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# LETTINGS POLICY

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**RÆDWALD**  
T · R · U · S · T

RATIFIED BY THE TRUST BOARD IN:  
OCTOBER 2018

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**NEXT REVIEW DATE: SEPTEMBER 2019**

## LETTINGS POLICY

<b>Person responsible for this policy:</b>	Angela Ransby
<b>Policy author:</b>	Debbie Spencer
<b>Date to Trust Board:</b>	12 <sup>th</sup> October 2018
<b>Date Ratified:</b>	31 <sup>st</sup> October 2018
<b>Date to be Reviewed:</b>	September 2019
<b>Policy displayed on website:</b>	Yes

<b>CEO Signature:</b>	Angela Ransby
<b>Trust Board Signature:</b>	Roger Fern

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## **1. Procedure**

Potential hirers will be given a hire of premises letter (Appendix 1), Conditions of hire (Appendix 2) and Application for hire of premises (Appendix 3).

1.1 In addition to the hire charge, a security deposit of £250 will be required to cover any damage, extra cleaning or additional expense that may be incurred by the school in relation to the let. This is refundable if not required and is at the discretion of the Trust Business Manager.

1.2 Bookings and payment of all fees must be made at least 14 days in advance through the school office. Bookings will not be confirmed until payment has been received.

On receipt of payment, hirers will be given a receipt and a contract of hire (Appendix 4).

1.3 The school's administrator will account all monies in connection with school lettings. She will co-ordinate all correspondence and maintain all records required for lettings.

1.4 A diary of all lettings shall be kept by the Office Manager.

## **2. Hire Periods and Charges**

### **2.1 3.30 – 6.00pm**

The Trust Business Manager may enter into an agreement to let: the school premises by arrangement, to any group or organisation whose activities are considered suitable. Priority shall be given to groups whose activities will benefit the children of the School.

### **2.2 After 6.00pm**

The Trust Business Manager will have the authority to enter into agreements to let school premises (hall and kitchen) between 6.00pm and 11pm Monday to Friday and between 9.00am and 11.00pm on Saturdays, Sundays and Bank Holidays. Any agreement to let must take into account the nature of the activity proposed.

2.3 There are four distinct periods when the school premises are available for hire and the charges for each are as follows:

- a. Monday – Friday 3.30pm – 6pm £15 per hour
- b. Monday – Friday 6pm – 11pm £20 per hour
- c. Saturdays 9am – 11pm £20 per hour
- d. Sundays and Bank Holidays 9am – 11pm £25 per hour

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2.4 The Trust Business Manager retains an absolute discretion as to whether or not any other school equipment shall be included in the let, and if so on what terms. Any let which includes the hire of such equipment may also be subject to an additional or greater deposit.

2.5 The Trust Business Manager or Administrator shall advise the proposed hirer of the cost of the let and that additional costs will be payable if the premises are damaged or not restored to the condition in which they were originally let. Such damage or additional cost will be deducted from the deposit in the first instance, with any additional sum being notified to the hirer and payable within 7 days of such notification.

### **3. Licenses**

A copy of any license permissions e.g.: alcohol license, must be given to the school's Administrator and kept in the office.

### **4. Unsuitable Lets**

The Trust will retain an absolute discretion to determine what is an unsuitable let. In all instances, the decision as to suitability will rest with the CEO.

4.1 The Trust Business Manager is authorised to make day-to-day decisions on behalf of the Trust Board and may seek advice from the CEO about any aspects of implementing this policy.

### **5. Cases of Disorder**

If a member of the hire party is deemed to be under the influence of drugs or exhibiting drunken behaviour or is verbally or physically aggressive, they will be asked to leave the premises. If they refuse, the police will be involved.

### **6. Custodian**

The Custodian should be informed of all lettings, whether or not she will be on duty for the letting.

6.1 If the Custodian is not on duty, the person responsible for supervising the letting must know the procedures to be followed in the event of an emergency, eg. the whereabouts of first aid supplies, emergency telephone, fire extinguishers and emergency exits. He/she must also know the procedure for reporting any damage to property or premises and ensure that a report is submitted.

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6.2 Where the Trust Business Manager or Headteacher attends they may, if they wish to, dispense with the Custodian's presence, thereby avoiding such costs.

## **7. Review**

The Resources committee will review this policy every two years or sooner if the need arises.