


SCHOOL LETTINGS POLICY 2018-2019

RESPONSIBILITY:	RESOURCES COMMITTEE
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PROPOSED BY:	SCHOOL BUSINESS MANAGER
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TYPE OF POLICY:	DISCRETIONARY
WEBSITE	YES

DATE AGREED BY RESOURCES COMMITTEE:	14 MARCH 2018
FREQUENCY OF REVIEW:	ANNUAL
NEXT REVIEW:	MARCH 2019

APPROVED BY:	FULL GOVERNING BODY
DATE APPROVED AND ISSUED:	26 MARCH 2018
SIGNATURE:	 CHAIR OF GOVERNORS

In reviewing this policy, the Resources Committee has taken into account the provisions of the Equality Policy 2016



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Introduction

The Governing Body regards the school 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 students, the promotion of equality of opportunity and the community cohesion of the local area. The Governing Body reserves the right to decline any letting which, in its opinion, does not support the values of Vandyke Upper School. Any lettings of the premises to outside organisations will be considered with this in mind. If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, he will consult with the Chair of Governors.

Definition of a letting

A letting is defined as:

“Any use of the school buildings and ground by parties other than the school. This may be the Local Authority, another school, a community group (such as guides/scouts or youth football team), a charity (or equivalent), or a commercial organisation (such as a childcare provider or football league)”.

The following activities fall within the corporate life of the school. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the school’s delegated budget:

- Governing body meetings
- Extra-curricular activities for students organised by the school
- School performances
- Parents’ meetings
- Meetings of the PTA
- PTA organised events

Charges

The Governing Body is responsible for setting charges for the letting of the school premises. These are set out in Appendix 1.

The scale of charges will be reviewed annually by the Resources Committee, for implementation from 1st September of that year.

The “Regular Hirers Rate” will apply to hirers who book and pay in advance for 10 or more bookings made and paid for in advance. The Finance and Personnel Officer has delegated authority to apply the “Regular Hirers Rate” where there are less than 10 bookings but the hirer is still considered a regular hirer, e.g. where closure of a facility for school use prevents the hirer from booking a series of 10.

The “Regular Hirers Rate” will apply to the booking of the theatre for rehearsals or a production of 3 hours or more.

The “Sports Development Rate” will apply to youth group bookings of sports facilities for 10 sessions or more between 6pm and 7pm Tuesday to Thursday and between 6pm and 8pm on Mondays and Fridays.

The minimum hire period will be one hour. The school reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition resulting in additional costs for cleaning, caretaking or other expenses.

*Booking of the theatre for performances/rehearsals of more than 3 hours duration will be charged at the discounted theatre rate. Included in the price will be the changing rooms, plus one other facility to be agreed with the booking officer at the time of booking.

Any concessions other than those provided for in this policy are at the discretion of the Resources Committee of the Governing Body. Current approved concessions are detailed in Appendix 2.

In the event of the hirer cancelling a booking, a credit/refund will only be given if 7 days’ notice in writing is given to the Assistant Finance and Personnel Officer.

Full terms and conditions for hirers are attached at Appendix 3

Letting times

Facilities are available for hire from 6.00 pm to 10.00 pm weekdays, and from 9.00 am to 4.00 pm at weekends. During the school day, certain facilities may be available for hire by other schools, officers of the Local Authority and Trust Partners subject to the agreement of the Headteacher.

Conduct of users

This is set out in the Terms and Conditions attached at Appendix 3.

Security

The Headteacher has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure.

Management of lettings

The Governing Body has delegated day-to-day responsibility for lettings to the Headteacher. Where appropriate, the Headteacher may delegate all or part of this responsibility, such as security, insurance arrangements, child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

Lettings Procedure

The lettings procedure is overseen by the Finance and Personnel Officer.

Hirers are required to complete and sign a booking form (Appendix 4), detailing their requirements. A completed booking form sent by e-mail, attached to the hirer's own e-mail address, will also be acceptable.

The Assistant Finance and Personnel Officer may take provisional bookings and make an appropriate entry in the lettings diary. The booking will be confirmed on receipt of a completed booking form.

Requests will be reviewed by the Assistant Finance and Personnel Officer, having made reference to this policy and checked availability in the lettings diary.

Only then will dates and times of hire be confirmed to the hirer in writing and an invoice raised by the Assistant Finance and Personnel Officer. A copy of the current Terms and Conditions will also be issued to the hirer.

The lettings diary is maintained by the Assistant Finance and Personnel Officer.

A pre-numbered official invoice will be promptly raised by the Assistant Finance and Personnel Officer. The invoice number will be entered in the lettings diary and the booking form filed with the copy invoice.

When payment is received by the Assistant Finance Officer, details of the payment will be recorded in FMS. A receipt will be issued and filed with the paid invoice.

All out of school hours activities will be reported to the Assistant Finance and Personnel Officer for inclusion in the lettings diary to avoid double bookings and so that the Site Team has a complete picture of out of hours use of facilities.

The Assistant Finance and Personnel Officer will provide the Senior Site Agent and the Main Office with a weekly list of bookings in advance.

At the end of the week, the Senior Site Agent will return his booking list to the Assistant Finance Officer and Personnel Officer, clearly marked to show whether or not the hirers attended.

Appendix 1

Lettings Charges

Facility	Standard Hourly Rate	Regular Hirers Rate	Sports Development Rate
<u>Indoor Sports Facilities</u>			
Sports Hall	£50.00	£37.50	£25.00
1/2 Sports Hall	£27.00	£21.00	£13.50
Cricket Nets (indoor)	£32.00	£24.00	£16.00
Dance/Aerobics Studio	£22.00	£16.50	£11.00
Activity Hall	£22.00	£16.50	£11.00
<u>Outdoor Sports Facilities</u>			
Grass Football Pitch	£42.00	£31.50	£21.00
Grass Field Training Area	£22.50	£17.00	£11.25
Tennis Court	£6.50	£5.00	£3.25
Netball Court	£7.00	£5.25	£3.50
<u>Other Facilities</u>			
Theatre*	£46.00	£37.00	n/a
Music Suite (2 rooms; digital piano)	£33.00	£26.00	n/a
Drama Studio	£18.50	£15.00	n/a
Lounge	£16.50	£13.00	n/a
Library	£16.50	£13.00	n/a
Hums Block Social/Perf Arts Area	£16.50	£13.00	n/a
Classroom (ordinary)	£12.00	£9.50	n/a
Classroom (specialist)	£19.00	£15.50	n/a
<u>Other Charges</u>			
Cleaning (based on 2 hours)	£19.50	n/a	n/a
<u>Astroturf Sports Pitch</u>			
	Sep - Apr	May-Aug	
Full Pitch	£70.00	£25.00	
Half Pitch	£36.00	£19.00	
Youth Groups and Sports Development (Sun, Mon and 18.00-19.00 Mon-Fri)			
Full Pitch	£34.00	£12.50	
Half Pitch	£23.00	£9.50	
	£50.00	£25.00	
Hockey Club			

Appendix 2

Concessionary Lettings

Name of Hirer	Facilities Used	Purpose of Hire	Frequency of Hire	Details of Concession
Leighton Buzzard Athletics Club	Outdoor athletics areas	Athletics training	Weekly between April and September	Free use in return for school access to LBAC equipment (Service Level Agreement in place).
Music School	Theatre, Drama Studio, Music Suite, various classrooms, lounge, activity area	Youth music lessons	30 weeks p.a.(Saturdays), term time	a "loyalty" discount of 33% is applied, in addition to the 20% discount for booking 10 or more consecutive sessions.

Appendix 3

Terms, Conditions and Guidance for the Booking and Use of School Facilities

All users of school premises **MUST** read this document before completing a booking application form to ensure they are aware of the conditions that apply to the usage of school facilities.

Hirers of the Artificial Turf Pitch (Astroturf) must also read the additional terms and conditions specific to this facility at Appendix 3.

Prevent Duty of Care

All hirers must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the Headteacher before approval is given. The school will contact the Access and Referral Hub if they suspect that the letting or gathering has been used for political purposes, not previously authorised by the Headteacher, the dissemination of inappropriate material, or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way.

A: Applying for a Letting – Regular Hirers

1. All regular users of school facilities, will receive a letter in May each year inviting them to apply for lettings for the forthcoming academic year. Applications will need to be returned before the closing date stated in our letter. Any applications received after the deadline will not be considered until all other applications have been dealt with.
2. Providing the application is returned by the deadline, all invoices during the previous season have been settled within 30 days, and all booking conditions complied with, the hirer will be entitled to retain the slots held during the previous academic year, if the hirer has indicated on their application that these are still required.
3. Failure in the previous academic year by a hirer to meet payment deadlines will result in that hirer not retaining their previously held slots, where another regular hirer who has met payment deadlines, has applied for additional slots and/or change of day/time.
4. The Booking Officer will notify each hirer in writing of the slot(s) allocated to their club/organisation.
5. The hirer must return the completed booking form(s) and supporting documentation (refer to Sections D and E below) to the Booking Officer to confirm the booking.
6. Hirers must ensure that the start time and end time stated on the booking form take account of set up and clearing up time. Arrival before the start time and vacation of the facility after the end time is not allowed. If this should occur, you will be required to pay for the additional time (minimum charge of 1 hour) at double the hourly rate for the facility hired.
7. A separate form should be completed for each school term. Forms received that include dates spanning more than one term will be rejected.

B: Applying for a Letting - Ad-hoc Hirers

1. All applications must be made on the application form, and returned to the Booking Officer at least 7 days prior to the requested start date (or 21 days in advance if application for a Temporary Event Notice for a public entertainment event is required).
2. See A5 above.
3. See A6 above.

C: General Terms and Conditions of Hire

1. Use of the school premises must not interfere with educational use or cause annoyance either within the school or to our neighbours.
2. You may only use the facility for the purpose, length of time and for the organisation specified at the time of booking.
3. Keyholders are responsible for securing the facility after use. If the Site Agent is called to attend as a result of incidents with keys, the organisation will incur a £50 charge to cover administration, site agent time and replacement key(s).
4. The main named contact on the booking form is responsible for the supervision of their members and so must be present from the start time to the end time of each session booked; or the main contact must let the Booking Officer know the name and contact details of any person to whom responsibility for a specific session has been delegated.
5. You must not have more people in the facility than are allowed under the licensing or fire regulations. Capacity limits are available from the Site Agent.
6. Hire of the facility does not include equipment or materials. You may request to use school equipment and/or materials by completing the appropriate section of the booking form. If approved, an additional charge may be applied.
7. Should you require removal or re-organisation of any furniture or equipment, this must be agreed in advance with the Site Agent who will provide an estimate of the cost for your approval in advance of the booking being confirmed.
8. If any furniture or equipment is moved by the hirer, this must be replaced as it was found.
9. Only equipment and materials approved by the Site Agent (acting on behalf of the Headteacher) may be brought on to the school premises. This includes props, staging, special FX, sound and lighting equipment. No flame producing equipment may be used at any time.
10. Delivery of approved equipment and/or materials to the school in advance of your booking must be arranged in advance with the Site Agent.
11. No pets (other than aid dogs) are allowed anywhere on the school site.
12. You must leave the facility clean and tidy after each session, otherwise you will be charged for an additional cleaning fee.
13. Any damage to the premises, furniture or equipment during the hire (other than ordinary wear and tear), must be reported immediately to the duty site agent. Any cost incurred in repairing damage caused or replacing items will be recharged to your organisation.
14. You or your members must not harass, abuse or threaten any person in or about the premises in any way.
15. You must not use the premises for any illegal or immoral act or purpose.
16. The school reserves the right to cancel any booking(s) without notice if:
 - a) any of the terms and conditions of hire are broken
 - b) there is a conflict with educational priorities of the school
 - c) wear and tear of premises, furniture or fittings is deemed excessive

D: Insurance

1. Your organisation must have third party public liability insurance to cover liabilities up to £5,000,000. A copy of a valid insurance policy must be attached to your completed booking application form. Your application will be refused if you do not have valid insurance. Employer's liability, professional indemnity or personal accident/injury insurance held by individual players or instructors are not sufficient.

2. We will not under any circumstances accept responsibility or pay for any goods or equipment brought into or left in the premises which are damaged, lost or stolen.
3. In completing and signing a booking form, you agree to indemnify the school against any claims made as a result of loss, damage, injury or death resulting from your booking e.g. injury from a piece of equipment you have brought in. As the costs of any claim could be very high, you must have adequate insurance cover as detailed in D1 above.

E: Child Protection

1. All organisations that involve children under the age of 18 years must have a child protection policy in place. A copy of this policy must be attached to the application form when it is submitted and will form part of your hire agreement.
2. The policy must confirm that DBS checks are carried out on all staff and volunteers.
3. The policy must be reviewed at least every three years.
4. If you do not supply a copy of your child protection policy or if the information contained in your policy does not provide assurances that staff and volunteers are DBS checked, your application to hire the premises will be refused.
5. A resource pack to assist voluntary and community organisations in complying with the requirements in terms of safeguarding and promoting the welfare of children is available at www.bedfordshirelscb.org.uk/

F: Health and Safety

1. All hirers must take reasonable care of their own health and safety and that of any other person who may be affected by their acts.
2. All hirers must familiarise themselves with notices related to health, safety and fire precautions wherever displayed. For specific advice, contact the Site Agent.
3. During your period of hire you must take all reasonable steps to maintain order and ensure there are no activities undertaken which are against the law or contrary to the conditions contained in this document.
4. **Vandyke School** – its buildings and its grounds – **is a no smoking environment.** Smoking anywhere on site (indoors or outdoors) is strictly prohibited.
5. Car parking is provided in marked bays at the front of the school and to the left hand side of the school. There is an overflow car park to the right of the main school building behind the bike sheds. Parking is used at the owner's risk. Parking is not permitted in the school Quad (access restricted to pedestrians and emergency vehicles only). The hirer must ensure that entrance roads are kept free of traffic to allow vehicles to pass in an emergency.
6. Cycles must be parked outside and not brought into the buildings.
7. Children must not be left unsupervised; an adult must be present at all times.
8. You must ensure that members of your organisation do not access areas of the premises that you have not booked.
9. No glass containers of any kind may be used.
10. All corridors and entrances must be kept clear at all times.
11. The main contact named on the booking for is personally responsible for ensuring that all children/members of their group comply with the conditions of this agreement.
12. The hirer must ensure that they have been fully briefed by the duty Site Agent on emergency procedures for the area they are hiring. It is the hirer's responsibility to ensure that all of their staff/volunteers have been briefed on these procedures.

13. **IN CASE OF FIRE** It is the responsibility of the hirer to provide a suitable number of stewards for their event, and to familiarise themselves with the school's procedure for evacuation in an emergency, the location of portable fire-fighting equipment, emergency exits, nearest telephone and assembly points.
14. **First Aid** Hirers are responsible for making their own arrangements for the attendance of a (current) first aid trained person and for carrying their own basic first aid equipment.

G: Public Entertainment

1. An accurate and up to date register of the hirer's Staff, Volunteers and Performers on site during the booking must be compiled and handed to the duty Site Agent prior to the performance. The register will be used in the event of an emergency evacuation, so it must be accurate.
2. The hirer must declare at least 6 weeks in advance of the performance any intention to use special effect equipment (e.g. laser/strobe lighting, smoke generators etc.).
3. The hirer will only be granted access to the sound and lighting equipment with the express permission of the Headteacher. The school may be able to arrange for a Technician to be available to the hirer, the cost of which will be provided on application.
4. The Licensing Act 2003 introduced the requirement for the premises hirer to provide the District Council with a Temporary Event Notice (TEN) where their event provides public entertainment.
5. The TEN (forms are available from the school) must be submitted to Central Bedfordshire Council at least 10 days prior to the event, together with the prescribed fee (currently £21). The application form is available on line at www.centralbedfordshire.gov.uk.
6. A copy of the TEN must also be sent to the Chief Officer of Police no later than 10 working days before the event.

H: Charges

1. The charge for the booking will be calculated in accordance with the current scale of charges (Appendix 1).
2. Invoices will usually be issued in advance of the first session, and all sessions for that school term will be included on the same invoice.
3. Invoices must be paid in full within 30 days of the invoice date otherwise an administration charge may be invoiced and future requests to hire school facilities may not be granted.
4. Once a booking has been confirmed, sessions can only be cancelled by giving at least 7 days' notice in writing to the Booking Officer. Sessions not used that have not been cancelled with at least 7 days written notice are still chargeable.
5. If cancelling individual session(s) from a series brings the total sessions in the series below 10, your discount will be affected and you will be charged the full rate for the remaining sessions.
6. Should the school need to cancel a booking and you have already paid for that session, the charge relating to the cancelled session will be refunded. If a cancellation by the school brings the total number of sessions in the series to less than 10, your discount will not be affected.

I: Contact Details

Name	Post	Availability	Contact Details
Jim Josey	Site Agent	Mon – Fri 9.00 am to 3.30 pm	07786 661131 or 01525 636700 joseyj@vandyke.cbeds.co.uk
Carolyn Cocks/ Sam Humphreys	Booking Officer	Mon – Fri 9.00 am to 2.30 pm	01525 636702 finance@vandyke.cbeds.co.uk
			Office Fax: 01525 636701

HIRE OF THE ARTIFICIAL ASTROTURF PITCH

Information you need to know

1. Footwear

Only appropriate footwear will be allowed. **NO** football boots of any type are allowed on the pitch including bladed, moulded or non-studded boots.

Anyone wearing football boots will be asked to change them or leave.

No Muddy footwear will be allowed on the pitch

2. Clothing

Please wear appropriate clothing for the activity. It is suggested that users of the pitch cover arms and legs to avoid grazes. Shin guards are strongly recommended for hockey and football activities in addition to any other required protection.

3. Equipment

For full pitch hire, there will be:

- a) 2 sets of five-a-side goals
- b) 1 set of full size football goals
- c) 2 sets of hockey goals (not for football use!)

For ½ pitch hire, there will be:

- a) 1set of five-a-side goals
- b) 1set of hockey goals

4. Behaviour

Hirers should note that there are other community and educational hire activities taking place within the school during the evenings, and pitch users should try to keep noise to a reasonable level. Any unsociable behaviour or language may result in the termination of use of the pitch. (See Terms and conditions).

No bikes to be ridden on the pitch.

5. Time allocation

In order to ensure that all hirers get their full time allocation, please be prompt in finishing your session. Any problems in this regard should be reported to the Site Agents.

6. Car parking

There is no charge for car parking. The school does not take any responsibility for cars or personal belongings left on the site.

7. Additional information

No food is to be taken on the pitch and only unbreakable bottles are permitted. Dogs and smoking are not permitted anywhere on school grounds.