years of age.

Times stated must include time for any preparation and packing up. Premises should be vacated promptly, especially at the end of the session, but the school must not be left open without any supervision. If a letting ends considerably earlier than expected, the hirer should either notify the SSO or leave someone in charge of the premises until the SSO returns to lock the building.

The hirer is expected to leave the premises in a clean and tidy state. **(See appendix 1)** The hirer will be held responsible for any claim for damage, loss or injury to persons, equipment or premises, which occurs within the school premises and grounds as a result of their use of the facilities. If as a result of the letting any repairs or extra cleaning time is required, additional charges will be made to the hirer. Hirers are expected to take out public liability insurance to cover this responsibility.

No property or equipment other than that specified and agreed on the Lettings Agreement form should be used. If any electrical equipment is brought onto site it must have a certificate of safety from a qualified electrical engineer.

The Governors accept no responsibility for any property or equipment brought onto the school site. All such items should be removed immediately after each letting.

All vehicles of the hirer must be parked in the authorised car parking areas, in the designated parking bays only. Parking is entirely at the owner's risk.

No food or intoxicating liquor may be brought onto the school premises by a hirer without prior arrangement at the time of the booking.

Smoking is prohibited anywhere within the school grounds.

Gambling and the use of gaming machines are prohibited.

A statement of satisfactory clearance from the Data Barring Service (DBS) is required before members of an organisation may work on site with children.

With the exception of guide dogs, no dogs are allowed on site.

Football boots must be removed prior to leaving the field and any debris on the playground removed before vacating the site.

Safety Regulations

All hirers must become familiar with the school's safety regulations and procedures prior to commencement of letting, for example action in the event of a fire, and to ensure that all members of their group know what to do in an emergency.

The hirer will be held responsible for any injury that may occur during the course of the letting and should ensure that appropriate first aid cover and insurance has been arranged.

Any accident occurring during the course of a letting must be reported, in writing, to the Headteacher at the earliest opportunity.

Letting Rates

The school has set annual letting rates for a standard letting of up to 3 hours per session. In addition there will be a charge of £20 for the SSO's overtime claim.

Governors are happy to agree one-off lettings that go beyond the 3-hour standard letting at the discretion of the Headteacher or School Business Manager.

If an event over-runs, additional charges will be made.

Cancellation of a Letting

The hirer must notify the School Business Managers of a cancellation at least 3 working days before the date booked, otherwise the full hire charge will be payable.

Governors reserve the right to cancel any booking. Although an explanation will usually be given, the right is reserved to cancel without giving any reason. The hirer will be refunded any monies paid in advance for a letting that is subsequently cancelled by the school.

In adverse weather, the use of outdoor areas may be cancelled at short notice. Hirers should telephone the school for information and advice during office hours.

Administrative Processes

The arrangements for the day-to-day management and approval of lettings agreements are delegated to the Governing Body or their nominated representative.

Invoices will be sent out on a term-by-term basis unless the letting is a one off.

In the case of non-payment, the school's Debtors Policy will be enforced.

PARKGATE PRIMARY SCHOOL SCALE OF CHARGES

OPERATIVE FROM 1st SEPTEMBER 2022	Charge per session (3 hours or part thereof)		
	Monday to Friday £	Saturday £	Sunday/ Public Holidays £
Accommodation			
Classrooms/Dining rooms	19.00	22.00	25.00
Additional classrooms and cloakrooms	16.00	19.00	21.00
Upper Hall / Sports Hall	40.00	45.00	50.00
Playground, Field	30.00	33.00	36.00

Date Reviewed: September 2022

Approved by Governors: September 2022

HIRER AGREEMENT

As hirer of the school premises, I agree to the following whilst on site:

Ensure that I have the contact details (phone numbers) for all of my attendees, and in turn have provided my correct contact details to Parkgate School for track and trace purposes.

Ensure that I send Parkgate School a risk assessment before my first booking, and if any changes are made to the document, this is shared with Parkgate School as soon as possible.

Maintaining social distancing at all times, particularly from any other users, or Parkgate School staff on site.

Putting measures in place to ensure that my entire activity/session is run in a socially distanced fashion so far as is possible, including avoiding gathering of any attendees and parents picking up students during pick up and drop off times.

Ensuring that my activity is run according to all current government guidelines, and that attendee numbers are in line with government and/or governing body guidelines.

Ensuring that I bring my own antibacterial hand sanitiser and disinfectant wipes for use during my letting, and that these are used to sanitise any School equipment used.

Ensuring that each of my attendees is aware of this responsibility and they have been briefed on this policy, but particularly.

That they should not attend site if they have any symptoms of the virus.

That should they develop symptoms having attended the school site they inform you, the organiser, immediately.

The need for them to social distance.

The importance of handwashing regularly.

The need to travel to the venue safely, avoiding public transport if possible.

That they should bring their own water bottles rather than using water stations at the school.

Ensuring that I am aware that should anyone display symptoms on site they should leave the site immediately and Parkgate School should be informed.

Signature of hirer.....

Date.....

PRINT NAME.....

Signature on behalf

of School

Date.....

PRINT NAME.....