



THE LATYMER SCHOOL

Founded 1624

LETTINGS

Policy adopted	Governing Body December 2018 (Previously March 2018)
Policy circulated	December 2018
Review policy	Every 3 years March 2021

Key Points and Summary:

- 1.** The Latymer School aims to ensure the use of the school's facilities to the fullest potential. It is intended that the premises and sports facilities are available firstly, for the benefit of the learners and secondly, for the community, consequently providing the school with financial income.
- 2.** This policy aims:
 - To ensure that lettings are not in conflict with the fundamental purpose of the school
 - To support community involvement in the life of the school
 - To support the community in sporting, cultural and educational pursuits
 - To be consistent with the school's equal opportunities policy
 - To maximize the commercial opportunity for lettings
 - To ensure costs are fully calculated and covered
 - To provide a professional service to users of the school's premises and ensure good customer care
- 3.** The emphasis is to ensure staff are aware of their responsibilities and hirers' compliance with health and safety and insurance requirements. The policy is part of the Safeguarding and Health and Safety suite of policies.

Responsibilities:

Overall responsibility for school lettings is held by the Governing Body who monitor the policy through the Finance Committee. The Headteacher has responsibility to ensure adherence of the policy and practical responsibility for the policy is initially delegated to the School Business Manager. **Operationally, the Business Manager will veto any unsuitable letting which does not fit the school's ethos but if there is any doubt she will consult the Chair of Governors for approval.**

School Business Manager:

To agree and manage the day to day lettings of the premises and ensure effective communication between all parties concerned. To maintain accurate records of inquiries and bookings. To confirm bookings by letter and issue contracts. To maintain a booking chart. To maintain contact with hirers. To inspect insurance documentation. To consult with the Site Manager. To promote the facilities to the community.

Assistant Finance Officer Responsibility:

To raise invoices and keep track of payment. To advise School Business Manager of any outstanding invoices. To initiate legal proceedings in the case of bad debtors after consultation with School Business Manager.

Site Manager Responsibilities:

To keep a diary of all lets. To book Duty Site Staff for lets. To organise cleaners when necessary. To keep the School Business Manager informed as necessary.

Duty Site Staff Responsibility:

To ensure facilities are as required by hirers. To monitor all hirers to ensure all aspects of the contract are being adhered to and that facilities are left ready for school use. To provide a professional service to users of the school's premises and ensure good customer care. To keep Site Manager informed as necessary.

Charges and Bookings:

All charges are to be reviewed annually and set at a commercially viable rate in consultation with the School Business Manager.

One-Off Bookings:

The school receives numerous requests for wedding parties. Charges must be settled in advance of the occasion with half payable on booking and the balance due 4 weeks before the date. A £30 administration charge applies. The school also holds a £500 deposit which is returned if all aspects of the conditions of hire are met.

Staff Requests:

Staff wishing to book the school's facilities will be offered a 20% discount on the full cost.

Bookings:

Bookings for the facilities arise by direct contact to the school. Whilst every effort is made to accommodate all requests, the school and current hirers are given priority. Other considerations include the type of event, Site Supervisor availability, the number of other lets coinciding and the suitability of our accommodation. Where hirers appear to have similar focus groups, wherever possible, the initial hirer will be informed, however, the final decision regarding agreement to hire rests with the Governing Body.

Where hirers have a similar focus eg Tutoring Schools, Sports enquiries etc we will, wherever possible keep existing hirers informed. However, the final decision regarding agreement to hire remains with the Governing Body.

Health and Safety:

No smoking or illegal substances are allowed on site. The school has a responsibility to work within the framework of the law, however, hirers must take all reasonable steps to prevent injury, loss or damage to any person or property for the duration of the let. Hirers are responsible for arranging any first aid provision for the members of their organisation. In the event of an emergency, first aid items are held by the Site Supervisor. The school's telephone system may be used in the event of an emergency.

The school reserves the right to cancel any letting where the hirer fails to comply with Health and Safety issues (see conditions of Hire information)

The school requires any electrical items used to have a PAT certificate

The School Business Manager in consultation with the Site Manager will monitor the number of people on site with regard to safety in the event of a fire and insurance

Safeguarding:

All hirers who provide activities for children and young people are required to complete the Application for Hiring Premises Form which indicates they have a Child Protection Policy

Complaints Procedure:

In the event of a hirer being dissatisfied with the facilities or service, the school will investigate in line with the Complaints Policy.