



## **Southcote Primary School**

### **Lettings Policy**

It is the policy of the Governing Body of **SOUTHCOTE PRIMARY SCHOOL** to make the facilities of the school available for the benefit of the local community without detriment to the school or its site. To this end groups and individuals may hire certain of the schools facilities, subject to availability and in accordance with the terms and conditions for hire as determined by the School Governors.

The governors delegate the day to day decision making to the Headteacher or his/her representative, who will arrange for the necessary accounting and administrative procedures in accordance with **Reading Borough Council's Financial Regulations**.

#### **Charges**

Charges will be reviewed annually and may be increased to take account of inflation. The level of charges will be determined by the type of user and proposed function.

- (a) For groups using the school for a regular letting (at least 8 times per term booked in advance and in school hours)
- (b) For single functions/commercial lettings.

Facilities available and hire charges are listed on the attached hire charge sheet.

VAT is payable on equipment with the exception of tables, chairs and sports equipment.

#### **Insurance**

All users from outside Reading Borough Council must carry sufficient insurance (currently £5 million public liability). Hirers must produce evidence of such insurance prior to the event or alternatively 10.95% will be added to the invoice to be included within the schools public liability cover. In the event of a claim there is an excess of £100.

#### **Application to Hire**

An application to hire form is attached and should be completed and returned to the school at least 14 days prior to the proposed date of hiring.

Detailed terms and conditions are included in the application hire form and the hirer will be expected to strictly comply with these.

The school is not able to provide facilities for weddings, birthday parties, discos (other than those organised by the school for its pupils or parents) or similar functions.

In order to cause the least inconvenience locally any lettings within the school must terminate by 11 p.m. Users must vacate the premises and school site by 11 p.m. and any music etc must be terminated well in advance to allow vacation by 11 p.m.

#### **Payment**

Regular lettings will be invoiced bi-termly and payment is required by return.

Items subject to VAT WILL BE SHOWN SEPARATELY ON INVOICES.

### **Schools Representative**

The schools representative will be on site or contactable during functions. Hirers should liaise with him/her concerning specific requirements such as setting out chairs, equipment etc.

The schools representative has authority to take any necessary action to protect the schools interests during any particular letting which also includes immediate termination.

### **Hirer's Responsibility**

It is the responsibility of the hirer to ensure that visitors to the school are supervised at all times. Outdoor play equipment should not be used unless supervised by a member of school staff. The school will not held responsible for any unauthorised use.

### **Smoking**

The school operates a **no smoking policy**. Anyone attending a function will not be allowed to smoke within the confines of the school building.

**SOUTHCOTE PRIMARY SCHOOL****HIRE CHARGES FOR THE FINANCIAL YEAR 2015/16****REGULAR LETTINGS  
(at least 8 per term and during school opening time)**

<b>FACILITY AVAILABLE</b>	<b>COST PER HOUR</b>	<b>WITH INSURANCE</b>
School Hall	£15.00	£16.59
Classroom	£15.00	£16.59
School Field (with no access to school)	£20.00 (per session)	£22.12 (per session)
School Field (with use of tables and chairs)	£25.00 (per session)	£27.65 (per session)
School Swimming Pool	£35.00	£38.71

**SINGLE EVENT/COMMERCIAL LETTINGS**

<b>FACILITY AVAILABLE</b>	<b>COST PER HOUR</b>	<b>WITH INSURANCE</b>
School Hall	£25.00	£27.65
Classroom	£25.00	£27.65
School Field (with no access to school)	£25.00 (per session)	£27.65 (per session)
School Field (with use of tables and chairs)	£30.00 (per session)	£33.18 (per session)

Any single event lettings for the swimming pool are directed to Swimday who provide a life guard and pay the school the relevant hourly rate for the duration of the event.

**REVIEWED October 2016.**