

LETTINGS POLICY - PURPOSE

- To promote maximum usage of school facilities throughout the year for school and community benefit;
- To provide additional income for the school to improve facilities and services.

When lettings are organised, the importance of both of these aspects should be considered as a tension could arise between them.

IMPLEMENTATION

For outside organisations there shall be three levels of priority and charge:

Priority lettings (costs may be waived or charged at marginal rates at the discretion of the Headteacher)

- Meetings or events organised by The Lakes School and individuals, groups or organisations *working on behalf of the school*
- Groups, organisations or individuals with charitable aims holding a fund-raising event *for the benefit of the school*
- Groups, organisations or individuals with educational aims *that will directly benefit the school*.

Mid-priority lettings (community rental)

- Groups, organisations or individuals providing a service to the school or community with charitable aims and purposes
- Public services such as Health, Social services or employment agencies providing a local service.

Non-priority lettings (definitely no lower than community rate)

- Groups, organisations or individuals providing a service to the school or community with business aims
- Groups, organisations or individuals who will benefit from the letting with little or no obvious benefit to the school or community.

REASON FOR REFUSAL

- Any group, organisation or individual whose presence or whose aims stated or implied, would conflict with the ethos of the school
- Any group, organisation or individual whose presence or whose aims would conflict with school policies on, for example, race and equal opportunities
- Any group, organisation or individual not able or willing to comply with health and safety legislation and requirements relating to the letting.

ADMINISTRATION

- All lettings should be passed through the lettings officer to ensure the correct paperwork is in place
- Booking form must be completed and returned – available from lettings officer
- Where a reduced rate is being considered, this must be in direct liaison with the Headteacher and the following factors must be taken into account:
 - a) All letting must cover all additional costs to the school (cleaning, site management, utilities) arising from that letting, or have specific funding so that costs are covered.
 - b) If a community activity based at the school is making a profit after costs, a reduced rate letting must not subsidise that profit
 - c) Any reduced rates applied to start up activities should have an agreed end date by which time the new activity should be sustainable
 - d) Reductions on lettings charges should be determined by the Headteacher or their nominated deputy and the reason(s) for the reduced charges documented
 - e) Wherever possible, reduced rates should be supported by other funding (eg. grants or donations)
- A deposit may be charged at the discretion of the lettings officer
- Fees for cancelled individual lettings may be payable against the following scheme:
 - a) More than two months in advance: no charge
 - b) Between two months and two weeks: 50% is payable
 - c) Between two weeks and 24 hours: 75% will be payable
 - d) Less than 24 hours: the full amount is payable.
- Any costs for licensing, planning permission, unusual cleaning (including additional litter picking), unusual energy or water usage or damage must be paid for by the user
- We recommend that you/or your organisation be adequately covered for accidental damage to both personnel and property. Photocopies of appropriate insurance must be lodged with the Lettings Officer at least one week before the event takes place

The final decision about lettings rests with the Headteacher.

SCHEDULE OF CONDITIONS OF USE

1. Your event must conform to the detail of The Lakes School Health and Safety Policy (a copy is available upon request). This policy includes the operation of a single Accident Book for all incidents. Any occurrence that involves persons being injured should be reported to a member of The Lakes School staff and immediately recorded in the Accident Book
2. **Fire Precaution and Evacuation Procedures**
Your risk assessment in respect of the danger of fire should define whether you have an accurate roll-call of delegates or your event is more public in nature. If it is the latter your risk assessment must include the appointment of nominated fire marshals who have been briefed in their responsibility to assist in and confirm the optimum evacuation of the building. On discovering fire, the nearest break-glass should be activated and the entire building should be evacuated when the alarm sounds. The fire brigade should be summoned by dialing 9 999 from any telephone in school. Your procedures should enable you to establish that the building has been fully evacuated. Only when a responsible person or the Fire Officer in charge has established a false alarm or that the building is safe should you and your party re-enter the premises
3. All reasonable requests/instructions from The Lakes School staff on duty must be adhered to
4. The Lakes School staff on duty have the right to vet your risk assessments for any activity that you engage in during your letting. Health and Safety is a matter of common sense but you have a duty to draft risk assessments for individual activities. You should take into account the layout of the buildings of The Lakes School, movement of vehicles on the site and the number of people that you expect to attend. The age profile and realistic assessment of the needs of your group must be considered; children must be supervised at all times. Your attention is particularly drawn to the pond in the courtyard to the south of the school hall. **The Lakes School staff on duty have the right to suspend or cancel any event/activity if they disagree with your risk assessment**
5. The Lakes School is a **non-smoking** site (this includes the use of vapes and e-cigarettes. Please DO NOT SMOKE within the building or the boundaries of the school
6. No access to non-booked areas, including corridors
7. The hirer must report to The Lakes School duty staff on arrival
8. Other than viewing visits, there is no access to The Lakes School campus when normal school and/or exams are in session
9. No sub-lettings of any kind
10. Cash gratuities are forbidden. A copy The Lakes School's policy on gratuities is available from the Lettings Officer
11. No subsidiary commercial activity/sponsorship without the agreement, in writing, from the Lettings Officer

12. Photocopies of appropriate insurance must be lodged with the Lettings Officer at least one week before the event takes place.
13. The Lakes School telephone number should not be published or distributed in any format whatsoever
14. The hirer shall not use the premises for any purpose other than that stated on the application form, unless they have agreement, in writing, from The Lakes School
15. The hirer shall not use the premises for a longer time than stated on the application form, unless they have agreement, in writing, from The Lakes School
16. The hirer shall indemnify The Lakes School from any claims or demands resulting from the use of the premises by the hirer
17. The hirer shall not erect any banners or flags, move furniture, interfere with any electrical fittings or bring specialist stage equipment in, without the prior consent, in writing, from The Lakes School
18. The hirer shall be responsible for any damage or loss caused by their hiring of the premises
19. An authorised person of The Lakes School may enter the premises during the period of hire to check that the conditions of the letting are observed
20. If any disturbance or damage takes place or looks likely to take place, the letting may be terminated and the premises must be vacated immediately
21. Where the hirers have asked permission of The Lakes School and acquired an appropriate license, then alcohol may be sold and consumed. Alcoholic beverages sold or consumed which are not under the auspices of such licensing arrangements are expressly forbidden on the site
22. The hirer shall be responsible for the fees of copyright and any other requirements for anything performed on the premises. The hirer shall indemnify The Lakes School from any costs arising from fees not paid by the hirer
23. The Lakes School has the right to refuse admission of any person to the premises or ask any person to leave
24. The Lakes School reserves the right to cancel, interrupt or terminate the letting where such course of action is felt to be necessary. In such event The Lakes School shall not be responsible for any cost or loss which may be incurred by the hirer as a result
25. **Invoices should be paid in full within 30 days of issue please.**

CONDITIONS OF USE FOR HIRING

The Lakes Sports Pitch (Astro)

The hirer shall ensure all portable goalposts are fixed and correctly anchored before use. Please report any problems to the School Office or Site Manager.

The sports pitch surface must not be abused. Please observe the following rules:

ALWAYS ENSURE FOOTWEAR IS CLEAN PRIOR TO ENTERING THE PITCH

ALWAYS ENSURE EQUIPMENT IS MOVED CAREFULLY UNDER SUPERVISION

DO NOT USE SPIKED, STUDDED (INCLUDING MOULDED) OR BLADED FOOTWEAR

DO NOT CONSUME FOOD OR DRINK ON THE SURFACE

DO NOT DEPOSIT CHEWING GUM

DO NOT ALLOW PETS OR ANIMALS ONTO THE PITCH

User groups are reminded that care must be taken when arriving and leaving the site in order to avoid any accidents.

HEALTH & SAFETY COVID GUIDELINES

We are happy to welcome new and current bookings. To comply with the latest Health & Safety Covid Guidelines, The Lakes School has implemented enhanced Health and Safety procedures for all bookings.

The Headteacher (our Health & Safety Lead) has asked for the following to take place before your first session(s):

1. **RISK ASSESSMENTS** Please email own Risk Assessment(s) in your own preferred format as soon as possible together with your Booking Form. The Risk Assessment needs to be seen and checked over by the Headteacher before the booking can commence. As a general rule, we would like to receive the completed Risk Assessment *at least 5 working days before the first booked session* to give adequate time to complete the booking process
2. **SANITISING** It would be helpful if you were self-sufficient with sanitisers etc. and would be responsible for wiping down any of our equipment after use with antibacterial wipes, to be disposed of responsibly in dustbin bags
3. **CLEANING** We will clean facilities as part of our cleaning rota but would need items such as posts for nets and mats in the PAS to be wiped down as they may be used the next day by the school students
4. **ASTRO PITCH BOOKINGS** The toilets are permitted to be used, but please ensure that they are as Covid secure as possible e.g. wiping down door pads and handles on departure to reduce the chance of virus transfer
5. **CHANGING ROOMS** If your participants arrive in their kit, the changing rooms will not need to be used and therefore will be kept sanitary for school use. If the changing rooms are required, please add this information on to your risk assessment so that we have time to assess and give any relative feedback with regards to additions or amendments
6. **SPORTS HALL** Once Covid restrictions are lifted for sports to commence indoors, bookings will continue to be booked in one after the other on the provision that all parties involved wipe down and remain socially distanced from others during the changeover
7. **IMPACT TRAINING** Can continue as long as there is an agreed effective Risk Assessment and Plan completed in advance to ensure that the facilities and equipment remain Covid-free

If you have any questions relating to any of the above, please do not hesitate to get in touch

