



BISHOP VESEY'S GRAMMAR SCHOOL Lettings Policy

Date of last review	June 2018
Review prepared by:	Graham Swindells Finance Director & School Business Manager
Review date/by whom	June 2019 – Finance, Estates and People Committee
School adoption date (for reviewed policy):	10 th June 2019
School's next review date/by whom:	Summer 2020
Signed by Chair of Finance Estates and People Committee:	

1. RATIONALE

1.1 The Governing Body of Bishop Vesey's Grammar School wishes to enable the letting of the school premises out of school hours for the benefit of Community Activities detailed below

- Facility Lettings
- Community/Family Education Provision
- School Holiday Activities

1.2 The Governing Body will maximise external lettings for Community Activities outside of the hours of operation for School activities.

1.3 The Governing Body will work within DfE Guidelines and intend to prioritise lettings in the following order:

- 1) For the benefit of users of the School
- 2) Use for school functions, Parents/Teachers Associations or fund raising activities
- 3) Voluntary Organisations
- 4) Other users approved by the Governing Body

1.4 For weekday bookings, the Governing Body will be seeking a minimum advance booking of one term.

1.5 The Governing Body has the right to refuse any application where it feels the aims of the hirer are not consistent with any school policy.

The Governing Body has the right to refuse any application without explanation.

2. HEALTH AND SAFETY RESPONSIBILITIES

2.1 The School shall be responsible for ensuring that the School Facilities are ready for use by the Facility User, including but not limited to ensuring that the School Facilities are of adequate temperature and cleanliness, are well lit and are free from obstructions other than the necessary School Equipment.

2.2 All Facility Users will undertake activities in accordance with Section 6 of the Lettings Agreement,

2.3 All Facility Users will ensure that any accidents or incidents that occur during Community Activities will be reported to the School as soon as reasonably practicable following such incident or accident. School Staff may not be present and subsequently may not be available to administer first aid, this remains the responsibility of the Facility Users.

2.4 As part of the facility booking process the Facility User Organiser will sign a Conditions of Facility Hire.

3. INSURANCE

All Facility Users shall provide evidence of their own public liability insurance where applicable, as part of the booking process and before they are given access to use the School Facilities.

4. SAFEGUARDING

- 4.1 The School expects Facility Users carrying out the Community Activities to comply with the School's Safeguarding Policy and its related procedures and codes of conduct at all times.
- 4.2 If any concerns are raised over incidents relating to the safeguarding of young people or adults at risk during the Community Activities being held at the School, the users should report this to the relevant authorities or the School's Finance Director and School Business Manager who will report to the School's Designated Safeguarding Lead.

5. HIRE CHARGES

- 5.1 The Governing Body fully recognise the needs of community groups, and the hire charges are structured to enable these groups to take advantage of the School's facilities. However, schools are not permitted to make an overall loss through letting of the premises as the school's budget cannot be used other than for children's education.
- 5.2 The pricing structure is based upon charges for similar local facilities, but the Governing Body may exercise flexibility in setting charges for long-term and large-scale users. It is the intention of the Governing Body to charge the real cost for the use of the premises to all hirers.
- 5.3 All income generated from the use of the School Facilities for the provision of Community Activities will be handled and managed by the School.
- 5.4 The current hire charges are detailed below and will be reviewed annually by the Governing Body.

6. BOOKING

All bookings will be managed and recorded on the School's official Booking System. Authorisation of Facility User School Bookings is limited to the Headteacher and Finance Director & School Business Manager only.

7. CHARGES

The schedule of current fees below highlights the lettings cost for various areas of the school.

Facility	Price Per Hour <i>Unless otherwise stated (excl VAT)</i>
Astro Pitch (Floodlights till 6.30pm)	£65 full or £25 third
Sports Hall	£35
Dining Hall	£25
Main Hall "Big School"	£45
6 th Form Common room	£22
"Old Big School"	£35
The Harold Gray Room M1	£25
Fitness Suite	£20
Grass Pitch	£45 per Fixture
Cricket Pitch	From £65 per Fixture
Outdoor Cricket Nets	£25
Hard Courts	£20 per Court

Facility	Price Per Hour <i>Unless otherwise stated (excl VAT)</i>
STEM Meeting Room	£25
STEM 6 th Form Study Area	£30
STEM Atrium Area	£25
Peter Dines Room FF9	£30
Residual Materials Lab	Price on Request
Music IT Suite	£30
Classrooms	£16 normal classrooms, £20 specialist classrooms (i.e. cookery, IT suite)

8. CONDITIONS OF HIRE

A Conditions of Facility Hire Agreement must be signed by the member of the public as acting as authorised by the Facility User once the letting has been agreed in principle. This signed agreement must be received in the school before any letting commences.