



Deanshanger Primary School Lettings Policy

1. Aims

The aim of this policy is to support extra-curricular provision for community activities of an educational, recreational or cultural nature. The following activities will take priority over lettings:

- Use of the premises for school functions and formal business meetings of the Governing Body, PTA, or fundraising events for the benefit of the school.
- Other educational uses, which are consistent with the aims of the school, approved by the Headteacher and Governors. Priority will be given to activities that benefit the children of the school and the school community.

2. Purposes

- To share with the community the school's accommodation and resources for the mutual benefit of all parties.
- To use the income generated for the enhancement and improvement of key facilities.

3. Guidelines

- To vet all enquiries for purpose and refuse permission as necessary. Having regard to our duty under the Race Relations Act 1976 (but without prejudice to our duties under the Representation of the People Act 1983) the Governing Body will not let the school premises to organisations whose purpose is, amongst other things, to encourage racial discrimination and/or disharmony between persons of different racial groups, or are otherwise involved in activities prejudicial to good race relations.
- To ensure the goodwill of the immediate community is maintained by appropriate communication and management of lettings.
- To set a table of hire fees that avoids any subsidy from any school budget.
- To review hire charges at least once a year.

4. Management and Administration of Lettings

The Headteacher and Business Manager are responsible for the overall management of lettings, in accordance with the Governing Body's policy. The Headteacher and Business Manager may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

Community Lettings will take place at the discretion of the Headteacher and Business Manager. If they have any concern about whether a particular request for a letting is appropriate or not, they will consult with the Chair of Governors or Chair of the Finance Committee, who is empowered to determine the issue on behalf of the Governing Body.

The Administrative Process

Organisations seeking to hire the school premises should approach the Headteacher, Business Manager or Admin Office in the first instance; they will identify requirements and clarify the facilities available. A Hiring Booking Form (Appendix 1) should be obtained and completed at this stage. A copy of the terms and conditions are printed on the reverse of the Booking Form. The Governing Body has the right to refuse an application, and no letting should be regarded as “booked” until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

All lettings fees which are received by the school will be paid into the school’s individual bank account, in order to offset the costs of services, staffing etc (which are funded from the school’s delegated budget). Income and expenditure associated with lettings will be regularly monitored to ensure that at least a “break even” situation is being achieved.

Public Liability and Accidental Damage Insurance

The hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out and provides evidence of this, a copy of which will be held with the Booking Form.

Letting Charges

Room	Charges – Standard Rates	
Hall or drama studio	£20 per hour	Site supervisor and additional cleaning fees may be also apply based on the hours of use and extra unlocking/locking up/ cleaning needs.
Hall & Kitchen	To be agreed subject to requirements	
Use of an additional space in the schools e.g., field, will be discussed and charged at the discretion of the Headteacher and Business manager.		

Appendix I - Lettings Policy



Deanshanger Primary School,
The Green,
Deanshanger,
Milton Keynes
MK19 6HJ

Telephone : 01908 268920 www.deanshangerprimary.co.uk

Head teacher: Mrs Rachel Rice head@deanshanger.northants-ecl.gov.uk

Business Manager: Mrs Zara Weston businessmanager@deanshanger.northants.sch.uk

Application for the Hire of Deanshanger Primary School Premises

Please complete and return to the school office at least 14 days before the event.
The school will then confirm the booking with you and notify you of the charges (if applicable).

Facilities required	
Equipment e.g., tables, chairs	
Date and time	
Purpose of hire	
Name of hirer	
Group name	
Address:	
Contact details :	
Do you have appropriate /adequate insurance to cover the event? Yes / No	
Will alcohol be brought onto the premises? Yes / No	
Are you obtaining a license? Yes / No	
<p>I agree to comply with the terms and conditions overleaf and understand the health and safety information provided by the school.</p> <p>Signature of hirer: _____ Date : _____</p>	

For office use only

Received by :

Approved by Headteacher/ Business Manager :

(signature here)

Date approved:

Confirmed price:



Terms and Conditions of Hire

Please read carefully

1. The person signing the application form shall be considered the hirer and must be over 18 years of age.
2. The premises will only be used for the event described in the booking form.
3. The Headteacher/Business Manager or his/her representative may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises.
4. The hirer will be responsible for ensuring that all activities take place in a safe manner.
5. The behaviour and safety of persons on the premises for this booking are the responsibility of the hirer.
6. The Governing Body shall not be responsible for any loss or damage to any property arising out of the hire.
7. The hirer shall be responsible for all damage or loss to any fixtures, fittings, sports or other equipment or property occurring during the period of the hire.
8. The hirer must familiarise himself/herself with the emergency procedures for fire, first aid, accidents and defects reporting and carrying them out to the best of his/her ability.
9. A qualified person must be present during all sessions that are considered to be of a hazardous nature, e.g. karate, gymnastics, judo etc. or where the club/organisation is a youth group. It is the responsibility of the hirer to check the qualifications of those supervising such activities.
10. The hirer is responsible for the adequacy, suitability and safety of all equipment brought onto the premises.
11. It is the responsibility of the hirer to obtain any license for the sale of drinks at the performance of plays and similar productions.
12. The hirer must ensure sufficient stewards are located in areas which will prevent unauthorised persons from entering the premises and to ensure that guests are restricted to the area hired for the function.
13. It may be necessary for the School to cancel or postpone the event. If this occurs, the hirer can make no claim against the School or Governing Body for any loss he/she may sustain.
14. Authority to accept or cancel a booking shall rest with the Headteacher and/or Business Manager.
15. The premises must be left in a clean and tidy state and all equipment must be put back after use. If the premises are not cleaned to the satisfaction of the Site Manager, the hirer will be responsible for any payment necessary to have them cleaned. At the discretion of the school, these costs may be incorporated in the initial letting fee.
16. The Site Manager will be present to unlock the premises at the beginning of the hiring and lock up again at the end. He/she will not be available during the period of the hire, except in extreme circumstances.
17. Smoking is not permitted in any part of the School or its grounds.
18. No dogs permitted on site, unless guide dog/hearing dog with previous permission.
19. Dance groups to provide appropriate matting so as not to damage the hall floor.
20. No cooking in school unless by prior arrangement (in school kitchen only).

21. The School requires to have and maintain for the duration of the hire insurance cover arranged with a reputable company, to provide third party indemnity in excess of £1 million. It is the responsibility of the hirer to effect this and a copy lodged with school.

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