



## LETTINGS POLICY

### Scale of Charges:

A weekday evening letting runs from 6.00 pm - 10.30 pm.

A weekday letting during holidays or at weekends is divided up as follows: -

Period 1	8.00am – Midday
Period 2	Midday – 6.00pm
Period 3	6.00pm – 10.30pm
Period 4	10.30pm - Midnight

### Weekday evenings - Up to 10.30 pm use

Regular letting:	Hall/one room	=	£30.00
	Additional room	=	£20.00

(after 10.30 pm an additional £20.00 per room is charged).

### Weekdays

Concerts/one off letting etc:	Hall/one room	=	£30.00
	Additional room	=	£20.00

(after 10.30 pm an additional £20.00 per room is charged).

### Weekend use

Hall/one room	=	£55.00 per session
Additional room	=	£30.00 per session

Session = morning, afternoon or evening.

After 10.30 pm an additional £55.00 per room is charged.

Where equipment, lighting etc is required, additional charges are made on an individual basis. Use of the kitchen can only take place with the active assistance of the kitchen contractors - all additional costs must be paid by the hirer directly to the kitchen contractors. No charges are made for PTA or school functions. The school reserves the right to refuse any letting.

Charges will be reviewed every three years.

## Ovingham First School - Lettings Policy

### Objective:

The aim of the school is to encourage its facilities to be used by the local community and approved organisations in so far as is consistent with the security and good management of the school premises, the teaching of its pupils and the interest of its staff.

### Roles and responsibilities:

- The Headteacher and the Governing Body will balance the desire to generate income against the desire to support “worthy” groups within the community. Issues of political balance will also be looked at when considering a letting.
- The criteria to be used when deciding which groups are to be allowed to use the premises has been agreed and is stated below.
- The Headteacher will consider requests for bookings against those criteria.
- The Headteacher will consult the Governing Body on requests for bookings which do not meet these criteria or where there is a potential conflict of interest.
- A central booking system records all booking details which is kept in the school office.

### Monitoring and Evaluation

- The Governing Body will receive information from the Headteacher in the form of Budget Reports each term, showing income received from lettings.
- Issues that require intervention by the Headteacher will be noted, together with the action taken and the outcome. The Governing Body will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.

### Lettings which will be considered:

1. Indoor and outdoor use by local non-profit making or charitable organisations, which:
  - (a) in the opinion of the Headteacher demonstrate that the use of the premises will be adequately supervised.
  - (b) in the opinion of the Headteacher are unlikely to cause damage or unreasonable security risks to the school premises or to any member of staff or to bring the school into disrepute.
  - (c) have at the discretion of the Headteacher their own insurance cover against accidental injury or damage to the premises or to any property being caused by their activities.
2. Indoor or outdoor use by commercial organisations is at the complete discretion of the Headteacher to whom authority is delegated through the Governing Body but not where such use may bring the school into disrepute and/or when as a result of such letting any risk of damage to the school premises, its security or the well being of its staff or pupils was to be considered.

### Lettings which will not be considered:

1. any letting which fails to meet the above criteria;
2. any lettings to children without adequate supervision being demonstrated;
3. any letting which, because of weather conditions or other variable factors, is likely to cause damage to the school premises, floor coverings etc.
4. any letting which, because of the proposed time or date, will put the school or its staff to unreasonable inconvenience.

## Charges:

The school will in its discretion levy a charge for lettings. The amount of the charge will be discretionary and will be influenced by the following matters:-

- (a) the purpose of the letting and the identity and means of the person or organisation undertaking the letting
- (b) the period of time covered by the letting and the starting and finishing times
- (c) the extent of the premises involved
- (d) the need for the school caretaking staff to be on site during all or part of the letting
- (e) the expected use of heat, light and equipment

## Disclaimer of liability:

The school and the Governing Body accepts no liability to any person or body for any injury, loss or damage sustained by reason of the use or occupation of the school premises pursuant to a letting undertaken under the terms of this lettings policy and the school and the Governors shall be indemnified by the person or body to whom the premises are let in respect of any such injury, loss or damage and any costs consequent thereon.

**Approved by Governing Body:** June 2010

**Reviewed:** October 2018

**Signed:**

*JLSD*  
26/10/18

Revision Record of Issued Versions			
Author	Creation Date	Version	Status
School	June 2010	1.0	
Changed by	Revision Date		
School	20 March 2018	2.0	Reviewed and approved by Policy Committee
Policy Committee	22 October 2018	3.0	Reviewed and approved by Policy Committee

## **Ovingham First School Outdoor Activity External Lettings Policy**

In order to comply with Northumberland County Council guidelines, the following policy applies to lettings to non-school or uniformed groups. The policy is to help ensure the safe use of County Council facilities by the public.

As part of the letting agreement to a third party for the use of the school grounds and/or premises for a physical activity, the following criteria must be met:-

### **Dress:**

All participants should wear clothing appropriate to the activity; this should include suitable footwear. All loose or sharp jewellery; for example, necklaces, chains, earrings, bracelets or rings are to be removed for the duration of the activity.

### **Supervision:**

The designated leader, or any person deputising for them, should have appropriate training and experience\* to ensure the activity is conducted in both an orderly and safe manner. This training should also include up-to-date experience of refereeing, if that function is to be undertaken.

### **Safety:**

The leader, or other designated person, should have appropriate first aid knowledge, for example, St John's Ambulance *Emergency Aid Certificate* or equivalent experience\*.

***An appropriate first aid kit should be available.***

The leader should have a known procedure to follow in the event of an emergency and it should be known to all participants, by word of mouth and written notices.

The school premises should be left in the same condition as found. There should be no litter. Northumberland LA operates a **no smoking** policy and a **nut free zone** policy on all school premises, including the sports field.

Dogs will not be brought onto the premises.

Contravention of the lettings policy will lead to termination of any letting agreement.

### **Insurance**

The group should have adequate insurance cover for the activity in question, with an appropriate insurance company.

The letting agreement is valid for a maximum of one year, after which time it should be renewed. Any changes in leadership should be advised immediately and the letting agreement renewed. Contravening safety issues may lead to withdrawal of permission by the Governing Body to use the facilities.

Leaders of children's groups will have CRB/DBS clearance.

- \* The Headteacher/Governors, in consultation with the LA, will decide whether experiences are deemed appropriate.