



Hilltop First School and Foundation Stage

Lettings policy

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Hilltop First School Lettings Policy

1. Those eligible to hire the Hilltop School Premises:

(a) Commercial Lettings

- Sports Clubs
- Sports Coaching – not school-based
- Keep Fit Clubs
- Aerobics Clubs
- Music Clubs

(b) Non-Profit Making Lettings

- Youth and Community
- LEA use
- Parish Council
- Hire by a member of staff at the discretion of the Headteacher

The hall and/or sports field is/are available for hire at the discretion of the Headteacher.

2. Conditions of Hire

(a) No letting must interfere with the education of the pupils of the school in any way.

(b) Every hirer must fill in an “Authorisation and Account for School Letting” form (see appendix) and be familiar with the conditions of hire contained in the “Application for the Hire of School Buildings and Equipment” form.

(c) The hirer must have adequate insurance cover for their proposed activities, in-line with the RBWM requirements. This means that all business hirers must hold a minimum of £5 million public liability cover, and the hirer will be asked to produce a signed and in-date insurance certificate for verification before the hire can be agreed.

Private individuals (i.e. not businesses or organisations) who do not carry their own public liability insurance and wish to hire the premises on a one-off basis *may* be covered by the RBWM Hall Hirer’s Policy, but this will need to be checked before the hire can be agreed. In the event of the hire being agreed, the hirer will be charged 10.4% of the cost of the hire to cover the premium.

(d) The let must finish by 10pm, unless previously agreed by the Headteacher.

(e) No letting will be accepted until the Caretaker or another person has agreed to be on duty.

(f) Equipment can be hired at an agreed rate, if available, at the discretion of the Headteacher.

(g) Access to the school kitchen is at the discretion of the Headteacher.

(h) Alcohol is not permitted on the premises without the prior permission of the Headteacher. If permission is granted for alcohol to be sold, then it’s the responsibility of the leasee to organise the required drinks licence(s), and copies of any licence(s)

must be supplied to the school prior to the hire taking place.

- (i) If the hirer is found to be under the influence of alcohol or an illegal substance the police will be contacted and the contract terminated immediately.
- (j) Fees are subject to change and will be reviewed every April, with any changes to take effect in September.
- (k) It is expected that the premises will be left in a fit state. Should this not be the case then the hirer will be charged the necessary rectification costs.
- (l) The Hall will be ready for use and any changes in the layout will be the responsibility of the hirer.
- (m) Anyone hiring the Hall will be allowed access to the visitor toilet facilities.
- (n) This is a non-smoking school and leasees are required to comply with all current UK-wide non-smoking legislation.
- (o) The school reserves the right to cancel without notice and with immediate effect any lets where a safeguarding concern with the let and/or hirer and colleagues, whether allegation or incident, is brought to the attention of a school staff member. All safeguarding concerns will be managed according to the school's safeguarding policies and procedures, including informing the LADO.

3. Appropriate Hiring Periods

- (a) For lets taking place between Monday and Friday during term time – any reasonable time after the end of school through to 10pm.
- (b) For lets at any other time - at the discretion of the Headteacher and with the agreement of the Caretaker.

4. Lettings Costs

The cost of the hire will incorporate remuneration for the following elements:

- Caretaker's salary/fee – at the on-site rate
- Any further costs incurred pertaining to the Caretaker's duties related to the hire
- Heating
- Lighting
- Cleaning
- Water and Sewerage
- Wear and Tear
- Administration
- Insurance (where applicable, see point 2(c))
- Profit

5. Headteacher's Discretion

The Headteacher will have discretion over

- Who is able to hire the facilities
- Which facilities may be hired.
- The time of the letting
- The duties to be performed by the Caretaker.

6. Hire Fees

There will be no charge for the school's own use.

For all other lets, please refer to the current Hilltop Hire Rates and Conditions document.

This will be reviewed annually, with the proposed changes to be submitted to the Resources Team meeting in the Spring Term for approval, ready for implementation in September.

7. Invoicing

Pre-numbered invoices from the Account for School Letting book will be used to invoice lessees for the hire. All financial transactions will be carried out in-line with the Hilltop Finance Policy and Financial Procedures.

8. Appendix 1: Copy of current Hilltop Hire Rates and Conditions document

Hilltop First School

Hall Hire Rates and Conditions

Club Rental - **£20** per hour plus 12% of total hire rate for insurance cover if appropriate.
Exclusive rights to type of club (i.e. no other same club type letting agreed) additional **£4** per hour.

This sum covers use of the hall, lighting and heating, facilities, excludes a key holder.

Key Holders Service = **£15** for outside of hours unlocking & locking the building.

Holiday Camps as above with additional space charged:

Main Hall & KS1 W/C block = **£80** per day

Main Hall & KS1 W/C + 1 additional Classroom (Alder or Chestnut) = **£110** per day

Additional Classrooms & W/C blocks available at request, fee to be negotiated by Headteacher.

This standard price includes use of main school hall and KS1 toilet facilities. Additional areas available to hire at the discretion of the Headteacher.

Deposit for one-off lettings - **£100** (a separate cheque will be required which will be returned, unbanked, on confirmation that the premises have been left in an acceptable condition).

Unauthorised use of any other areas of the school, including other toilets will result in retention of the deposit.

The hall should be left in a reasonable condition, any spills should be mopped up immediately so that the floor surface is not damaged. Toilet accidents must be cleaned up immediately.

Requests for hiring the school hall must be made via the School Office.