Lettings Policy

The Governors of Sir John Heron agree that the school should be made optimum use of and should be open to the community for hire. As it is a new building however, social lettings, which include alcohol consumption, will not be permitted.

The Governing Body has decided that while this is the Governors' agreed policy, lettings will only take place if the site supervisor is willing to have them.

The Procedure for lettings will be as follows:

1. When a member of the community expresses an interest in hiring part of the school, they should view the premises and then complete a lettings application form. The school office will retain the completed form.

2. The school office will check whether the site supervisor is available to carry out the letting on the date and the time applied for.

3. The Head Teacher or other designated person (on behalf of the Governing Body) will either accept or refuse the letting.

4. Once the letting has been agreed the applicant will pay a refundable deposit of £100, or 10% of the monthly letting charge, whichever is higher. This is separate from the actual letting fees and is refundable upon receipt of a satisfactory report from the site supervisor after the let has ended.

5. The school will enter on the form the charges as agreed by the governing body, which may include an additional charge for hire of equipment.

6. A receipt will be issued to the applicant for the deposit and final settlement of the full letting. The letting fee will be expected prior to the date of the letting and is payable monthly in advance. Cheques/BACs payments should be made out to the school.

7. If either party cancels the letting, then the school office must inform the applicant of the any cancellation fee incurred and any appropriate reimbursement that needs to be made.

8. The school office will maintain a yearly calendar of usage, which will provide details for the Head Teacher and site supervisor of future bookings. This calendar will enable the school to utilise their premises more effectively, ensure that facilities are not double booked and that services such as cleaning etc can be co-ordinated.

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9. Under normal circumstances the indemnity deposit should cover the cost of any additional cleaning or damage. If however, additional charges in excess of the deposit are incurred then the hirer will be requested for an additional payment.

10. These procedures may vary for regular groups who wish to book for a year and pay on a monthly or quarterly basis. They will however be expected to pay in advance and will not be allowed to run into arrears.

11. The Kitchen can be let through via liaison with the Service Level Provider. A separate kitchen hire form must be completed for the hire of the kitchen at least one month before the letting is to take place.

12. You will, whilst on the premises, comply with the school fire evacuation procedures, and must identify the responsible person of the group and if available a risk assessment outlining the evacuation procedure to evacuate those dependant on assistance, such as mobility impairment, sensory perception (hearing and vision) must be submitted with the application. The responsible person of the group will be responsible for nominating a first aider to deal with any medical eventualities during the letting.

Scale of charges for lettings and conditions for hire: Prices per hour.

- A minimum period of 2 hours will be booked for lettings between Monday and Friday.
- A minimum period of 4 hours will be booked for lettings on Saturdays.

Classrooms (per room)	
6.00pm - 10.30pm Weekdays	£20 per hour discounted to £15 for >4
9.00a.m. – 10.30 pm Saturdays	£20 per hour discounted to £15 for >4

Hall / Atrium (per hall)	
6.00pm - 10.30pm Weekdays (Meetings)	£50.00 per hour
6.00pm – 10.30pm weekdays (social events)	£75.00 per hour
9.00am – 10.30pm Saturdays (meetings)	£50.00 per hour
9.00am – 10.30 pm Saturdays (social events)	£75.00 per hour

MUGA	
4.30pm - 7.30pm Weekdays	£100 per hour
9.00am –7.30pm Saturdays	£100 per hour

The above charges apply to term time only. There will be an additional 10% charge on lettings out of term time.

The charges relate to the areas hired only. This includes tables, chairs, and toilet facilities. ALL HALL LETTINGS ARE FOR A MAXIMUM OF 150 ADULTS.

There will be an Admin charge as follows:
£25 for community lettings and £75 for social lettings per day.

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Any other requirements must be discussed with the school and a charge may be made. No school equipment is to be used. This includes cooking equipment, copiers, telephones and PE equipment. Any such use being made without prior agreement may lead to the termination of the letting.

If a classroom is hired, no schoolbooks or equipment is to be used. The cost of any damage caused during a letting will be charged to the hirer.

- A minimum period of 2 hours will be booked for lettings between Monday and Friday.
- A minimum period of 4 hours will be booked for lettings on Saturday.

A 50% deposit is required once the booking is accepted, with the balance becoming due 14 days prior to booking date. If the booking is within 14 days the full payment must be made immediately to secure the booking.

REFUNDS:

If a letting is cancelled for any reason then refunds will be made according to the following scale less the relevant admin charge:

- 30 or more days notice FULL Refund
- Less than 30 days notice 50% of hire fee is payable.
- Less than 7 days notice, no refund will be given

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Application for Hire of the School Accommodation

Name:……

Address:……
……

……

Tel. No. (home)…….

Daytime Tel. No.:…….

Group/Organisation (1)……

Position in Group:…….

Date(s) of use……

Public/ Private Function?……

Admission Charge? Yes/No

Accommodation Required:_____

Purpose for which Accommodation Required:

……

I declare that I have viewed the accommodation and furniture available at Sir John Heron Primary School in connection with my hiring of the premises on _____and they are to my satisfaction.

I acknowledge that I have been informed that I, or the organisation on whose behalf I am making this booking, should have insurance to cover personal liability.

I DECLARE that I am 18 years of age/or over and that the booking is not made on behalf of or in the interests of a proscribed organisation as set in No. 1 thereof.

Signed…….

Date……

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