



## Roundwood Primary School

### Lettings Policy

Name of Policy	Lettings Policy
Date of last review	Autumn 2022
Date of next review	Autumn 2023
Governing Body Committee Responsible	FGB delegated to individual governor
Member of Staff responsible	Headteacher

## **Introduction**

The law states that:

Governors control the use of the school premises outside school hours. They can, therefore, let the premises outside school hours but must comply with any directions given by the County Council.

Hertfordshire County Council controls the use of school premises during school hours and this responsibility is delegated to the Headteacher on a day to day basis. If the school has surplus accommodation during school hours it may, on behalf of the Council, enter into temporary hirings on the same terms and conditions as for hirings outside school hours.

Under no circumstances can the Governing Body grant a legal interest in any part of the school premises, i.e. they cannot enter into a lease or tenancy agreement

## **Hirers**

The Governing Board of Roundwood Primary School have agreed in principle that the letting of the premises, both inside and outside school hours will be limited to local groups known to the school or whose organisers are able to provide satisfactory references.

## **Person in Charge**

All administration and management of lettings should be co-ordinated through the School Office. Should referrals be necessary then the Headteacher will be available. The School Business Manager is responsible for maintaining records for each organisation/individual hiring the school's premises.

One person must be identified by the 'Hirer' as taking official responsibility for the letting.

## **Keyholder**

Roundwood Primary/Cleaning Staff are responsible for locking up the Premises after they have finished cleaning unless there is an Evening or Weekend Letting that is being managed by Roundwood Park Lettings Team. In this situation, Roundwood Park are responsible for securing up the Premises, ensuring lights are off and all external doors are locked including the staffroom.

Roundwood Park Lettings Team are also available as emergency Keyholders should the need arise.

## Premises/Facilities Available for Hire

The following are to be available for hire:

1. School Hall
2. Dining Room
3. Food Tech Area

4. Library, Study
5. Playing Fields
6. Classrooms

The following premises/facilities are not for hire:

1. Equipment – T.V, Video, Hi-fi or computers.

## **Charging**

Hire charging will be determined by the Governing Board and the Headteacher annually and will be in the following categories.

### **1. General Rate**

For educational purposes of Roundwood children between the hours of 3.00 p.m. and 5.00 p.m. when the school is open.

### **2. Basic Accommodation/Economic Rates (including 'Free Lets')**

The Basic Accommodation Rate is sufficient to cover overheads but does not include a profit element. It will be available to Youth and Charitable Organisations approved of by the Governors. Free Lettings are those which the Authority encourages or for which it has to make provision.

No charge will be made for meetings and other functions associated with the school.

### **3. Roundwood Park negotiated rate**

Hirings that occur outside 'normal' school hours, such as at weekends and in the evenings, may be managed by the Roundwood Park lettings team.

The Roundwood Park lettings team will be responsible for the agreement of contracts, ensuring safeguarding policies are in place and agreeing hiring rates which will be discussed with the Headteacher and may be referred to the Governing body for approval, for example if the hiring may cause long term maintenance issues for the school, such as additional deep cleaning or grounds maintenance.

Letting fees for block bookings can be negotiated. All payments should be made in advance.

## **Increase in Hiring Charges**

The Governors reserve the right to increase the charges for use of the accommodation at any time prior to the hiring (including after signing of the application form) after giving 3 months' notice in writing of its intention to do so. Notice of termination on behalf of the hirer shall be in writing to the Governors giving half a term's notice of intent.

## **Condition of Hire**

HCC Terms & Conditions (Booklet LT02 Revised Ed. 01/05) under which accommodation and services can be provided is adopted.

Hirers must enforce the Non-Smoking Policy of the school – which includes no smoking in school buildings and grounds.

### **Cancellations**

If you wish to cancel a booking you are required to give 14 days' notice in writing. Failure to do so will incur a cancellation fee of 50% of the total hire fee.

### **Parking**

Parking is available for evening and weekend lets only (up to 18 vehicles) but is judged on an individual basis.

Hirers are responsible for opening and closing the gate, for the removal of any debris and the cost from damage (including fuel contamination) as a result of usage during the let.

### **Local Residents**

Consideration should be shown at all times to local residents with regard to noise and car parking. This is particularly so if events continue after 11.00 pm unless prior arrangements have been made with the District Council when issuing the Entertainments Licence. Please refer to Hirer's Checklist (Form LT02).

### **Public Liability Insurance**

**N.B. All hirers are required to take out Public Liability Insurance and must let the school have a copy of the cover note in advance of hiring, unless they purchase cover through the school's annual Public Liability Insurance policy.**

Public Liability Cover purchased through Roundwood Primary's Public Liability Insurance Policy will be costed as an additional 10% of the 'charge per occasion' with a minimum charge of £1. A nominal agreed charge will be levied to those receiving free use of the school's facilities, to cover the cost of the insurance.

All organisations for which the County Council has an obligation to provide accommodation are entitled to 'Free Lets'. These organisations are automatically covered by the Authority's Public Liability Insurance and they do not have to take out their own.

All Hirers must fill in the Form LT01 regardless of whether they are charged or not for hiring the premises or equipment.

All Hirers will receive a copy of Form LT02 'Terms and Conditions Under Which Accommodation and Services Can Be Provided'.

### **V.A.T.**

When calculating the cost of hiring and Public Liability Insurance the School Business Manager will ascertain whether the hiring is subject to VAT (Refer to HA60 Premises Manual).

### **GDPR**

The school will comply with its GDPR obligations in execution of this policy.

**COVID-19**

All hirers will be required to supply a copy of their COVID-19 risk assessment and agree to follow the school's procedures when on site.

**Appendix**  
**Letting Roundwood Primary School**  
**Hire Charges**

**General Rate**

<b>Area</b>	<b>Maximum No. of People permitted</b>	<b>Charge</b>
School Hall	150 adults	£26.00 per hour or part thereof
Dining Hall	60 adults	£22.50 per hour or part thereof
Library/study/Classroom		£22.50 per hour or part thereof
Playing Fields		£17.00 per hour or part thereof

Guidelines will comply with the “Terms & Conditions” Booklet (LT02) and with the “Conditions of Hire” stated on page 3 of this policy.

Public Liability Insurance will be an obligatory requirement.