

The Wren School

Lettings Policy

Purpose and Background

The purpose of letting school premises is to establish the school as a community resource, and to use the school's land and buildings to generate income for the school. Income from lettings will be used to maintain, renew and improve buildings, premises and ICT resources, for the benefit of the school and the community.

Policy objectives

The facilities of the school will be made available for the benefit of the local community only if this is without detriment to the school or its site. To that end, use of the premises for school functions will take priority over lettings. Neither the school's education budget, nor its reputation within the community, must be put at risk by letting areas of the school to third parties.

Management of the policy

School:	This policy is implemented and managed by the Headteacher and School Business Manager.
Governing Body:	The Local Governing Body
Approval:	November 2019
Next review due:	November 2020

Associated policies

Finance Policy
Health and Safety Policy
Safeguarding and Child Protection Policy

Practice and procedures

Types of lettings

Currently, other than for one-off events such as birthday parties, only companies and community groups may hire the areas of the school. The main building, sunken garden, sports centre and sports pitches are all available for hire, subject to availability, and in accordance with the terms and conditions for hire as determined by the academy trust.

All hirers are required to pay a security deposit, which is limited to the school's insurance claim excess amount. Where hirers are staff members of The Wren School, the deposit can be waived if an agreement is signed to deduct any excess lettings charges from payroll.

The school will vet applicants to ensure that the nature of the letting is not detrimental to the school.

Charges

Charges will be agreed by the local governing body and reviewed annually for implementation on 1st September each year. The type of user, venue(s) and frequency of use will determine the level of charges.

The school is constrained by law to apply value added tax to all transactions where this is appropriate, but most school lettings are exempt. Please see Appendix 1 for VAT treatment on academy schools.

The Wren School offers discounted rates for regular hires. Please see the pricing schedule in the current Lettings Brochure, which can be found on the school's website. For regular lettings, hirers may enter into a contract which should not exceed a period of one year.

Catering can be provided by the school's catering service, Caterlink. Please ask for their hospitality brochure for details.

All statutory requirements regarding public performances of music, dancing, singing or stage plays and the serving or selling of alcohol are the responsibility of the hirer, but in some cases may be covered by the school's licences.

Health and safety

The hirer is required to complete a risk assessment as part of their application for hire. This will be checked by the school, and any mitigating actions addressed.

The school will provide the hirer with all fire and safety precautions and evacuation instructions. It is the hirer's responsibility to keep a register of those attending the event/activity, ensure fire exits are not obstructed, and that school security is not compromised.

A member of staff will be on site at all times.

No alterations or additions can be made to the fixtures and fittings, or equipment brought on to the site without the prior approval of the School Business Manager. Electrical equipment will require a PAT testing certificate. Smoking, drugs and gambling are prohibited on school premises. Alcohol may only be consumed with the written permission of the School Business Manager, and the hirer must procure all appropriate licences.

All persons hiring the school premises will be expected to conform with the relevant health and safety regulations.

No animals, other than assistance dogs, shall ordinarily be allowed in school buildings or on the school premises.

The Wren School is NOT a 'nut free' environment, and hirers are responsible for having due care towards the allergy conditions of their participants.

Safeguarding

The hirer shall be responsible for following all safeguarding regulations relating to young and vulnerable persons, including the proper administration of DBS certificates. The school reserves the right to verify these qualifications with the hirer at any point prior to, and during the hire period. The Prevent duty extends to those hiring school premises.

Smoking

The school operates a no smoking policy anywhere within its site. This includes the car parks and all outside areas. It is the responsibility of the hirer to ensure this rule is clearly communicated and followed.

Insurance

All users must carry sufficient insurance. Neither the school nor the academy trust provide hirers with public liability insurance against personal injury, accident, loss of damage to property. The hirer must provide evidence to show that they have adequate insurance cover in place before a letting can be agreed. The minimum level of cover must be £5,000,000. For regular lettings, it will be the responsibility of the hirers to update the Lettings Administrator with any changes in circumstances with regard to insurance cover/policies that occur during the period of the lettings contract.

Cars and bicycles are parked at the owners' risk.

Damage

The hirer will be responsible for the cost of any damage to school premises or equipment. School staff have free access to all parts of the school site during lettings to check hirers are acting in a responsible manner. Repairs to damage will be undertaken by the school and invoiced on to the hirer for immediate payment. If applicable, this will be charged net of the security deposit.

Hire of the sports hall and the all-weather pitch (AWP) have strict footwear requirements. There is a supplemental footwear agreement regarding use of the AWP, which forms part of the hire contract.

Cleaning

Any additional costs for cleaning will be detailed in the letting agreement. Where such costs are not identified, cleaning will be the responsibility of the hirer. Hirers are required to spot-clean and tidy the venue at the end of the letting, and leave premises and equipment in the condition in which they took it over. Cleaning equipment and supplies (such as bin bags) will not be provided by the school. The school reserves the right to charge for additional cleaning if necessary. All rubbish also needs to be taken away by the hirer and not left at the school.

Security

Costs for providing building and site security are included in the rental charge.

Notice period

At least 24 hours' notice of cancellation is required, otherwise hirers are liable for the full hire charge.

Staff on site

A member of site staff will be present or available on standby during functions. Hirers should detail on their lettings application, specific requirements such as setting out chairs and equipment, and they should consult the site staff should this change, or if the venue has not been prepared correctly. The member of staff has authority to take any necessary action to protect the school's interests during any particular letting.

Cancellation and complaints

The school (via the School Business Manager or other appointed representative) has the right to cancel any letting, and will do so with immediate effect if it is felt the letting is of detriment to the school. Otherwise, reasonable notice of cancellation will be given by the school unless the hirer is in breach of the letting agreement, upon which cancellation will take immediate effect. Where the hirer has a complaint, the school's standard complaints policy and process will apply. If the school has a complaint about the hirer, in the first instance the Headteacher will raise this with the named person. If the complaint is not resolved it will be escalated to the governing body to decide on the appropriate action for the school to take.

Declaration of interest

Any members of school staff or governors having connection with a letting must formally declare this to the School Business Manager.

Applications for lettings

Organisations seeking to hire the school premises should approach the Lettings Administrator. Details of charges and conditions are contained in the Applications Pack, which is available on the school's website. Applications should ideally be submitted at least 3 weeks before the venue is required.

Hire agreement

Once a letting has been approved, a letter of confirmation will be sent to the hirer, together with an invoice for the security deposit and the cost of the letting. If the letting is a recurring

booking, the hire charges will be invoiced termly¹ in advance. Payment must be received prior to the booking commencing. No letting should be regarded as booked until approval has been given in writing and payment received in full. The school accepts no responsibility where applicants arrange events/activities before the legal process has been completed.

Associated documents

Lettings Brochure (website)

Application Pack (website)

Appendices

VAT rules applicable to academy school lettings

¹ i.e. six times per year