



The Bridge School

Use of educational premises outside school hours

Letting policy

This is a working draft and as such is liable to change and should not be taken as a definitive final position.

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INTRODUCTION

The Management Committee of The Bridge School regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Management Committee is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

The school's delegated budget (which is provided for the education of its pupils) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the *actual* cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

DEFINITION OF A LETTING

A letting may be defined as *“any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of ‘Weight Watchers’)”*. A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

PRIORITY FOR LETTINGS

The Management Committee will, in accordance with the Local Authority's expectations, give priority to the needs of the school. Such priority is to be seen in terms of traditional needs arising from the curriculum and pupil welfare including the following types of activities:

- meetings of school governors and formal parent meetings called by governors;
- curricular activities falling outside normal school hours;
- extra-curricular activities involving pupils substantially such as concerts, pupil social functions, school games and clubs;
- meetings of or with parents called by the Head Teacher;
- meetings of teachers employed in the school.

Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

Subject to the needs of the school, and its unique location, the Management Committee will usually only consider applications for the use of facilities out of school hours by the Local Authority.

In the event of the school premises being required for the educational activities of the school itself, the governors will give as much notice as possible, normally no less than 2 weeks, to any organisation which would otherwise be using the school premises, that they are required.

CHARGES FOR A LETTING

The Management Committee is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:

- cost of services (heating and lighting);
- cost of staffing (additional security, caretaking and cleaning), including on-costs;
- cost of administration;
- cost of 'wear and tear';
- cost of use of school equipment (if applicable)

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved. The minimum hire period will be one hour.

The specific charge levied will be reviewed annually, during the Spring Term, by the finance sub-committee of the Management Committee, for implementation from the beginning of the next financial year, with effect from 1st April of that year. Current charges will be provided in advance of any letting being agreed.

MANAGEMENT AND ADMINISTRATION OF LETTINGS

The Head Teacher is responsible for the management of lettings. Where appropriate, the Head Teacher may delegate all or part of this responsibility to another member of staff, whilst retaining overall responsibility for the lettings process.

If the Head Teacher has any concern about whether a particular request for a letting is appropriate or not, s/he will consult with the chair of the appropriate sub-committee of the Management Committee, who is empowered to determine the issue on behalf of the Management Committee.

THE ADMINISTRATIVE PROCESS

Organisations seeking to hire the school premises should approach the Head Teacher (*or other designated member of staff*), who will identify their requirements and clarify the facilities available. The Management Committee has the right to refuse an application and no letting should be regarded as 'booked' until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Management Committee's current scale of charges.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address.

All letting fees which are received by the school will be paid into the school's delegated budget. Income and expenditure associated with lettings will be regularly monitored to ensure that at least a 'break even' situation is being achieved.

LETTING CHARGES

- **Hall**

<i>[Example charges]</i>	<i>Small Classroom</i>	<i>½ day</i>	<i>£30</i>
		<i>Full day</i>	<i>£50</i>
		<i>Evening</i>	<i>£25</i>
	<i>Large Classroom</i>	<i>½ day</i>	<i>£40</i>
		<i>Full day</i>	<i>£60</i>
		<i>Evening</i>	<i>£35</i>

- **Multiple room use**

[Example charge] *50% of classroom rate for between 2 and 5 rooms thereafter each additional classroom at 10% of room rate]*

NB **Cleaner-in-Charge / Caretaker charges ARE NOT included in the above rates**

- Additional charge for (i) locking up after 10.30 p.m. Monday-Friday and (ii) unlocking/locking up on Saturday and Sunday

Caretaker *£24 per hour*

- **Cleaner-in-Charge / Caretaker Charges**

[Example charges]

Monday to Friday *£12 per hour*

Saturday and Sunday *£24 per hour*

SALE OF ALCOHOL

The sale or provision of alcoholic drinks to those attending a function or activity at the school requires the approval of the Management Committee.

LICENCING

The Management Committee must ensure that appropriate licences are held or obtained to cover functions or activities taking place on school premises. These may include some or all of the following:

- Licences to sell alcohol;
- Public entertainment licences;
- Theatre licences

INSURANCE COVER

- **Public Liability Insurance**

Halton Borough Council has liability insurance cover in place which covers the legal liabilities of the Council/school in respect of death, bodily injury and illness to third parties (i.e. persons other than persons in the employment of the Council/school).

In the event that a person is injured there is no automatic payment. To make a successful claim, the claimant would need to provide that the Council/school had in some way been negligent and that our negligence had resulted in that person being injured. It should be emphasised that the Halton Borough Council policy is designed to protect the legal liabilities of the Council/school. It will NOT indemnify other individuals and organisations, who must hold their own public liability insurance to protect themselves in respect of their legal liabilities.

- **Property Insurance**

Buildings and contents which belong to, or are the legal responsibility of the Council/school are insured under the Halton Borough Council property insurance policy, subject to the terms and conditions of the policy. Such buildings and contents are insured only against the basic perils: fire, lightning, explosion, aircraft, storm, flood and theft (subject to forced entry/exit to/from a building). The Halton Borough Council property insurance will NOT cover property belonging to third parties.

VALUE ADDED TAX

In accordance with the present regulation, VAT will be chargeable for external users in the following instances:

Area	Tax Liability
Hire of room without equipment (fixtures and fittings such as desks and chairs are deemed not be items of equipment)	VAT exempt
Hire of room with equipment (e.g. ICT equipment / Powerpoint projector)	VAT chargeable at standard rate in all circumstances. However if a separate charge is made for the equipment only then only this element is VATable

USE OF KITCHEN EQUIPMENT AND FACILITIES

The use of school meals equipment and facilities, including access to facilities for boiling kettles and washing up, will not be approved without separate permission in writing from the Cleaning and Catering Service. It will be a condition of use, when approved, that a cook or other member of the canteen staff will be present throughout the letting and the hirer will be required to pay the cost of the person involved and also to make other appropriate payment in respect of the equipment and services.

PUBLICATION AND REVIEW

The Management Committee will make copies of this policy available to all those who request a copy, in accordance with the school's Freedom of Information Publication Scheme.

The Management Committee will review this policy on an annual basis and amend it as appropriate.

Signed:

Designation:

Date: