



St Mary's C of E Primary School, Timsbury

LETTINGS OF SCHOOL FACILITIES POLICY

Rationale

Bath & North East Somerset Council have set the policy, put forward charges and regulations for lettings of school buildings. This responsibility has been devolved to the school governing body, with the Bursar having the responsibility for operating these procedures on a day-to-day basis.

In order to assist the Bursar in responding to inquiries, reviewing scales of charges, making decisions regarding individual lettings, balancing priorities of the school and the community and in managing the caretaker and other support staff to facilitate the use of the buildings, it is now necessary to set down guidelines which reflect the Governors' aims for the community use of the school buildings.

Purposes

These guidelines are intended to:

- Ensure that the school discharges its statutory functions with respect to its pupils
- Maximise community use of the facilities whilst minimising the impact on pupils
- Assist in determining priorities regarding use of school buildings
- Simplify decision making with regard to letting requests
- Set the context for cost effective income generation from lettings

Guidelines

1. Availability To School

- 1.1 The school buildings should be available for the exclusive benefits of the pupils and staff between the hours of 8.30am and 4.30pm during school terms. The Headteacher must specifically approve any exceptions to this.
- 1.2 No letting outside these hours in term time weekdays should be allowed to prevent a school extra-curricular activity taking place.
- 1.3 Use of the school buildings outside school hours required by the pupils, staff, Governors and P.T.A should, as far as possible, be registered with the Bursar by the end of July for the following academic year. Any additional requirements will need to be checked against the lettings diary.

2. Availability To Other Users

- 2.1 Multi-lets take priority over individual one-off bookings.
- 2.2 Where possible, multi-lets for clubs, etc. should have access to facilities all year round, with exception of public holidays and days designated by the school management as unavailable (e.g. because needed for cleaning/ refurbishment/ examinations, etc.)

2.3 Regular lettings for multi-lets will be agreed where possible, for the whole academic year in advance.

3. Availability Of Staff And Facilities

3.1 Any letting of the external sports facilities should either have the facilities ready for pupils' use at the end or else include within the agreed fee the additional grounds maintenance charges to achieve this. Grounds maintenance staff need to be informed.

3.2 Any letting of the Hall will require the caretaker or other responsible person to be present at the beginning and end of the letting period on each occasion a letting takes place to check that equipment and facilities are in order.

3.3 Any letting of the Hall or other internal facility will require the caretaker or other responsible person to be on the premises and available on call throughout the letting period.

3.4 With the exception of the Hall, lettings will not normally include specialist facilities apart from heating, lighting and access to electrical power. Exceptional use of the specialist facilities (e.g. stage lighting, PA system, catering, washing up or IT facilities) will require the hirer to have a competent person on site throughout the letting period.

4. Responsibilities

4.1 The School will be responsible for providing facilities as agreed in good working order throughout the period of the letting.

4.2 The hirer will be responsible for ensuring that all users are aware of the procedures for safe and correct use of equipment and facilities and shall report any deficiencies on the occasion of each use.

4.3 The Governing Body has a duty to safeguard children and young persons using the premises and therefore requires the hirer to sign to confirm that their organisation/group has in place appropriate policies and procedures with regard to safeguarding children and child protection.

4.4 The hirer will be responsible for the registration and conduct of persons attending the function for which the School has been let, including ensuring that security and health and safety requirements are met.

4.5 A complaints slip will be available so that each user may register any deficiency in equipment or level of service at the time it occurs.

4.6 The School reserves the right to terminate booking if the above requirements are not met.

5. Charges

5.1 A schedule of charges will be reviewed annually by April for the following academic year, setting a suitable rate for the facilities let.

5.2 Payment will be made in advance where possible and "on the day" at the latest for one-off bookings. This may include a damage deposit for all new users.

5.3 Payments for multi-lets will be on a termly basis, payable by half-termly amounts, in advance, during the term when the lettings occur.

5.4 The Bursar may decide, in consultation with the Head, if appropriate, that a letting is not cost-effective and decline the request.

5.5 Charges will include, where appropriate, the full cost of staff availability and, where possible, equipment maintenance.

6. Specialist Activities

- 6.1 Where specialist activities with a higher than normal risk of injury, damage or loss are to take place, the hirer must, before booking can be confirmed, assure Governors that:
- a) Those in charge are suitably qualified
 - b) The correct equipment is being used
 - c) All appropriate guidelines, codes of practice (statutory or otherwise) are being observed
 - d) The hirer has insurance which will reimburse the School for any damage or loss resulting from their activities.

7. Public Entertainment

- 7.1 All public entertainments must be overseen by a manager, nominated by the hirer, a responsible person 21 years of age or more, who shall be on the premises at all times whilst the entertainment is in progress.
- 7.2 It is important that all managers of events open to the public (whether for a fee or not) are familiar with the conditions of the licence granted to the School in respect of the above.
- 7.3 In particular, regulations with regard to maximum numbers (200) and fire arrangements must be complied with.
- 7.4 It is the responsibility of the manager of the event to ensure adequate attendants and good order during the event.

8. General

- 8.1 Smoking is not allowed on the School premises.
- 8.2 The Governors reserve the right to refuse any booking without stating a reason, should it be deemed unsuitable, unsafe or in conflict with the ethos of the school.

Signed:

Committee: Finance, Personnel and Premises

Adopted	March 2015
Review	February 2016
Review	February 2017 pending review for September 17
Next Review due	

St Mary's C of E Primary School, Timsbury

LETTINGS CHARGES

April 2017 - September 2017

LOCATION	WEEKDAY EVENINGS	WEEKEND
School Hall or Classroom	£30 for the first hour and £7 per hour thereafter (inclusive of heat and light)	£35 for the first hour and £7 per hour thereafter (inclusive of heat and light)
Hall plus rooms	Plus £5 per room	Plus £5 per room
Field and Pavilion	£6 per junior match £12 per adult match (18 years or over) £8 per training session	
Field and Pavilion	Holiday Sports Clubs £40 per day (10.00 - 16.00)	
Brownies	£12 per session 6.15 p.m. to 7.30 p.m.	

One-off lettings are also subject to VAT



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 www.stmarystimsbury.co.uk

Headteacher: Miss A Brown

LETTINGS APPLICATION FORM

Note to Applicant: Before completing this form read carefully the Regulations for the Letting of Council premises.

PART 1 APPLICATION DETAILS

ACCOMODATION /FACILITIES REQUIRED	PURPOSE OF HIRE	DAY	DATES REQUIRED FROM*	DATES REQUIRED TO*	TIMES REQUIRED FROM	TIMES REQUIRED TO

Please ensure that you allow adequate time within your letting request to tidy and vacate the building, i.e. if your event finishes at 9.00pm, please book until 9.30pm. Lockup time will be at the time specified on this form. Any additional time used after that requested above will be charged at £16 per hour or part hour.

*****All dates must be within the caretaker's working weeks and exclude bank holidays unless prior agreement with Headteacher*****

Name of Applicant		Daytime Tel. No.	
Full Postal Address			
Name of Organisation			

I personally agree to be responsible for the fees charged in respect of this letting and will observe the Regulations for the Letting of Council Premises, which I have read.

I confirm that our organisation has appropriate policies and procedures in place in regard to safeguarding children and child protection.

Signature of Applicant: _____ Date: _____

PART 2 APPROVAL DETAILS (SCHOOL USE ONLY)

Application approved/not approved Comments: Signed: _____ Date: _____ (Headteacher)	Date Caretaker informed: Signed by Caretaker: Date Grounds Service informed: FOR WEEKEND USE ONLY Will the Caretaker be required to be on active duty throughout the duration of the letting? YES/NO
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PART 3 BASIS OF CHARGE (FOR SCHOOL USE ONLY)

ACCOMODATION	EQUIPMENT	HOURLY RATE	OTHER RATE	VAT AT %	TOTAL CHARGE PAYABLE

INVOICE NUMBER: £
 Special Payment Arrangements (if any) _____



St. Mary's CE Primary School, Timsbury
LETTINGS OF SCHOOL FACILITIES

Complaints Form

Date:	Group:
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Please detail below the reason for completing this form (for example deficiency in facilities or school equipment) and leave this form in the School Office for processing.

Print Name:	Signature:
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Contact number:

FOR SCHOOL USE

Received by:

Action:

BATH & NORTH EAST SOMERSET COUNCIL

REGULATIONS AND CONDITIONS FOR LETTINGS

GENERAL

1. These regulations apply for the letting of premises and grounds at St Mary's CE Primary School, Timsbury. In the case of the use of Education's Authority's premises by the Act of Parliament these regulations apply so far as they are not inconsistent with the provisions of the Act concerned.
2. In these regulations Governing Body means the Governing Body of St Mary's CE Primary School, Timsbury.

PROCEDURE

3. All applications must be on the prescribed form and must be completed in full as required. Failure to do so may result in the application not being approved. The person signing the application form will be considered the hirer.
4. All applications must be made not less than twenty one days before the proposed date of use. Where the proposed date of use fall within a School holiday, the application must be submitted not less that twenty one days before the commencement of the holiday period. Applications for the use of the playing fields for fetes should be submitted not less than two months before the proposed date of use.
5. Applications will only be accepted for a maximum period of one year between the first day of April of one year and the last day of March of the following year.
6. The hirer must personally sign the application form and may not assign or sub-let the premises of grounds hired.
7. All lettings must be approved by the Governing Body who retain the authority to make the final decision on the approval or cancellation of any letting.
8. The Governing Body may cancel any letting at any time, but either the fee paid will be refunded or an alternative date offered, except in the case of misconduct.
9. No letting shall be considered approved or any charged confirmed until done so in writing by the Governing Body.
10. No person or persons shall use premises or grounds covered by these regulations without a current approved application form. Any person or persons knowingly acts in contravention of this regulation will be charged at the appropriate rate and refused permission to use any of the facilities in the future.
11. The Governing Body reserves the right to impose special conditions in respect of any letting, series of lettings or class of letting in order to protect its employees or property.

12. Hirers should acquaint themselves with the Fire Safety Regulations and procedures relating to the premises in use, and should note that smoking is not permitted on the School Premises.

CHARGES

13. All charges must be paid in advance on the date and by the method required by the Governing Body.

14. Charges will be made at rates that will be determined from time to time by the Governing Body and shall be liable to change without prior notification to the hirer. In cases where the incorrect charge has been quoted, the Governing Body reserves the right to change the correct rate, although the hirer may consider the letting cancelled in accordance with Regulation 8.

15. The Governing Body does not undertake to refund any charge on cancellation of a booking by the hirer, unless twenty one days written notice of the cancellation has been given in writing by the Governing Body.

HIRE OF PREMISES

16. The hirer shall ensure that there is a responsible adult present and able to supervise at all times during the letting.

17. The hirer is required to pay the Governing Body the cost of making good any damage to property which may be the result of a letting. The hirer will be responsible for reimbursing the Governing Body for any additional costs incurred in cleaning the premises or cleaning the grounds after a letting.

18. No desks, fixed furniture or equipment that may be in the accommodation hired shall be used or interfered with, without the prior approval of the Governing Body. Standing on seats, furniture, window sills etc is not permitted. Fittings, fixtures or decorations of any kind shall not be permitted, other than purely temporary arrangements which require no permanent fixings which would damage or disfigure any part of the premises.

19. Chalk, resin or polishing materials may not be used on floors.

20. The electrical and mechanical installations of the premises are not to be supplemented or altered, nor is any specialist equipment such as public address systems to be installed by the hirer, except with the express approval of the Governing Body.

EQUIPMENT AND ACCOMMODATION

21. Specialist rooms and equipment (including gymnastic equipment, public address systems, stage lighting and pianos) are not included in the letting arrangements, unless specifically requested in the application form and approved by the Governing Body. Such applications must specify the name and qualifications of the person taking responsibility for their proper use.

22. Chairs installed in the premises may be used by special arrangement with the Governing Body, but the Governing Body does not undertake to provide suitable chairs or seats for the use by the hirer. Any furniture provided by the hirer must be removed immediately after the end of the letting.

23. The Governing Body does not provide first aid medical facilities for the hirers nor does it guarantee access to the public telephone system for assistance during lettings. Hirers should make their own arrangements in this respect.

CONDITIONS OF PREMISES

24. Whilst the Governing Body gives no guarantee as to the fitness, suitability or condition of the premises or grounds at the commencement of the letting, every effort will be made to see that they are in reasonable state.
25. Where facilities booked by the hirer prove not to be available during the letting, the Governing Body will consider applications for refunds of a proportionate part of the letting charge; always providing that no such refund shall be given for facilities not included in the letting charge. The Governing Body's decision shall be final in respect of any refund made.

INSURANCE

26. It is the responsibility of the hirer to effect whatever insurance he/ she requires to cover his/ her liabilities. Insurance effected by the Governing Body does not extend to a hirer's liabilities.

PLAYING FIELDS

27. The Director of Administration will be the officer responsible for the final approval of lettings at playing fields and certain external recreational areas.
28. The Governing Body does not give any guarantee as to the standard of any pitch or field nor to the maintenance or improvement of this standard during the season. The hirer shall be aware of the state of any pitch or field upon submitting his/ her application and such application will be deemed to be for the particular pitch or field as seen.
29. The Director of Administration shall deem whether any pitch or field is fit for use and his decision shall be final.

CATERING FACILITIES

30. Separate charges are made for use of school catering facilities in addition to those set out for use of accommodation in the Schedule of Charges. Where the accommodation hired includes school catering facilities, the following special conditions must be observed:
 - a) A member of the school catering staff must be present if the cooking or refrigeration facilities are being used and the requirement of that member of staff must be obeyed.
 - b) School tea cloths must not be used.
 - c) The kitchen and all equipment must be left as clean as it is found, according to the requirements agreed between the cook-in-charge and the Headteacher.
 - d) The cook-in-charge will ensure the correct cleaning products are readily accessible.
 - e) All bins must be emptied with rubbish removed from the kitchen area.
 - f) School crockery and cutlery must not be used except by special permission of the Client Group Officer (School Meals).
 - g) Tables must be covered before use and washed after use.
 - h) Any other special condition imposed by the Client Group Officer (School Meals).

LEGAL REQUIREMENTS

1. The hirer shall comply with the legal requirements concerning consumption of intoxicating liquor, music singing and dancing licenses, theatre licences and copyright. The hirer shall be fully responsible for obtaining any licences or any other permissions required, always providing that no such application shall be made without prior approval of the Governing Body.
2. The hirer shall comply with Section 12 of the Children and Young Persons Act 1933, that is to say where any play or entertainment is provided at which the majority of the persons attending are children, then if the number exceeds 100, it shall be the duty of the hirer to station and to keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the building or any part of it that can be safely accommodated there and to control the movement of the children and other persons admitted while entering and leaving the building and to take all other reasonable precautions for the safety of children.
3. The hirer will to the best of his/ her endeavours ensure that the requirements of the Race Relations Act 1976 (in particular the need to promote good relations between persons of different racial groups) be observed at all times throughout the letting.
4. The hirer is specifically forbidden to use, or allow the use of the hired premises or grounds for any illegal or immoral purpose and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.

COMPLIANCE WITH REGULATIONS

5. Failure by the hirer to comply with any or all the foregoing regulations where applicable, whether intentionally or not, may be deemed by the Governing Body to be just cause for the immediate cancellation of any letting or series of lettings.