



At Knights Enham Schools we provide...

Inclusive and ambitious learning experiences where our school community feels safe and motivated to achieve their best.

'Together We Achieve'

Letting Policy

(Written in consultation with staff, pupils, parent and governors)

Approved: November 2024

Date of next review: November 2025



LETTINGS POLICY

The Governors are obliged to ensure that the use of buildings by hirers will not compromise the educational use of the school and that hirers will respect the facilities provided for them.

There will be no charge for fund raising events on behalf of the school, although where excessive caretaking support is needed for the P.T.A. they may wish to make a contribution towards expenses.

Commercial activities including all activities organised by a private individual with fees payable shall negotiate a commercial hire rate with the school.

Letting Regulations

1. No smoking is allowed in any part of the school building or grounds.
2. If food and drink is to be consumed as part of the letting appropriate hire facilities will need to be agreed.
3. The school reserves the right to provide alternative equivalent accommodation and to change access routes as the need arises.
4. Hirers must specify in advance equipment and furniture requirements so that appropriate provision may be made. All rooms must be left as they are found.
5. Consumables, breakages, damage and any excess cleaning will be charged separately.
6. Any over run of the booking time will be charged in units of 30 minutes.
7. Facilities under normal circumstances will be available 10 minutes before and 10 minutes after the hire period.
8. The Governing Body reserves the right to refuse a booking without providing a reason.
9. Cancellation of a letting by the school will result in no charge to the hirer.
10. Cancellation by the hirer may result in a charge if prior notice is not given.
11. Hirers using their own electrical equipment must make sure that it holds an electrical portable testing certificate.
12. Prior to an initial booking, the hirer must provide an insurance certificate, and then subsequently complete the form on an annual basis.

Risk Assessments

Risk assessments need to be completed for all bookings and copies must be given to the school prior to the commencement of letting for approval.

Activities for children under the age of 18 years

The hirer must ensure, for the safety of the children, that there are sufficient adults present to be in full control of children throughout the whole period, during which they are on the school site.

**Use after 10.30 p.m.**

Activities should normally finish by 10.30 p.m. but where exceptional use is required beyond this time, approval may be given at the discretion of the Headteacher.

Music, Drama, Films and the Consumption of Alcohol

A hirer should conform to the detailed provision relating to the use of the school premises for Music, Dance, Drama, Films, Gambling and Public Entertainment as laid down by the Test Valley District Council.

Hirers should ensure that they have approval from the Headteacher before applying for a temporary event licence to cover the hiring.

A copy of the licence must be presented to the Headteacher prior to the event taking place.

Please refer to www.testvalley.gov.uk for further details about applying for the licence.

The Headteacher reserves the right to refuse a licence application.

First Aid

The hirer will be responsible for providing their own First Aid Kits and First Aider.

Fire Drill and Evacuation Procedures

Fire exits throughout the building are clearly labelled. All hirers should ensure that they have a regular fire and evacuation practice and all adults and children are aware of the assembly points.

Fete, etc

When outdoor facilities are used for fetes and other comparable activities, the hirer should be responsible for clearing and disposing from the site any litter that results from the hire.

Charges

The charges for hire will be reviewed annually by the governing body. Charges will vary depending on the hiring group, for example:

- hirers having single occupancy of the school site;
- hirers utilising facilities on multiple letting periods;
- commercial lets where payment to the hirer is received;
- hirers approved for a public holiday or a Tuesday following a bank holiday.

Payment

Hirers are requested for payment of Hire Charges within 28 days of the Invoice date.

Insurance

Hampshire County Council has an insurance policy which covers lettings in schools. Where the P.T.A. is making use of the school premises under the provision for free lettings for this purpose, it is important that the use is booked as a letting to ensure that the insurance cover applies. The insurance operates only for the duration of the lettings taking place under the provisions of the lettings regulations. It is a Public Liability policy and covers the legal liabilities of the user(s) for:-



- bodily injury to persons other than by members of the using organisation as a result of it's activities,
- loss of or damage to(a) the County Council's property and equipment and

(b) members of the using organisation's personal property subject to an excess of £100 in respect of any loss of, or damage to property caused other than by fire or explosion, i.e. the hirer must meet the first £100 of each and every claim. The limit of indemnity is £5,000,000 in respect of any one incident.

CLIMBING FRAME

The climbing frame in the school grounds is NOT available for hire and it is the hirers responsibility to ensure that it is not used.