



Nursery and Infant School



Winterbourne Road, Thornton Heath, Surrey, CR7 7QT Tel: 020 8689 7684

# Winterbourne Nursery & Infant School



## Lettings Policy

**Reviewed:** October 2019

**Next review date:** October 2021

## **Policy**

### **Rationale**

To provide guidance concerning the lettings procedure at Winterbourne Nursery & Infant School.

### **Aims and Objectives**

- To support and promote extended use of the school facilities in the community
- To offer our facilities at an affordable rate and increasing income for the school
- To foster links with the local and wider community

### **Audience**

Local community, whole school including, staff, parents, governors etc.

### **Monitoring**

Head Teacher, School Business Manager and Governors. Policy will be reviewed and approved biennially by the Finance & Resources Committee, then sent to the Full Governing Body.

## **Procedure**

School premises are available to users such as:

1. School functions, curriculum needs and the PTA
2. Out of school clubs
3. Partner schools
4. Local community clubs
5. Disadvantaged community users
6. Other community users
7. Other users as approved by the Governing Body

The school management reserves the right to prioritise and decide which users it would like to offer the use of premises to.

Charges for the use of School premises are negotiated with the client at the time of enquiry.

Charges are calculated taking into account the following principles:

- The use of the premises out of school hours will not be subsidised by the delegated budget.
- The promotion of the policy's aims and objectives
- The generation of income for the upkeep and maintenance of school facilities
- Cover costs of site staff, utilities used and any other expenses

## **Conditions of Use**

- Users of the school will comply with current regulations governing Child Protection and will be expected to comply with relevant School policies and will not compromise the School's ethos and values
- The Governors reserve the right to prohibit use of the premises by any user who does not conform to the Terms and Conditions of Usage for School Premises
- The consumption of alcohol on site is not normally permitted unless by prior agreement and provided that current Licensing Regulations are met
- The Governors of Winterbourne Nursery & Infant School uphold all buildings as non-smoking areas at all times, in compliance with current smoking regulations

**In order to book a school facility, the separate Application for the Use of Schools Premises form must be completed and the Terms and Conditions signed.**

## **Appendices**

**Appendix i: Letting Terms and Conditions**

**Appendix ii: Lettings Application Form**

**Appendix i: Terms and conditions of use of school premises**

The premises can be made available for bona fide organizations as long as the Head Teacher or Governing Body are satisfied that this will not disrupt the school in any way. Anyone hiring the school must abide by these terms and conditions.

Unless the Governing Body determines in any individual case that the hire agreement should take a different form, the school's standard application form should be used and the hirer will be expected to comply with the terms and conditions set out in that form. Each application will be considered on its merits but as a matter of policy the Governing Body will not normally agree to the hire of school facilities by any political or religious group. A written receipt will be provided for money received.

Any outside organizations hiring the school premises must be covered by their own Public Liability Insurance up to at least £5 million. The school will require a copy of this document prior to any letting agreement.

The cost will be advised to the hirer before the letting and will be of an amount which will cover any expenses incurred by the school for the let - such as heating, lighting, and caretaker costs.

1. We request two weeks' notice for any cancellation of a booking made by the Hirer.
2. Payment of the appropriate charges will be made prior to the letting.
3. All losses or damage however caused, and of whatever nature to the school premises or equipment whether provided by School or any other body or person, shall be the responsibility of the Hirer. All breakages and damages must be reported immediately and paid for; Hirers shall ensure they have adequate insurance arrangements to cover their responsibilities to include appropriate Public Liability Insurance up to at least £5 million evidence of which must be submitted to the responsible person in the School prior to the letting.
4. The premises will be left in good order and vacated not later than the time booked. The person in charge must ensure that all personal belongings are removed at the end of the session. All litter must be removed from premises.
5. A Hirer must not sub-let to another party.
6. Hirers are responsible for arranging a Temporary Event Notice (TEN) and can only arrange for a TEN with prior agreement by the school.
7. No alcohol will be brought on to or consumed on the School premises without prior agreement.
8. Smoking is not allowed on the premises and it is the duty of the Hirer to ensure that it does not take place.
9. Any dispute on the use of school facilities or equipment out of normal school hours shall be settled by Winterbourne Nursery & Infant School.

### **Power of revocation**

The Head Teacher or Governors reserve the right to revoke, without notice, any contract for the hire of School premises.

### **Security**

Maintaining the security of the school premises is paramount; therefore any unauthorised person given keys or security codes shall take full responsibility and not pass these on.

### **Caretaker**

The Hirer is responsible for the cleaning of the premises. The Caretaker will be responsible for cleaning the hired premises before the hirer is given access. Toilet facilities will be cleaned and inspected before each session and inspected again by the Caretaker when they are handed back. Any damage or misuse will be reported immediately to the hirer who will be responsible for necessary repairs or cleaning. Subject to prior agreement and additional charges, the Hirer may pay the school for providing a cleaning service.

### **General**

The school reserves the right to amend or alter the hire charges according to the type of let, but will always give a least two months' notice of any changes.

An advanced payment of 50% is required once the agreement has been authorised. A written receipt will be issued for the sum paid.

Any non-compliance with this policy by the hirer may result in the Head Teacher/Governing Body cancelling the hire agreement without notice.

If at any time the Head Teacher requires the accommodation for school purposes, as much notice as possible will be given to the hirer.

### **Indemnity**

The Hirer agrees to defray the cost of making good any damage caused to the building, goods, possessions, apparatus or appliances either of the School or any other person or persons during the period of or arising in connection with the letting.

Neither the School or any employee or Officer thereof shall be liable for any loss due to any breakdown of machinery, failure of supply of electricity, repair work, leakage of water, Government restriction or Act of God which may cause the School or any part thereof to be temporarily closed or the hiring to be interrupted or cancelled and the Hirer shall indemnify the School against any claim which may arise out of the hiring being interrupted or cancelled.

### **Cancellations**

By the Hirer - in the case of a cancellation of booking, the Hirer shall pay the school the full charges unless the School have been able to secure an alternative booking. Cancellation must be made in writing and not less than fourteen days' notice.

By the School – the School reserves the right to close or prohibit the use of any of the facilities at its discretion. School activities/education/events will always take priority over external lettings. The School will not be liable for any loss or expenditure incurred by or on behalf of the Hirer, or by or on behalf of any other person arising from the exercise of this discretion or from the cancellation of any bookings by the School but in the event of such a cancellation for any reason not beyond the control of the School any charges already paid will be refunded.

### **Child Protection**

The School is committed to safeguarding and promoting the welfare of children and young people and expects Hirers of School premises to share this commitment. All Hirers working with children are required to have enhanced DBS certificates for those individuals working in School premises on behalf of the Hirer.

**Please also note that:**

- all parking on site should be with due consideration for other users
- all parking on site is at owner's risk
- no pets are allowed on site

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I accept the Terms and Conditions of Usage of School Premises

Signed:.....

Print Name:.....

On behalf of (organisation/Club):

.....

Date:.....

**Appendix ii: Lettings application form for use of facilities**

**WINTERBOURNE NURSERY & INFANT SCHOOL**

This application must be submitted to the School 21 days in advance in the case of an occasional letting and one term in advance in the case of a regular letting.

I..... apply on behalf

of..... to use facilities as detailed below at Winterbourne Nursery & Infant School (**to include all set-up & clearing up time**) for the purpose of:

.....

Please Tick

Autumn Term  Spring Term  Summer Term

on/every:.....from.....am/pm to .....am/pm

Purpose for which hire required:.....

Anticipated attendance number:.....

Please indicate if attendance will be: (a) Limited exclusively to pupils of Winterbourne Nursery & Infant School; (b) Limited to pupils of Winterbourne Nursery & Infant School, parents, friends; (c) Will be by users unrelated to Winterbourne Nursery & Infant School.

Name and Address of Applicant	
Contact telephone number and email	

**Note:** If the applicant will not be personally present during the letting, give details below of who will be responsible:

Name and Address of Person responsible	
Contact telephone number and email	

Public Liability Insurance – A copy of your PLI must be submitted to the school prior to the letting.  
Disclosure & Barring Service – Please supply your current enhanced DBS number for our records if your classes involve minors.

**This section must be completed –**

I accept the Terms and Conditions of Usage of School Premises

Signed:.....

Print Name:.....

On behalf of (organisation/Club):

.....

Date:.....