

Icknield Walk First School

Lettings and Community Use Policy

Introduction

The governors of Icknield Walk First School recognise that the school has valuable resources that are only partially used during the day and year. These resources should be made available to the local community at a competitive hiring rate, but commercial interests will not compromise the pupils' education or the health and safety of pupils and staff arising out of community use. We will particularly encourage uses of the building and grounds to provide activities for children or to support the pupils' parents and will set differentiated hiring rates to reflect our aims.

The 'Terms and Conditions' and 'Administration' are based on the Hertfordshire County Council's Guidelines for School Management – Premises and Equipment – Hiring Accommodation as well as Statutory Child Protection requirements.

Responsibilities

Governors

The law states that the governors control the use of the school premises outside school hours. They can let the premises outside of school hours, but they must comply with any direction given by the County Council (ref. Introduction). The Icknield Walk First School governors delegate the writing and review of this policy and charges to the Finance & Resources Committee who will submit the policy and review to the full governors for agreement.

The governors delegate the administration and supervision to the Headteacher or her agreed nominated deputy, and delegate the responsibility to approve lettings for one off events. Longer term lettings will be approved by the Finance & Resources Committee.

The governors and Headteacher will ensure that any hiring does not conflict with the duty to provide education for children registered at Icknield Walk First School or conflict with the aims of the school and its values or belief that the name of the school will be brought into disrepute.

School

No member of staff is allowed to vary the terms and conditions or charging policy set by the governors. All formal hiring of the school premises, including those for which there is no charge, shall be properly documented. All hirers must complete a booking form and are to receive a copy of the conditions of hire. All providers of an activity for children are to complete a provider activity check list as well.

Hirer

The Hirer should be responsible for providing any additional Full Public Liability Insurance costs, including:

- £5 million cover
- Third Party and Public Liability
- Loss of, or damage to, our premises or its contents and provide evidence of such cover on completion of the lettings forms.

If an activity requires supervision of children then evidence of DBS clearance must also be provided.

Where additional insurance cover is required, e.g. adventurous activities, bouncy castles etc. then a copy of the policy must be made available upon request from the Head or the governors.

If the prospective Hirer does not have such insurance then they will be covered under the County's Third Party Hirers (TPH) Scheme to which Icknield Walk First School is registered if an insurance premium of 10% of the letting fee is paid alongside the deposit when hiring the school premises. Where rooms are hired then the Hirer will return the room to same setting and condition as at the start of the hire.

The Hirer must take careful consideration of the local neighbourhood surrounding the school with regard to noise, parking, litter and breakages. Failure to do so will prejudice future bookings.

Hirers must note and comply with the following:

- The whole Icknield Walk First School site operates a no smoking policy
- No sharp/stiletto type heels must be worn on the wooden floor in the hall
- Key holders must sign a key holder list and be responsible for the safe keeping / non-copying of any school keys
- Hirers are expected to do a complete safety check at the end of each event to make sure the building is fully secure before leaving
- The hirer is liable for all breakages

Licenses

It is the responsibility of the hirer to obtain licenses and operate within legal requirements for bars, public entertainment and gambling. These licenses must be made available upon request from the Headteacher or the governors at the time of booking and be displayed at the relevant event.

Charges Review

The Charges will be reviewed annually in the Spring Term by the Finance & Resources Committee. The cost of hire will be increased in line with inflation rate available in January using RPI rate. All rates will be rounded to the nearest 5p if the rate is under £5.00, if the rate is more than £5.00 then it is rounded to the nearest 10p. This will be the new rate charged for the next academic year (starting September 1st).

If the school provides to the hirer use of the wall bars/ropes or any other sports equipment such as benches or mats VAT will be included in the cost of hiring to comply with national fiscal requirements.

Caretaker/Security

The governors will not normally insist on continuous caretaking presence but reserve the right and delegate power to the Headteacher to insist upon caretaking presence where, in her view, the nature of the hiring may leave the school vulnerable to theft or damage.

Elections

There is a statutory requirement for school premises to be used as Polling Stations wherever required by the Returning Officer for Local, Parliamentary and European elections. The charges are determined by the County Council annual in April.

Icknield Walk PTA

Governors will expect the PTA committee to maintain adequate insurance cover for all events, carry out risk assessments for all activities and comply with health and safety regulations regarding food handling, fire exits. There is a leader for each event and a safety officer will be appointed for each large or complex event (for example an event involving over 200 people or an event where children are attending unaccompanied).

Payment of Hires/Lettings

A 50% deposit is required to secure a booking. This will not be refunded in the event of a cancellation by the hirer. The full balance must be paid no later than 10 working days before the hire, after which the hirer will be deemed to have cancelled.

Long term / regular bookings must pay weekly or monthly in advance as appropriate. Cheques must be supplied by a guarantee card. In all cases where cash or cheques are paid then an official receipt must be issued.

Review of policy: This policy will be reviewed every 3 years. The charges will be reviewed annually and a new appendix 1 will be drawn up annually. To be shared with full governing body.

Agreed: May 2017

Review: May 2020