



# LETTINGS POLICY

## June 2021

The premises of Victoria Community School are first and foremost for the education of children. The governors recognise the valuable contribution that additional activities can make towards pupils personal and social education. Access to the school by the public can be of benefit to the children and the local community.

At the discretion of the governors, either school site may be hired for private use. Due to the limitations of the building at Victoria Road certain events may be inappropriate particularly those where the numbers likely to attend are not known.

The First Committee will consider requests for use of the building and will fix charges in accordance with letting fees and associated costs.

### 1. **Security**

Where appropriate, in order to keep the building secure, the caretaker will remain on site during the time of the letting (unless this commences before 6.00 pm during term time). Hirers will be briefed on the security systems for accessing and exiting the buildings (fobs at Orchard site and managing the door at Victoria Road – code not to be given). Caretaking Services will ensure the building is secure at the end of the letting. The salary costs of the caretaking services will be included in the letting fee ~~in these cases.~~

### 2. **Health and Safety**

All hirers will be reminded that Victoria Community School operates a No Smoking policy throughout the entire premises and grounds. All hirers will be briefed on the fire evacuation procedure of the school, and will be responsible for briefing their participants. All hirers will be responsible for their own First Aid.

### 3. **Directed Lettings**

Directed lettings through the County will be recompensed through the budget allocation each year.

### 4. **Local and General Elections**

These are organised by East Staffs Borough Council and the County Council as needed and are held in the Nursery. Additional costs for caretaking hours will be charged at the current rate and will be recompensed through the budget.

### 5. **Letting Fees**

- Fees will be reviewed annually in the governors' Charging and Remissions Policy.
- Fees include the cost of caretaker on site, use of the toilets, cleaning and heat and light.
- Hirers may have access to facilities for preparing and serving drinks. The school kitchens will not be available for cooking.

### 6. **Formal Letting Agreement**

All individuals / organisations hiring school premises should sign a letting agreement and have appropriate insurance in place regardless of whether a fee is charged to the hirer. (See appendix 1).

7. **Third Party Hirers' Insurance**

- The County Council has negotiated a special insurance policy which obviates the need for some individuals and organisations to obtain separate third party liability insurance cover.
- The Council Third Party Hirers' Policy will not apply in respect of the use of the premises for the following:
  - (a) Meetings organised by political parties
  - (b) Professional entertainment promotions
  - (c) Commercial or business use
  - (d) Hire of playgrounds unless as part of a hiring for the school buildings. Where only the playground is hired separate Public Liability Insurance must be in place to protect any legal liability attaching to the hirer.
- Those individuals/organisations who do not rely on the County Council's Third Party Hirers' Policy must ensure that they have confirmed that they have Public Liability insurance cover in their own name for a limit of indemnity of at least £2,000,000.
- All hirers will receive a copy of the Third Party Hirer's Policy and summary of cover for their information.

8. **Payment**

- A £50 refundable deposit must be paid when booking the accommodation.
- Payment for the hire of the premises by individuals should be made one week before the event.
- Payment by organisations will be by invoice after the event.

9. Items of furniture and equipment are not available for hire if they are to be removed from the premises. This is due to the high cost of replacement if damaged.

10. This policy will be reviewed annually.

## **Appendices**

Appendix 1    Application for Hire of School



## APPLICATION FOR HIRE OF SCHOOL

1. Name of Hirer \_\_\_\_\_

2. Address of Hirer \_\_\_\_\_

3. Daytime Tel No. \_\_\_\_\_ Evening Tel No \_\_\_\_\_

4. Details of requirements: Room and area to be hired (tick relevant columns)

**Victoria Road/Orchard site** (please delete as appropriate)

Hall	Gym (VR only)	Library	Classroom	Nursery	Additional facilities
<b>Date:</b>				<b>Start time:</b>	
<b>Day of Week:</b>				<b>End time:</b>	
<b>Nature of Activity:</b>					
<b>Equipment / facilities requested:</b>					
<b>Equipment to be brought in by hirer:</b>					
<b>Age range of those attending:</b>				<b>Numbers attending:</b>	
<b>Fee:</b>					

I hereby make application for the hire of the accommodation and facilities stated above and agree to abide by the Conditions of Use specified in the attached documentation.

***\*Third Party Public liability insurance is being provided by the Department for Education's Risk Protection Arrangement (RPA).***

Details of any insurance held by club/association:

**Signature of Applicant:** \_\_\_\_\_

**Full Name (in block letters):** \_\_\_\_\_

**Official position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NOTE:** The giving of false information on this Application for Hire Form may lead to the cancellation of the booking without notice.