

## Lettings Policy

The school premises are available for letting to responsible organisations, subject to the Governor's approval and to the conditions below:

- 1 A fee shall be payable by the hour made up of the following components:
  - a) Caretaker's Fee: the appropriate fee at the date the letting takes place, subject to increase where a letting continues after 10pm, lasts more than 4 hours, or takes place on a Saturday or Sunday-lettings fees are calculated by NCC with whom the school has contracted their caretaking.
  - b) Energy Charge: per room calculated according to the following formula

$$\frac{\text{£ (Annual Energy Budget)}}{\text{Total Hours}}$$

This fee may be abated on occasion when no heating is required, as in the summer months.

- b) Administrative charge: £1.50 per hour per room
  - c) Profit element: nil
- 2 The fee shall be payable at the time of booking.
- 3 The governors will review annually, the offer of subsidised lettings to particular community organisations for example the Holy Trinity Church Holiday Club, Holy Trinity Church Sunday School will be charged a fee equivalent to the cost of the caretaker's fee plus an administrative charge at cost.

The Governors would like to draw particular attention to the following conditions of hire:

The hirer must ensure that any carers working with the children must fulfil the requirements of the Children's Act and have the necessary checks for safeguarding children, in place.

The hirer must ensure that activities are conducted under adult supervision in a manner unlikely to cause inconvenience to neighbouring property or to the public.

The hirer shall meet the cost of making good all damage caused to the premises or other property and shall indemnify the County Council from and against all costs, charges, claims and demands for injury, loss or damage to persons or property. It is advisable therefore that hirers should take out insurance cover for the period of the letting.

The hirers must not remove or stand on school furniture and equipment or remove other fixtures and fittings.

Hirers must not use any of the school's IT equipment unless prior permission is granted and users are competent in their use. Passwords will not be issued to hirers.

Notices may not be displayed on school premises without the prior approval of the Head Teacher.

The school does not accept liability in respect of parked vehicles at the school site which are in any way connected with the letting.

It is the responsibility of the hirer to obtain and pay for any necessary licences required in connection with the letting.

It is essential that all electrical equipment being used in any premises must have been PAT tested, and bear a current PAT test sticker, before the mains supply is switched on and operated in accordance with the manufacturer's instructions.

The hirer may not sublet the letting of the school premises.

Prevent duty with regard to the hire of rooms. With effect from January 2016 it is a statutory requirement that the following should be included in the use of premises agreement/hire form:-  
"The hirer must not use, permit or allow rooms/site to be used for any extremist or terrorist activities or for the dissemination of extremist views or materials".

Consecutively numbered invoices will be issued to the hirer.

Receipts will be issued following receipt of payment.

Reviewed: January 2022

Next review: January 2023