



Iford and Kingston

Church of England Primary School



Lettings Policy

Reviewed and approved by Finance Committee: 20.03.23
Next review: Spring 2024

Overview

Iford and Kingston C of E Governing Body will review the hiring policy for the school, including the scale of charges, on an annual basis. The Governing Body should not approve any hiring of the school premises where this hinders the operation of any school activity, either within or outside normal school hours.

Controlled Schools

The building is owned by ESCC; consequently all income from hiring should be credited to the school's budget share, out of which all expenses are to be met.

It is important to consider the VAT implication for each hiring, as VAT may have to be added to the price. The hiring of school halls, rooms and playing fields for general use are exempt from VAT; i.e. no VAT need be added to the hiring charge. There are however certain school facilities that are classed as VATable and the relevant VAT must be added to the hiring charge and accounted for separately when the income is received (See VAT Section on webshop).

Hiring Charge

To arrive at a charging-out rate, you should ensure that all costs are taken into account. It is important that you do not 'Let at a loss' unless your Governing Body has made an informed decision to do so.

A checklist of the main items is provided below.

Caretaker: Cost of opening and locking-up the school. Will enhanced hourly rates be used i.e. Time and half or double time for a Sunday.

Cleaning: This may be a separate item that may need to be considered in addition to caretaking.

Heat/Light: Calculation of cost i.e. hourly rates if appropriate.

Water: If relevant.

Wear & Tear: Will depend on type of use. An on-cost will allow for earlier renewal.

Wear/Damage to Grounds: Hiring is an extra use of the facility; consequently extra wear might therefore require extra care and maintenance. This will be more likely if a field is let on a regular basis at times when the surface is vulnerable. Additionally these problems could also arise from one-off hiring for sports, fairs, caravan clubs etc. The adverse effects of hiring could also impinge on curriculum needs through leaving pitches in a poor condition for pupil use.

Insurance: Schools may wish to arrange Public Liability Hirer's Insurance as cover, this cost could be passed on to the hirer in the overall charge (See Insurance section for further information).

Profit Element: may depend on local competition

VAT: If applicable ([See VAT section](#))

If your school is used as a polling station, expenses only can be charged.

Financial Administration

The application form is to be sent or handed to prospective Hirers (see below). This is completed by the hirer and returned to the school for confirmation that the let can take place and the cost involved.

A copy of the conditions governing the hiring of the school premises (see below) should also be given to the Hirer.

An invoice should be issued as soon as the letting is approved and before the hire takes place.

Refunds for cancelled hiring can be made with a deduction for administration or loss of income if thought necessary.

Conditions governing the hiring of school premises

General Conditions

- 1.1 Applications for the use of school premises must be made to the Head of the school, and responsibility for their approval rests with the Governing Body. The person signing the application will be deemed to be the Hirer, and must accept responsibility for ensuring compliance with these conditions.
- 1.2 Hirers will be informed, at the time the application is approved, of the charge for the use of the facilities required.

Payment will be made in advance, at the time when hiring is confirmed. If there is damage, or the need for caretakers/cleaners to work longer than expected after the hiring, the Hirer will pay any subsequent account sent to them.

- 1.3 The school reserves the right to cancel any hiring if the accommodation is required for urgent official or academic business. In these circumstances, the Hirer will be reimbursed their hiring fee.
- 1.4 Any intention on the part of the Hirer to cancel a hiring must be notified to the Head of the School at least 24 hours before the hiring is due to take place. In the event of the Hirer failing to give at least 24 hours' notice, no reimbursement of hiring fee will be made and if preparatory works have already been undertaken the Hirer will bear the actual costs incurred.
- 1.5 The school Caretaker is normally expected to prepare for hiring, to do any necessary cleaning afterwards, and where the school requires, being in attendance throughout the course of the hiring. No payment should be made direct to the Caretaker, since they will be paid by the Authority. The Hirer's signature is required to support the Caretaker's overtime claim.
- 1.6 No structural alterations to school premises, fixtures or fittings will be permitted and notices must be fixed only to the boards provided.
- 1.7 (a) The Hirer is responsible for providing supervision during the course of the hiring and must satisfy the Head that the arrangements being made are adequate.

(b) The Hirer or their accredited representative must be in attendance at all times and must accept responsibility for any damage caused to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the hiring. Every precaution must be taken to avoid such damage, and the Hirer will be required to meet the cost of making good any damage, however caused.

1.8 Hirers are responsible for arranging their own insurance for:

- (a) Personal Accident
- (b) Third Party Claims
- (c) Any loss or damage to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the hiring.

1.9 If it is intended to organize a public performance or entertainment, or performance of music, singing or dancing to which members of the public are admitted, Hirers are advised to consult the Head in advance to ensure that the school premises are adequately licensed for the purpose before submitting a firm application.

1.10 Footwear, which is likely to cause damage to school floors, must not be worn. French chalk or its equivalent must not be put down when the hall is used for dancing.

1.11 Members of the public must not be admitted to the school premises after 10.00 PM.

1.12 Alcoholic liquor must not be sold or consumed on the school premises unless specific approval has been given by the Governing Body. If approval is given to the sale or consumption of alcoholic liquor, the responsibility for obtaining the necessary license rests upon the Hirer.

1.13 School premises must be left clean and tidy after use.

1.14 The hirer must adhere to the locally agreed no smoking policy.

1.15 The hirer must comply with all Statutes or any other regulations or other requirements in relation to the use of the premises including those contained in this Agreement and shall indemnify the relevant school or East Sussex County Council in respect of any breach or non-performance of them.

Additional Conditions Governing Hiring of School Meals Kitchens

- 2.1 When the kitchen is used, the Cook/Supervisor or another member of the School Meals Staff must be in attendance throughout the hiring, except when only tea or coffee is made and no cooking is involved. Hirers who wish to have permission to use the kitchen without a member of Schools Meals Staff present should approach the Head of the School when the hiring application is made.
- 2.2 If boilers, cooking ranges or hot cupboards are used, the member of the School Meals Staff present during the hiring must be responsible for their use
- 2.3 Hirers will normally be expected to provide their own cutlery, crockery and condiments.
- 2.4 All equipment and sinks must be left clean and tidy after use.
- 2.5 No animals are allowed in the kitchen.

ESCC School Kitchen Hire Guidance

Schools that are part of the East Sussex Corporate Contract delivered by Chartwells who wish to hire out or use their kitchen facilities outside of the Chartwells operation are strongly advised to review the ESCC School Kitchen Hire Guidance document that is available on the webshop (Catering/Information and Guides). This could include school fairs, evening events or hires at weekend to community groups.

The guide covers:

- Contract Obligations
- Equipment
- Nuts
- Cleaning
- Chartwells letting procedures
- Booking Form

Additional Conditions governing the hiring of School Playing Fields and Playgrounds

- 4.1 If there is any doubt as to the fitness of the ground the Hirer must consult the Head of the School who will make the final decision as to whether the ground may be used before the hiring takes place. In the event of the ground being deemed unfit for use immediately before a hiring is due to take place, any hiring charge already paid will be refunded, and any account due will be cancelled.
- 4.2 Hirers must be responsible for ensuring that everyone taking part in the hiring involved in the school playing fields and playgrounds, and all spectators, are properly and adequately supervised.
- 4.3 Casual spectators not connected with the hiring must not be admitted.
- 4.4 Stakes or the like must not be driven into the ground, unless permission has been specifically given.
- 4.5 Vehicles must not be driven over or parked upon the playing field at any time. Vehicles must not be parked upon playgrounds unless permission has been specifically given.
- 4.6 Bonfires must not be lit, unless permission has been specifically given.
- 4.7 Animals must not be allowed on the playing field.
- 4.8 No marking out of pitches may be done except by the authorized ground staff unless permission has been specifically given.
- 4.9 Playgrounds and playing fields must be left in a clean and tidy condition after use.
- 4.10 Any loudspeakers must be moderated so as not to cause a nuisance.
- 4.11 Spiked boots/shoes must not be worn on any synthetic playing surface.
- 4.12 The Head of the School must be consulted in advance if there is any doubt about the interpretation of the above conditions.

Fire Precautions

- 5.1 The Hirer, or a responsible person nominated by them in writing, shall be in charge of and be upon the hired part of the premises during the whole time the premises are open to the public and there shall be during that time sufficient staff or competent attendants on duty on the premises. The person in charge shall not be engaged in any duties, which will prevent them from exercising general supervision of the premises. The hirer shall ascertain and comply with any special fire precautions requirements contained in music, singing and dance, theatres, or any other licences appropriate to their intended use of the premises.
- 5.2 The seating accommodation, gangways, passages and stairways in the hired section of the premises shall be provided as approved by the Chief Officer of the East Sussex Fire Brigade, acting on behalf of the Hiring Authority.
- 5.3 All gangways, corridors, staircases and external passageways intended for exit shall be kept entirely free from obstruction and shall not be used as cloakrooms.
- 5.4 All exit doors shall be available for exit during the whole time that the public are on the premises, and shall be opened at the end of the function for the use of the persons present at function.
- 5.5 Doors and openings, other than exits, in sight of the audience, which lead to portions of the premises accessible to the public, shall have notices placed over them indicating the uses of such portions. Doors and openings leading to portions of the premises not accessible by the public shall have notices placed over them indicating "No thoroughfare".
- 5.6 Mats or other floor coverings shall be secured to prevent rucking, and any drapes over exit doors or exits shall be hung to prevent them trailing on the floor.
- 5.7 Inflammable materials shall not be used for the decoration of the premises unless such materials have been rendered flame retardant and are maintained in that condition.
- 5.8 All electric fires, gas fires, stoves and open fireplaces in the premises shall be provided with adequate protective guards.
- 5.9 Temporary electrical installations, which are necessary for any particular function, must comply with the following conditions:

- (a) All temporary electrical installations shall comply fully with the applicable recommendations and requirements of the current edition (with amendments) of the following:
 - (i) The Institution of Electrical Engineers Regulations for the electrical equipment of buildings;
 - (ii) The British Standard Specification and Code of Practice;
 - (iii) The Electricity Supply Regulations;

and they shall only be installed by a qualified electrician.

No temporary wiring shall be connected to circuits or fuse boards feeding the main auditorium lighting.

- (b) Temporary wiring shall be carried out using PVC insulated and sheathed cable to CMA manufacture, and switchgear and apparatus of a voltage rating not less than the maximum rms voltage difference, which can normally develop under fault conditions.

All additional stage lighting equipment that may be required shall be kept entirely separate from the existing installation, portable dimmer units being provided where required; no extensions shall be permitted from the existing dimmer equipment without the approval of the Director of Property Services.

- (c) All temporary equipment shall be bonded to the main system of earthing in accordance with Part 4 of the IEE Regulations.
- (d) All temporary installations, which have been installed, shall be disconnected from the permanent installation immediately after the occasion for which they have been used.
- (e) Any special requirements or installations that are to be approved, or any item that requires clarification, shall be brought to the notice of the Director of Property Services seven days prior to the proposed date of the required installation.

- 5.10 The Hirer shall ascertain the position of telephones, escape routes, fire alarm systems and fire fighting equipment, which shall be in the charge of some suitable person specially nominated for the purpose, who shall ensure that the appliances and equipment are always available for use. In

the case of staff performances and exhibitions the local Fire Officer shall be consulted as to whether any special fire fighting equipment should be provided.

- 5.11 Thorough checks should be made by the Hirer at the end of the hiring to ensure that no smouldering fires or cigarettes are left burning and that all doors and windows are properly secured.
- 5.12 If there is any doubt about the application of any of the above conditions, the advice of the Head of the School should be sought.

“This guide is intended for use in respect of short term use of the premises and agreements which are intended to give no right of occupation beyond the expiry of the agreement. Further advice should be sought where it is intended to grant use of the premises for periods of more than a few consecutive hours or days at any one time.”

Iford and Kingston C of E Primary School	East Sussex County Council
Iford & Kingston CE Primary School has a no smoking and no vaping policy	
Hiring organisation: including trading/company name and full name and address of person responsible:	
Purpose of hiring:	
Dates and days required:	
Actual times required (To include preparation time and time for cleaning afterwards):	
Rooms Required :	
Do you require heating: YES <input type="checkbox"/> NO <input type="checkbox"/>	
DECLARATION BY HIRER: <ul style="list-style-type: none"> I confirm that I have approached Iford & Kingston CE Primary School for the purpose of letting the school premises I acknowledge that I have received a copy of the conditions governing this letting and understand them I agree to abide by the terms & conditions of the letting policy and to pay the sum due before the letting commences. I agree to pay for the reinstatement following any damage to property caused as a result of the letting. <p><i>Please make cheques payable to: Iford and Kingston Primary School. Payment can be made online.</i></p> <p>Date: _____ Signature: _____</p>	
TO BE COMPLETED BY THE SCHOOL -This Hiring has been approved for, and on behalf of, the School.	
Date: _____ Signature of Head of School: _____	
The charge for this Hiring will be: £ _____	
PAYMENT RECEIVED: _____ DATE: _____	

HIRE CHARGES

COST PER HOUR or Part of an Hour

CODE	TYPE OF LET	TOTAL COST
Weekends	8am to Midnight Midnight to 8am	£25.00 per hour £30.00 per hour
Term time	Monday to Friday from 4.00pm to 6.00pm Friday from 6.00pm to midnight	£20.00 per hour £25.00 per hour
Holiday time	Daytime during school holidays 8am to 6pm 6pm to 8am	£25.00 per hour or £150 a day £30.00 an hour

There may be an additional charge for locking up and for cleaning. The available space will be discussed with the hirer. For Kingston residents there would be a 10% discount.