

# NETHERFIELD

## PRIMARY SCHOOL

### **Lettings Policy**

This Lettings policy will be reviewed annually by the finance and general purposes committee of the governing body.

Date of last review: Summer 2022

Date of next review: Summer 2023

### **Introduction**

Lettings arrangements relate to the use of the premises, accommodation and facilities outside of the normal school day. The governing body accepts responsibility for the letting of the premises, for lettings arrangements and for setting letting charges. The academy has priority use of the property.

### **Accommodation and Facilities available for hire**

- Hall
- Classrooms

### **General provisions for lettings arrangements**

The governors recognise that it would be impossible for them to personally vet every applicant or organisation who wishes to make use of the academy premises. Accordingly they have delegated the authority to accept applications for hire to the academy office manager. All applications will be considered on their merits, taking into consideration the suitability of the activity. The academy reserves the right to: refuse applications, have a representative present at any function and terminate any activity not properly conducted. Only official lettings will be undertaken.

All lettings involving children or vulnerable adults will be required to provide a current (within 3 years) full Disclosure and Barring Service check and where applicable, a valid public liability insurance policy.

Please refer to the terms and conditions in the lettings booking document (Appendix 1) which forms part of this policy.

### **Conditions of Hire**

All hirers are given a site induction in advance of their first booking. The induction includes access arrangements, emergency evacuation procedures and emergency vehicle access routes. Hirers are responsible for the provision of their own first aid when on-site.

Hirers have a responsibility to ensure that all activities are safe and that any equipment brought to site is safe and suitable for use.

## Lettings – charging structure

Hall	PoA
Classrooms	PoA

The academy reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

Invoices are issued monthly and are payable within 14 days. Late payment may result in the booking being suspended until the account is brought up to date. Persistent late payers will be required to pay in advance to secure bookings.

### **VAT**

The academy is not VAT registered.

### **Cancellations**

The academy reserves the right to cancel both designated and private users hire agreements should it be found that the hirer or person's associated with the hirer are found to be bringing the school into disrepute or by jeopardising the school's integrity or ethos in any manner.

Wherever possible the academy will endeavour to give as much notice as reasonably practicable under the circumstances should the premises become unavailable for hire. The academy will not be responsible for any costs that may be incurred as a result of this cancellation of use.

Hirers wishing to cancel or amend a booking should give at least seven days notice. Failure to do so will result in the full cost being charged.

### **Emergency provisions for lettings arrangements**

The academy emergency plan covers the whole school site and all activities taking place there, both in and out of school hours. Prior to agreeing the letting, the person(s) making the letting are made aware of the relevant school procedures as part of their induction. It is the responsibility of the person(s) letting the particular part of the premises to ensure that their clients are made fully aware of the emergency evacuation procedure in accordance with the school emergency plan and to adhere to the plan in entirety.

### **Respect**

The academy site is a no smoking area.

The academy site is a dog free site. Please do not bring dogs or other animals on to the school premises. This includes dogs or animals left in vehicles.

Please do not drop litter. We have provided a number of bins around the site for your convenience.

Please respect our lettings team. Violence or intimidation will not be tolerated and the individual(s) involved will be asked to leave site and will be permanently barred from the school premises.

### **Security**

Areas of the academy not in use will be secured and alarmed where possible.