

# RAVENSWOOD SCHOOL LETTINGS POLICY



## **POLICY STATEMENT**

Governors are responsible for letting of their premises.

There are three bands of lettings users:

### **Statutory Users**

Usage laid down by statute will not be frequent but must be accommodated, at a rate to recover costs. The charging of a rent is prohibited by law. Statutory users will take precedence where a clash with other types of users cannot be avoided.

### **Designated Users**

A higher fee should not be charged than that which allows Governors to recover the costs of providing the facilities.

### **Private Users**

Charges will be set and priority accorded within the Governors' local lettings policy. Governors cannot legally subsidise non-school usage from the School Budget.

## **LETTINGS POLICY**

### **Definition of Bands of Lettings Users**

There are three bands of lettings users; statutory, designated and private.

### **Statutory Users**

Where it is established by statute that school premises may be used then other priorities must stand aside. This does not preclude Governors from setting a realistic letting charge to cover their costs. Statutory usage will be:

- use of premises for polling stations or political meetings when an election (local or parliamentary) has been declared;
- official meetings of the Parish or Parochial Councils;
- any other statutory purpose which may arise;

### **Designated Users**

# RAVENSWOOD SCHOOL LETTINGS POLICY



The designated user group is likely to be the largest to use educational premises and grounds. It follows that charges should be set at a cost-recovery point and not levels which could deter such usage. Within this band the groups below are listed in order of priority of access to extended use of school premises:

- (a) the school's own activities:
  - e.g. school meetings (Governors, PFA, and Staff)
  - curriculum activities (plays, concerts etc)
  - fund-raising activities for school funds.
  - (Governors should note that these activities can still incur costs for them).*
  
- (b) Community Education programmed activities:
  - e.g. adult education programmes sponsored by the Council;
  - youth service programmes sponsored by the Council;
  - community education staff meetings;
  - Community Education staff training courses;
  
- (c) Other community activities:
  - e.g. approved playgroups and recognised play schemes;
  - the Duke of Edinburgh's Award Scheme;
  - non-profit making sports courses for school-age children;
  
- (d) use by the Education Department for purposes other than those already specified above.

**Where there is doubt over approval or recognition of groups further advice is available from the Local Authority Finance Officer.**

## **Private Users**

Those who are not Statutory or Designated Users will be Private users. These are likely to be ongoing groups or those of service locally (e.g. charitable groups, guilds, associations, meetings furthering public health or social education). These should be balanced against the potential benefits derived from commercial usage such as wedding receptions or conferences.

Usage by Council departments for courses, business needs or in furtherance of the democratic process should be given priority but can be charged at the standard rate.

## **Health and Safety**

For each letting the school will comply with the 'Lettings' section of the Ravenswood 'Health and Safety Schedule of Duties and Responsibilities'.

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## History of document

Issue No.	Author/Owner	Date Reviewed	Approved by Governors on	Comments
1	SHEF Committee		April 2004	
2	SHEF Committee	March 2006		Hirer to check on arrival that area is free of hazards
3	SHEF Committee	November 2007	11/12/07	
4	SHEF Committee	January 2009	11/02/09	Reviewed
5	PDWB Committee	January 2010	10/02/10	Charges changed
6	A Pester	January 2015	22/01/15	<ul style="list-style-type: none"> <li>• General changes in wording</li> <li>• Addition of Health and Safety section</li> <li>• Inclusion of AV equipment in hire</li> </ul>
7	A Pester	January 2016	20/1/16	No changes
8.	A Pester	January 2017	18/01/17	Included responsibility for PAT testing
9.	A Pester	January 2018	17/01/18	No changes
10.	A Pester	January 2019	30.01.19	
11.	A. Pester	January 2020	22.01.2020	Minor amendments needed
12.	Business Committee/ A. Pester	March 2020	11.03.2020	Charges approved
13.	Business Committee	January 2021	20.01.2021	
14.	Business Committee	January 2022	26.01.2022	No Changes
15.	Business Committee	January 2023	18.01.2023	No Changes
16.	Business Committee	January 2024	17.01.2024	Price changes in line with other providers
17.	Business Committee	January 2025	22.01.2025	No changes

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## CONDITIONS OF HIRE

PLEASE READ CAREFULLY

1. The person signing the application form shall be considered the hirer and must be over 18 years of age.
2. The premises will only be used for the purpose described on the application form.
3. The Headteacher or his/her representative may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises.
4. The hirer will be responsible for ensuring that all activities take place in a safe manner and undertake an appropriate risk assessment.
5. The behaviour and safety of persons on the premises for this booking are the responsibility of the hirer.
6. The Governing body shall not be responsible for any loss or damage to any property arising out of the hire.
7. The hirer shall be responsible for all damage or loss to any fixtures, fittings, sports, audio visual or other equipment or property occurring during the period of the hire.
8. Prior to hiring the hirer must familiarise himself/herself with the environment to be occupied and conduct their own risk assessment. They must also familiarise themselves with the emergency procedures for fire, first aid, accidents and defects reporting and carrying them out to the best of his/her ability.
9. A suitably qualified person must be present during all sessions that are considered to be of hazardous nature, e.g. karate, gymnastics, judo etc. or where the club/organisation is a youth group. It is the responsibility of the hirer to check the qualifications of those supervising such activities.
10. The hirer is responsible for the adequacy and safety of all equipment brought onto the premises.
11. All electrical appliances brought onto site must be PAT tested or the hirer must provide proof that it is less than a year old.
12. It is the responsibility of the hirer to obtain any license for the sale of alcoholic drinks at the performance of plays and similar productions.
13. The hirer must ensure that there are sufficient stewards located in areas which will prevent unauthorised persons from entering the premises and to ensure that guests are restricted to the area hired for the function.
14. It may be necessary for the school to cancel or postpone the period of hire. If this occurs, the hirer can make no claim against the School or Governing body or any loss he/she may sustain.
15. Authority to accept or cancel a booking shall rest with the Headteacher.
16. The premises must be left in a clean and tidy state and all equipment must be put back after use. If the premises are not cleaned to the satisfaction of the Caretaker, the hirer will be responsible for any payment necessary to have them cleaned.
17. The Caretaker or a key holder will be present to unlock the premises at the beginning of the hiring and lock up again at the end. He/she will not usually be available during the period of the hire.
18. Smoking is not permitted in any part of the school or its grounds.
19. Car parking is only allowed in the allocated car parking spaces. All roadways **must** be kept clear. 'No Parking' signs **must** be respected.
20. The Council requires, for the duration of the hire, insurance cover arranged with a reputable company, to provide a minimum third-party indemnity of £5 million. It is the responsibility of the hirer to effect this cover and whatever other insurance he/she requires to cover his/her liabilities.
21. Use of school digital projectors and audio equipment can be requested on the lettings application form and will be considered against the type of event being applied for.



# RAVENSWOOD SCHOOL

## LETTINGS APPLICATION FORM

NOTE TO APPLICANT: BEFORE COMPLETING THIS FORM,  
READ CAREFULLY THE NOTES 'CONDITIONS OF HIRE'.

**SECTION 1** To be completed by the applicant

A ACCOMMODATION / FACILITIES REQUIRED:

B PURPOSE OF HIRE:

C DATES/TIMES AND ROOMS REQUIRED:

	Mon-Fri	W/E & Bank Hols
Classroom (per hour)	£17.50	£20.00
Hall with Changing Rooms (per hour)	£25.00	£30.00
MUGA (per hour)	£20.00	£25.00
ICT Room (per hour)	£25.00	£30.00
Use of digital projector and speakers: +£2		
Use of Main Hall Hi-Fi: +£2		
If the booking is cancelled within 7 days of the start of the event a 50% cancellation charge will be charged.		

**SECTION 2**

A) Name and Address of Applicant:

Telephone Number:

B) Name of Organisation:

C) Is the organisation on the register of approved youth organisations held by the Director of Community Leisure YES/NO? If yes, please state Registration number:

Signature of Applicant:

Date:



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## LETTINGS APPLICATION FORM

SECTION 3		
<b>The rate chargeable for the letting = <u>As above</u></b>	£	
Public liability Insurance of £5 million is a requirement of North Somerset Council for all users of the Council's facilities, and a <b>copy as evidence</b> of such insurance needs to be provided. For companies and societies who already have Public Liability Insurance with an indemnity of £2 million, a 'top up' facility of £3 million is available. For private individuals and societies who do not hold Public Liability Insurance, full indemnity of £5 million can be arranged at a cost of 10% of the hiring charge or £26.00 'top up' fee. <b>10% Charge for Public Liability Insurance =</b>	£	
<b>Total Lettings Charge =</b>	£	
SECTION 4 (FOR SCHOOL USE ONLY)		
This application for lettings is approved / not approved. If not approved state reason:		
Signed:	Designation:	Date:
SECTION 5		
Date Caretaker Informed:	Booked:	