

# Halfway Nursery Infant School



## Lettings Policy

Date Policy Written / <b>Updated:</b>	November 2023
Date Policy accepted:	
Date of Next Review:	November 2024
Signed (Headteacher)	
Signed (Chair of Governors)	
Minute Number	

# **HALFWAY NURSERY INFANT SCHOOL**

## **LETTINGS POLICY**

After due consideration the Governors of Halfway Nursery Infant School deemed it was essential to have a clear and concise lettings policy which:

1. Outlines bookings and billings procedures.
2. Gives up to date charges and information regarding costing to premises, administration, cleaning and caretaking.
3. Outlines those bodies which will be considered for lettings.
4. Identifies the conditions of lettings.

### **1. BOOKINGS AND BILLING**

**PROCEDURES:** All bookings must be done via the Headteacher. Priority will be given to:

- a) The School and its PTA (HIP Group)
- b) Church or charitable organisations.
- c) Regular private lettings.

Bookings may be made via the telephone, followed up with a written licence completed by the school clerk as confirmation for each regular user. An invoice will be issued at the end of each term of hire, which will be agreed upon booking.

Payment in full will be expected within 14 days of issue of invoice. Any delay in payment may result in the letting becoming void, and re-let to any other organisation on the waiting list.

### **2. CHARGES FOR LETTING OF SCHOOL FACILITIES:**

A standard charge will be made for determined elements of each letting - e.g. caretaker costs, heating/lighting etc. However, a lesser charge may be imposed dependent on the facilities actually required.

A summary of charges is outlined in Appendix 1.

### **3. ORGANISATIONS FOR CONSIDERATION FOR THE LETTING OF SCHOOL PREMISES:**

Organisations fall into five categories:

- a) Halfway Nursery Infant School PTA (HIP group).
- b) District Church organisations and charitable organisations.
- c) Private lettings.

Private lettings may be allowed at the discretion of the Governors of Halfway Nursery Infant School upon written application made 14 days in advance of requirement. A bond of £200 may be requested.

#### **d) Disallowed organisations:**

Any group, whose activities the Governors of Halfway Nursery Infant School feel may be detrimental to the ethos and practices of our school, or who incite violence or discrimination, will not be granted a licence to hire.

#### 4. **CONDITIONS OF LETTINGS.**

- a) Government and Local Council elections will take priority over all other bookings and the charges for these are laid down by legislation.
- b) The lettings fee for the use of the building/grounds, is calculated to cover the cost of heating/lighting, water, wear and tear, rodent protection, minor repairs, basic cleaning cost, caretaker's attendance, toiletries and administration.
- c) An additional charge of £5.00 per hour may be incurred to cover the cost of caretaking and cleaning should the premises not be left in a satisfactory manner. The caretaker will be asked to submit a detailed report to reflect these charges.
- d) Halfway Nursery Infant School has a 'NO SMOKING' policy which must be adhered to. Any organisation not complying with this regulation, may jeopardise their right to use the premises.
- e) Areas which are identified as 'out-of-bounds' are prohibited to licensees. Should the security alarm be activated following intrusion into said areas, the licence will be charged for the cost of resetting.
- f) The School caretaker will be responsible for opening and closing the school building, this time will not be recognised as part of his designated cleaning time.  
Keyholder authorisation will not be given to any group or organisation hiring the school premises.
- g) Any wilful damage may be charged to the association concerned and notification of all damages or breakages must be reported to the school. Any damage resulting from the failure of a group adhering to the schools 'No Smoking' policy, will be charged accordingly.
- h) No responsibility can be taken by the Governors of Halfway Nursery Infant School for the loss or damage to personal property whilst in the process of letting school premises.
- i) Consideration must be given to the local community when hiring the building. Any use of school facilities which has a detrimental effect to the local community may result in the licence being revoked.

The Governors of Halfway Nursery Infant School will try at all times to consider the needs of people letting the premises, as we value the service associated groups give to the local community.

A summary of this policy will be attached to each licence issued (see appendix 2) and a full copy will be available on request.

Any enquiries may be directed to the Headteacher.

**HALFWAY NURSERY INFANT SCHOOL**  
**LETTING OF SCHOOL PREMISES.**

**CONDITIONS OF HIRE.**

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j) **FIRE EVACUATION PROCEDURES.**

The hirer should ensure evacuation by the nearest available exit and take their members to the assembly point on the school field. The hall and main entrance have clear evacuation routes and these are identified on the attached plans of the school.  
Once at the fire assembly point, a roll call should be made and a name count held against the days register.

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I have read and agree to the above Conditions of Hire

Signed:..... Date:.....

I accept responsibility for the following designated authorised keyholders who have agreed to abide by the Conditions of Hire.

**Appendix 1.**

**HALFWAY NURSERY INFANT SCHOOL**  
**SUMMARY OF LETTINGS CHARGES**

	ORGANISATION/CATEGORY			
	A	B	C	D
<b>→</b> <b><u>FACILITIES USED</u></b> <b>↓</b>	<b>SCHOOL HIP GROUP</b>	<b>LOCAL CHURCHES</b>	<b>CHARITABLE ORGANISATIONS</b>	<b>PRIVATE LETTINGS</b>
<b>HALL, TOILETS</b>	<b>N/A</b>	<b>£30.00 PER HOUR</b>	<b>£30.00 PER HOUR</b>	<b>£40 PER HOUR</b>
<b>WHOLE SCHOOL</b>	<b>N/A</b>	<b>£40.00 PER HOUR</b>	<b>£40 PER HOUR</b>	<b>£60 PER HOUR</b>
<b>CHILDREN'S CENTRE ROOM</b>	<b>N/A</b>	<b>£10 PER HOUR</b>	<b>£10 PER HOUR</b>	<b>£10 PER HOUR</b>
<b>RECREATION FACILITIES</b>	<b>N/A</b>	<b>£30.00 PER HALF-DAY SESSION</b>	<b>£30.00 PER HALF-DAY SESSION</b>	<b>£40.00 PER HALF-DAY SESSION</b>
<b>DUPLICATING COSTS</b>	<b>N/A</b>	<b>Photocopier = 5p per copy + vat (Black and White ONLY)</b>	<b>Photocopier 5p per copy + vat (Black and White ONLY)</b>	<b>Photocopier = 10p per copy + vat (Black and White ONLY)</b>

**NOTE : THE MINIMUM PERIOD FOR WHICH FACILITIES CAN BY BOOKED IS ONE HOUR**

Amended charges for Long Term lettings can be made at the discretion of the Governors Resources Sub-Committee