

# YEWSTOCK SCHOOL



## Lettings Policy

**Status:** Statutory

### Rationale

The governors have agreed to supplement the budget by encouraging the letting of the school premises where possible, provided that any letting is not detrimental to the school or its pupils. Facilities to be let currently consist of:

- Hydrotherapy pool, Conference Room, School Hall and Sensory Room

These facilities are currently available for letting (when not in use by students):

- Term-time: 0830-16.30 on weekdays
- Easter, Summer and Half terms: 0830-1630 Monday-Friday

### Guidelines

- All lettings will be at the discretion of the governing body or its representatives, who may refuse lettings if they consider it in the interests of the school to do so
- All hirers must comply with the regulations set out on the booking form (available from school office)
- All hirers must be aged over eighteen
- All hirers must adhere to the school's policies on the use of specific equipment as well as its overall policy for Health and Safety. The school is not liable for any injury or loss due to non-adherence of these procedures and rules
- It is the hirer's responsibility to leave the facilities clean and tidy. Cleaning equipment will be made available for this purpose (except for the Hydrotherapy Pool – cleaning is carried out by the Lifeguard)
- Regular hirers will be encouraged to book sessions on a termly basis
- All school buildings, associated premises and grounds are non-smoking areas
- The school is not responsible for any loss of or damage to vehicles parked on its premises, or their contents
- Hirers of the schools onsite facilities will have to provide details of their public liability insurance (the hydrotherapy pool has separate school cover)
- Current lettings charges are available from the school office (for current charges see Appendix I)

### Charges

- All charges will be subject to periodic review by the governing body. The minimum increase will be in line with inflation
- The calculation of charges will include consideration of the real costs of heat, light, sewerage and water, chemicals and other specialist materials (e.g. in the case of the hydrotherapy pool) and the cost of caretaking for the event
- All lettings to charitable and community groups are made without profit
- Other charges are agreed by the governing body and may include an element for profit above actual costs

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## The application process

- The hirer receives two copies of the booking form which sets out the time and date of the proposed hiring and the precise definition of the premises and facilities to be hired, including changing rooms if required for hall, and toilets. One copy of this booking form should be returned to the school, after signature, to confirm the booking
- Information on maximum permitted numbers, produced by Fire Prevention Officers, will be provided to the hirer, along with general fire safety information, including emergency exits
- The application is considered by the Finance Committee, or Headteacher on its behalf, and a decision is made whether to permit the hire
- The site manager is informed
- An invoice is issued prior to the letting and must be paid in advance
- A receipt is issued

This policy to be reviewed as part of a rolling programme of policy review set by the governors.

**This policy should be read in conjunction with the Single Equality Policy. The general equality duty requires that, in the exercise of their functions, schools must have due regard to the need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010. This school endeavours to advance equality of opportunity and foster good relations for all.**

Date reviewed by F&E Committee 20<sup>th</sup> March 2013

Date adopted by Full Governing Body 20<sup>th</sup> March 2013

Date of next review 20<sup>th</sup> March 2014

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## Appendix I: Current list of charges

Letting fees from May 2012 – Term time

Facility Hired

<b>Hydrotherapy Pool</b>			
*Monday – Friday 7.30am – 5.30pm		*Saturday 9am – 1pm	
Scale A	Scale B	Scale A	Scale B
1 hour £20	1 hour £25	Each hour £25	Each hour £30
2 hours £30	2 hours £40		

<b>Conference Room</b>			
*Monday – Friday Morning 9am – 1pm Afternoon 1pm – 5pm		*Saturday 9am – 1pm	
Scale A	Scale B	Scale A	Scale B
£20 maximum per session	£20 maximum per session	£40 maximum per session	£60 maximum per session

<b>School Hall</b>			
*Monday – Friday Morning 9am – 1pm Afternoon 1pm – 5pm		*Saturday 9am – 1pm	
Scale A	Scale B	Scale A	Scale B
£20 maximum per session	£30 maximum per session	£40 maximum per session	£60 maximum per session

<b>Sensory Room</b>			
*Monday – Friday Morning 9am – 1pm Afternoon 1pm – 5pm		*Saturday 9am – 1pm	
Scale A	Scale B	Scale A	Scale B
£20 maximum per session	£30 maximum per session	£40 maximum per session	£60 maximum per session

**Scale A** is charged to non-profit making groups

**Scale B** is charged to private individuals and any group making a charge for profit and the profit goes to the hirer.

All charges are expected to cover costs to the school – staff, cleaning & wear and tear.

Tea/coffee/lunches are available by prior arrangement.

\* Bookings are available outside these hours by prior arrangement. A charge of one and a half times the hourly rate is levied.