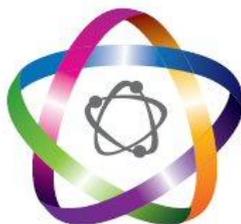


POLICY DOCUMENT No F07**DEBENHAM HIGH SCHOOL**

A Church of England High Performing Specialist Academy

**LETTINGS POLICY**

This policy is reviewed annually in the summer term
by the Finance and General Purposes Committee

History of Document

Issue No	Author/Owner	Date Reviewed	Date approved by F & GP Committee	Comments
Issue 1	Tracy Darby	18.10.11		Amended version
Issue 2	Tracy Darby	18.11.11	13.01.12	Reviewed and updated
Issue 4	Tracy Darby	06.07.12	17/05/13	No amendment
Issue 5	Tracy Darby	10.06.14	13/06/14	Minor amendment
Issue 6	Tracy Darby	10/06/15	19/06/15	Minor amendment
Issue 7	Tracy Darby	09/06/16	17/06/16	Minor amendments
Issue 8	Tracy Willmott	09/06/17	16/06/17	No amendment
Issue 9	Tracy Willmott	15/06/18	15/06/18	Addition of Drama Studio
Issue 10	Tracy Willmott	17/06/19	21/06/19	Addition of confidentiality and data protection clause
Issue 11	Tracy Willmott	17/06/20	19/06/20	Amendment re coronavirus, clauses, safeguarding, cancellation, booking process
Issue 12	Tracy Willmott	14/06/21	18/06/21	Provision for special conditions
Issue 13	Tracy Willmott	29/06/22	01/07/22	Minor change around conditions of lettings

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1. Introduction

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as such. However, a letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all students.

The school reserves the right to refuse all lettings if the risk of coronavirus or other infection requires us to limit 3rd parties allowed into the building.

The school's budget will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet additional costs incurred by the school in respect of lettings.

Prior to the letting taking place, this document and the school's Policy for Health and Safety should be provided to the hirer who must sign to confirm that they have read and accepted the terms and conditions.

2. Definitions

- Hirer: The person or organisation entering into a hire agreement with the school
User: Those people making use of the premises hired under a hire agreement between the school and the hirer
Steward: Person or persons representing the hirer and supervising or organising the users

3. Application Process

Those wishing to hire the premises should fill out the hire request form in appendix A of this policy, and read the terms and conditions of hire set out in sections 4-12.

The hirer should fill out and sign the hire request form and submit it to the school office. Approval of the request will be determined by the Business Manager. If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question, together with a Hire Agreement as in Appendix B. We will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of their public liability insurance.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school, or reputational damage may occur.

4. General Conditions

- Lone working procedures need to be in place to cover the person unlocking/locking up and other support activities. Separate guidance on lone working is available if required.
- The hirer, not the school, is responsible for the health and safety issues related to the activities associated with the hire. All statutory requirements must be observed and school specific requirements complied with.

- Lettings may occur during the hours of darkness but not overnight. Adequate and sufficient lighting is provided inside and outside the premises to assist with safe access and egress, including around the car park. Where the hirer is in control of such lighting, the steward will be shown where the switches are.
- Details of vehicle and pedestrian entrances and exits, parking facilities, toilets etc. are made known to the steward.
- The school will accept no responsibility for damage howsoever caused to vehicles and other property while the users are on the school site. Parking is made available only on the basis that it is at the vehicle owner's risk. The hirer is asked to arrange for users to park in designated areas only.
- The hirer must ensure that only that part of the building actually hired is used and must observe any instructions given by members of school staff concerning the area available.
- The hirer must not use the premises for any other purpose than agreed in the hire agreement.
- Stewards are responsible for signing in and for monitoring persons on site, so that in the event of an emergency, all persons can be accounted for.
- Hirers will be acquainted with the emergency and evacuation procedures including the location of the fire alarms, extinguishers and emergency exits and muster points during a premises familiarisation session in advance of the actual hiring. The hirer then takes responsibility for briefing other users associated with the hiring. The hirer will ensure that the users' activity is not so loud or otherwise obtrusive as to render the fire alarms ineffective. The hirer is responsible for drawing up a PEEP (Personal Emergency Evacuation Plans) for anybody who will not be able to get themselves out of the building unaided. Procedures must be in place in the event of a fire alarm call point being set off accidentally. Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring. Hirers may legitimately request to see the school's fire risk assessment.
- Rooms that are made available to hirers are checked periodically (not less than once per term) to ensure that they are in a suitable condition for the specific activity that any lettings will involve. The school is not responsible for the users' activities, but will endeavour to ensure that the activity and the hired room/equipment are compatible.
- Except by specific agreement, equipment must be provided by the hirer and not by the school. All mains powered electrical equipment brought onto the premises must have a valid test and inspection certificate. It is the hirer's responsibility to take precautions to ensure users' safety when using equipment, whether that equipment belongs to the school or not.
- The cost of any maintenance or repair work which is necessary because of the hirer's/user's activities will be borne by the hirer.
- It is the responsibility of the hirer to provide first aid equipment and trained personnel. They must also carry out their own fire drills and organise their own fire procedure, including calling the Fire Service if a fire is suspected or has been seen, identifying a muster point and carrying out a check of users.

- Smoking is not allowed in any part of the school premises (this includes externally and the carpark).
- No food or drink may be prepared or consumed on school property unless this has been agreed at the time of application.
- The school kitchen may provide refreshments at additional cost, subject to other school commitments. Enquiries should be made to the Catering Manager.
- Footwear must be appropriate for the activity. No stiletto or other thin heels to be worn in any circumstance.
- No sub-letting is allowed.
- The hirer shall not allow so many users into the premises as to exceed the seating and/or standing capacity of the premises. Even if the stated capacity (Appendix D) is not exceeded, the hirer will not use the space provided in such a way as to create conditions of over-crowding or to impede safe and effective escape from the premises in an emergency.
- The hirer shall provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting.
- The Headteacher reserves the right to have a member of school staff present throughout the letting and to put a stop to any event that is not properly conducted.
- The hirer is responsible for providing access to a mobile telephone for emergency purposes. The hirer must contact a representative of the school as soon as practicable in the event of an emergency that puts the premises or school property at risk. The school will provide a contact number for such emergencies.
- The hirer must have regard to the national standards of qualification, experience and overall competence of instructors/supervisors/coaches for sporting and other activities.
- The hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the school in a clean and satisfactory condition including replacing any furniture that has been moved. Any specialist cleaning or disinfection required as a result of the hirer's/user's activity in the premises will be the sole responsibility of the hirer.
- Additional conditions may be imposed to mitigate any risk of covid transmission. These will be communicated to the hirer before the hire is confirmed, in line with our covid risk assessment.

5. Insurance

It is the responsibility of professional hirers to effect suitable public liability and other relevant insurance cover. As a general rule cover up to £5 million is recommended. Voluntary groups can be covered by the school's own insurance. Details of this are available on request.

6. In the event of an incident, fire or near miss

The school will ensure that Incident Report forms are made available to the hirer who, in turn, must ensure one is completed whenever necessary. The school will follow up the report to ensure that it is completed correctly and that an investigation is undertaken.

7. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

8. Confidentiality and Data Protection

During the course of your letting you may come across a range of confidential information. By signing this agreement the hirer confirms that this will not be shared with any third parties

9. Licence

The hirer is responsible for ensuring that any necessary licences required for a particular event have been obtained (such as alcohol, theatre, performing rights or cinematograph licences).

10. Charges

The Governing Body is responsible for setting charges for the letting of the school premises (Appendix C). Charges will be reviewed annually in time for the new financial year starting from 1st September.

All hire fees to be paid in advance of hire.

11. VAT

The school is not registered for VAT.

12. Cancellations

The hirer may cancel any hire with a minimum of 7 days' notice and will be entitled to a refund less any expenses incurred by the school in preparing for the hire. If less than 7 days' notice is given, the hirer shall not be entitled to a refund.

The school reserves the right to cancel any agreed hiring ordinarily with a minimum of 7 days' notice, except in circumstances outside of the school's control, eg, unplanned closure of the school, or where the hire may present a risk to the health and safety of any individual including but not limited to the hirer, its users, school staff, students or other member of the public.

The school shall not be liable for any indirect or consequential losses including (without limitation) any loss of profits, loss of business or the loss of any revenue arising from the cancellation.

Appendix A to Lettings Policy

Application to hire facilities at Debenham High School

1	Name:	2	Organisation:
3	Address:	4	Telephone and email:
5	Event description:	6	Date of event:
7	Hire start time: <i>This is the time you wish to have access to the building</i>	8	Hire finish time: <i>This is the time you will leave the building</i>
9	Number of people:	10	Room/area required:
11	Additional requirements <i>(equipment/facilities)</i> <i>NB: An additional charge may apply:</i>	12	Room layout <i>if applicable:</i>
13	I have seen the school's Health and Safety Policy YES/NO	14	I have seen the scale of charges YES/NO
15	Do you have your own public liability insurance? If so, please provide details with this document	16	Will you bring electrical equipment of any sort when you hire the premises (even extension leads, for example)? If so, has this equipment been tested in accordance with Debenham High School requirements?
17	I have read/understood and agreed the school's Lettings Policy YES/NO	18	Signature:
19	I understand a refund of the hire fee will only be given in exceptional circumstances and only then if over 48 hours' notice is given. YES/NO	20	Date:

Appendix B to Lettings Policy

Debenham High School Hire Agreement

Hire Agreement between:

The Governing Body of Debenham High School, Gracechurch Street, Debenham, Suffolk IP14 6BL and

The Hirer:

Address:

Telephone:

Area of school premises to be used:

Equipment/facilities to be used:

Specific nature of use:

Maximum attendance:

Date(s) of hire:

Fee *(to be paid in advance)* £

Debenham High School agrees to let the premises to the hirer on the dates detailed above upon receipt of the fees specified.

The Hirer accepts all the general conditions of hire as set out in the Lettings Policy.

Special conditions, eg, due to risk of covid:

The Hirer’s attention is specifically drawn to the indemnities contained in the conditions of hire and the need to obtain suitable insurance cover for any loss, damage or injury.

Signatures: Hirer

..... On behalf of the Governing Body

Date:

Appendix C to Lettings Policy

Debenham High School

Scale of Charges for Letting the School Premises (June 2020)

	First Hour		Additional Hours		Notes
	Rate 1	Rate 2	Rate 1	Rate 2	
School Hall	£30	£20	£10	£7.50	
Drama Studio	£30	£20	£10	£7.50	Hire of associated facilities, eg, kitchen, AV equipment, adjoining classroom may incur an additional charge
Boulter Room	£25	£20	£8.50	£6.50	
IT Suite	£25	£20	£7.50	£5.00	
Class Room	£20	£20	£7.50	£5.00	
Each Additional Room	£7.50	£5.00	£7.50	£5.00	
Meeting room	£25	£20	£7.50	£5.00	
Dining Room	£25	£20	£7.50	£5.00	The kitchen is not for hire
Pitch	£17	£15			Per match
Field	£40	£30			Per half day (4 hours)
Changing Rooms	£15	£10			In association with the use of pitch or field
Catering	Please contact the Catering Manager to discuss				

Rate 1 applies to members of the public and business users.

Rate 2 applies to non-profit education-related organisations.

Note: Weekends attract a 50% surcharge on the hourly rate (excluding pitch + field).

Any hirer wishing to serve and or sell alcohol should obtain the relevant temporary event notice direct from Mid Suffolk District Council. A copy of the notice must be supplied to Debenham High School prior to the hire taking place.

Requests for large scale furniture movement and set up will be chargeable in addition to the scale of charges above. Please contact the school for further information

Appendix D Occupant Capacity

Occupancy Factors (taken from Building Bulletin 100 (Design for Fire Safety in Schools))

Room	Size	Description	Number Allowed
Main Hall	220m ²	Maximum Occupancy standing or seated without chairs (0.45 m ² per person)	488
Main Hall	220m ²	Maximum Occupancy seated chairs in rows (1.0 m ² per person)	220
Drama Studio	97m ²	Maximum Occupancy standing or seated without chairs (0.45 m ² per person)	216
Drama Studio	97m ²	Maximum Occupancy seated chairs in rows (1.0 m ² per person)	97
Drama Studio & Adjoining Classroom	156m ²	Maximum Occupancy standing or seated without chairs (by design)	280
Drama Studio & Adjoining Classroom	156m ²	Maximum Occupancy seated chairs in rows (1.0 m ² per person)	156
Boulter Hall	115.4m ²	Maximum Occupancy standing or seated without chairs (0.45 m ² per person)	150
Boulter Hall	115.4m ²	Maximum Occupancy seated chairs in rows (1.0 m ² per person)	115
Dining Hall	146.7m ²	Maximum Occupancy (0.9 m ² per person)	163