

Kemsing Primary School

Lettings Policy



KEMSING
PRIMARY SCHOOL

Approved by:	Governing Body	Date: April 2025
Last reviewed on:	February 2023	
Next review due by:	April 2026	

Lettings Policy

Policy Statement

Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for the school
- Better integrate the school into the local community
- Familiarise individuals with the school, who may become pupils or their parents
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the school.

Implementation

Bookings are made through the representative of the school, as authorised by the Governing Body, and confirmed in writing.

- School and PTA activities have priority
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
- Outline charges are set by the Executive Headteacher/Governors and reviewed annually
- Specific charges are set at the time of the agreement
- Payment is in advance for single lettings
- Payment is in instalments for a series of lettings that comply with VAT exemption regulations
- The agreement should be updated and reviewed at least annually
- An electronic diary is kept covering all school, PTA and outside use of the premises and grounds after school, in evenings, at weekends and in holidays.

Users receive a Conditions of Use statement that covers:

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance
- Restrictions on use
- Licensing for the sale of alcohol, or public performances
- Parking

Users receive a Hire Agreement form that confirms:

- The details of the booking
- Charging in accordance with the schools lettings price list. These rates can be varied at the discretion of the Executive Headteacher with reporting to the Governing Body when this policy is reviewed.

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Roles and Responsibilities:

The school authorised representative is responsible for the construction and regular update of the lettings diary.

- The PTA secretary and individual teachers are responsible for informing the authorised school representative a term in advance, of events outside teaching hours, which will use the school premises
- Opening and closing the school is undertaken by the caretaker, or an authorised key holder (this may include the user)
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used
- When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with
- Post-letting checks are made by the caretaker and reported to the school authorised representative
- The authorised representative will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues.

CONDITIONS OF HIRE (these conditions apply to all lettings)

- In line with LA regulations, if non-commercial users are unable to provide insurance cover which meets the council's requirements, cover must be arranged through the KCC Hirers Liability Policy, for which a contribution towards the cost of the KCC Hirers' Liability Policy equal to 3.15% of the total hire charge will be levied.
- No alcohol is to be sold on site without a licence, a copy of which must be sent to the Executive Headteacher *before* the event. If any alcohol is to be consumed on the premises, although not being sold, prior permission must be obtained from the Executive Headteacher.
- No smoking is allowed anywhere in the school building.
- No nuts or nut related products to be brought onto site.
- Dogs (with the exception of guide dogs) are not allowed on the school site.
- If the kitchen is required, the Executive Headteacher must be informed two weeks in advance. **NO KITCHEN EQUIPMENT MAY BE USED**
- The hiring body (individual or organisation) is responsible for ensuring an appropriate risk assessment is completed and all adequate safety measures are taken for the duration of the letting.
- The premises are hired on the understanding that access is limited to those areas specified and agreed with the Executive Headteacher, as on the 'Letting Agreement Form'. These areas are to be left in a clean and tidy condition at the end of the period of hire
- Any cancellation must be made 7 days in advance. Failure to do so will incur a charge equivalent to 50% of the hire charge to cover administration costs.
- Invoices are payable within 21 days of date of invoice.
- Failure to make payment within the terms for a consecutive 2 month period will result in rental charges requested in advance of hire.

Monitoring & Evaluation:

Lettings should be evaluated to assess the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating and caretaker's payments.

The Governing Body will review this policy annually.

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LETTINGS PRICING DOCUMENT

FACILITY BEING HIRED	Charges With effect from 1 st September 2024
SCHOOL HALL (£20)	£22.00 PER HOUR £13 PER SESSION COMMUNITY GROUPS
PLAYING FIELD (£65) (£10)	£70.00 PER DAY £11.00 PER 1 HOUR SESSION
SWIMMING POOL (£28) (£20)	£28.00 PER 1 HOUR SESSION £24.00 PER SESSION FOR REGULAR WEEKLY BOOKINGS OR VOLUNTARY BODIES
PLAYGROUND (£10)	£11.00 PER HOUR

Please note that school facilities can only be ordered in quantities of half an hour/one hour blocks.