



Lettings Policy 25/26

The Governing Body and Head Teacher of Kingsmoor Lower School recognise that the school premises and grounds are a valuable asset in the local community of which the school are an integral part. They, therefore, accept in principle that the facilities be made available but that there be no detrimental effect on the fabric of the property, the school's reputation or its finances.

Please note:

- All lettings shall be covered by the conditions of hire.
- The Governing Body or Head Teacher reserves the right to refuse any application for hire.

Conditions of Hire

1. Where the hirer is using the building on a regular basis involving minors or vulnerable children/adults, DBS clearance must be obtained and a copy made available to the school along with a copy of their Safeguarding Policy, prior to the letting commencing.
 2. Hirers must provide a copy of relevant documentation for the school to establish their credentials.
 3. The premises may not be used for any purpose or function, which may be considered detrimental to the school's image. The hirer shall not use the premises for any other purpose than agreed.
1. A deposit is required to be paid to the school when the agreement is signed. This deposit will be returned soon after the end of the agreement if no expenses have been incurred by the school, due to loss or damage howsoever caused in consequence of the hirer's use.

Purpose of the Hire

Sport Activities
Training
Music Lessons
Meetings/Forums
Dramatics
Birthdays for children

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 Principal/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 Principal/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.

Deposit structure:

"One-off" lettings

For Kingsmoor Lower School parents, staff and governors £50

For all other individuals and organisations £100

Long term hire

1. Lettings booked for more than 6 sessions/days are not required to pay a deposit.
2. Insurance in respect of third party risks, damage to property and/or fire is provided by the school at a cost of 15% of the gross hire fee plus 6% tax on that insurance for non-profit organisations. **All other hirers must provide copies of their current Public Liability Insurance.**

Booking times

1. Are to be arranged directly with the school.
2. **We allow grace time of 5 minutes before a letting and 10 minutes after an activity.**
3. Longer "one-off" lettings will be set on an individual basis by the Governing Body. The school field may be hired for occasional letting only, by arrangement with the Head Teacher and Governing Body.
4. Regular and continuous bookings should confirm arrangements at the beginning of each academic year (September)
5. **Cancellation of the letting by the** hirer must be made in writing/email and received by the Head Teacher not less than seven working days (school term days) prior to the date of the hire. In the event of a cancellation of the letting after this time, any refund of the letting fee will be at the discretion of the Finance Committee.
6. **Cancellation of the letting by the School or authority** – the hirer must agree that in the event of unforeseen circumstances the letting may be cancelled by giving not less than seven calendar day's written notice. Alternative day/s may be offered wherever possible or if a mutually agreeable alternative is not possible, the letting fee will be refunded in full. In most cases, seven days' notice will be given, except in cases of emergency closure due to snow or disaster.

7. The hirer may not sub-let the school premises.
8. The hirer must observe the hours of the letting and should arrive and leave at the agreed times. Failure to do so may result in increased hiring fee and/or relinquishment of some or all of the deposit. The period of the letting must include setting-up and clearing away time.
9. The hirer is responsible for obtaining and complying with any licences which may be required by law.
10. The hirers and the party are restricted to the defined areas in the letting agreement.
11. There is no smoking or vaping permitted anywhere in the school buildings or grounds. If either take place outside the grounds the hirer must ensure that any cigarette stubs and matches are disposed of prior to the end of the letting.
12. It is the responsibility of the hirer to observe Health and Safety conditions required by the local authority
 - The hirer must familiarise themselves with the location of fire alarms, extinguishers, exits and escape routes.
 - The maximum number permitted by the Fire Authority must not be exceeded under any circumstances.

School Hall – Closed seating – 200
 School Hall – Formal dining – 150
 School Hall – Standing - 400
 **Please note a seating plan may be required
13. Hirers, except the Kingsmoor Lower School Association, may not advertise events on the school premises without permission from the Head Teacher or Governing Body.
14. There will be no lettings during periods of school closure unless agreed by the Governing Body.
15. The Head Teacher and Office Manager will judge each application for suitability.

Considering applications for lettings: the Headteacher, or delegated officer, will decide on the approval of the application with consideration to:

- Interference with school activities – priority at all times should be given to school functions.
- The availability of facilities.
- The availability of staff to open and close the premises.
- The school's safeguarding policy.
- Health & safety considerations in relation to the number of users, type of activity, qualifications of instructors, etc.
- Type of activity and our duty with regard to the prevention of terrorism and radicalisation.
- Adequacy of management procedures in place during the hire.

- Appropriateness of the letting and whether it is deemed compatible with the ethos of the school
2. The Site Agent will be consulted about his availability before a commitment is made.

Policy agreed by Governors:	
Last Review Date:	20.11.24
Next Review Date:	July 2025
Signed:	C. Jenkins

Terms of Hire

A reminder to all hirers, that this is an educational establishment for young children and consequently must be left in a fit and safe state for the normal school use. Failure to do this may result in the loss of deposit and/or further action being taken.

- All areas must be swept and left clean at the end of the letting.
- All rubbish to be removed from the premises at the end of the hiring.
- All spills must be cleaned prior to the end of the letting.
- If the staff room kitchen is used, the hirer must use their own tools, equipment, cleaning products and food.
- No children are to be allowed in the staff room.
- If school tables and chairs are used they must be put away as the hirer found them, clean and tidy.
- Tables and chairs should be carried when moved into the hall to avoid marking the wooden floor.
- The curtains in the hall should be opened and closed using their cords, not pulled or swung open or shut.
- No smoking within any part of the building or school grounds
- No animals allowed on any part of the premises
- No music without the appropriate licence
- No alcohol to be sold without the appropriate licence and agreement of the Governing Body.
- Only the areas (rooms and toilets) agreed on the booking form may be used.

School office phone number – 01525 712448

The scale of charges:

Sport Hall **£20 per hour**

Playing Fields (including toilets and a canopy providing shelter) **£20 per hour**

Head Teacher will make a judgement about any hiring that falls outside these bands.

The scale of charges will be reviewed and agreed by the Finance and Pay Committee each summer term to take effect from the 1st September each year. Charges will reflect the Site Agent's time, heating, lighting and other consumable costs.

Invoice payment

All invoices should be paid within 14 days of the date of issue.

Kingsmoor Lower School – Premises Letting

Premises Booking Form

ORGANISATION'S DETAILS

Name of Organisation

Name of Person Responsible / Co-ordinating event

Name	Address	Phone Number

Name of person making booking

Name	Address	Phone Number

Insurance – Public Liability Insurance

Name of insurer:	Policy number:

BOOKING DETAILS

Purpose letting required for

Type of letting required – see relevant box. Please note the time requested should include time required for any setting up and/or clearing away.

Single date letting	Block of set dates	Ongoing regular weekly letting
Day	Day	Day
Date	Dates from/to	Time
Time	Time	

Please state requirements

Please state area required (hall, classroom or outdoor) and any items required – e.g. chairs/tables/overhead	Toilets required?	Approximate number of persons attending
	Heating required?	Will members of the public be present?

Name and address of person to be invoiced:

Bank Details (Needed to return the Deposit):

Bank Account:

Sort Code:

- I/We have read the Conditions and terms of hire and agree to abide by these.
- I/We enclose a holding deposit of £50.00 / £100 (which will be returned to me **within two weeks after the letting** if no further costs are incurred due to damage or extension of the terms of hire)
- I/We understand that payment will be made in full 14 days prior to the letting taking place.

Signed.....
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Date:

For office use only

Site agent informed and available	Headteacher informed	Staff informed
Fee agreed £.....	Any other notes / information	If applicable DBS forms YES/NO Insurance forms YES/NO