LETTINGS POLICY & CONDITIONS OF HIRE

1. Purpose of this policy

This policy is intended to:

- Maximise community use of the Trust's premises whilst minimising the impact on the schools within the Trust and activities.
- Simplify decision making with regard to letting requests.

2. Bookings

Trustees are pleased to make the Trust's premises available to the community outside school hours under the following principles:

- Use of the premises for school functions will take priority over lettings.
- Multi-lets will take priority over individual one-off bookings.
- The hirer is not to sub-let premises or facilities within them.
- Where possible, multi-lets for clubs etc should have access to the facilities during term time only, with the exception of days designated by the individual School as unavailable (i.e. parents' evenings, examination period, presentation evenings etc).
- Decisions whether to permit lettings will be made by the Board of Trustees. If the Headteacher of one of the schools within the Trust believes a letting should not be permitted, the reasons will be reported to the Board of Trustees. The Board of Trustees' decision is final.
- The Trust's premises will not be let to individuals or organisations if there is reason to believe that the name of the Trust or the individual school will be brought into disrepute.
- The hirer must be over 21 years of age and shall be the person by whom the booking application form is signed. The hirer will be responsible for the payment of fees, and for ensuring the hiring conditions are followed.
- Lettings to all hirers will be charged at a cost determined by the Board of Trustees, reviewed on an annual basis and notified to the hirer at the time of booking.

All booking enquiries will be administered by the Trust's Finance Office.

3. Cancellations

- The Board of Trustees does not undertake to refund any deposit on cancellation of a booking by the hirer, unless at least 21 days written notice of the cancellation has been given.
- If the Board of Trustees has to cancel a booking, a full refund will be given. However, the Board of Trustees will not be held liable, or required to pay compensation, for any loss sustained as a result of, or in any way arising out of the cancellation of the hiring.

4. Availability of Staff and Facilities

- Any letting of the Trust's premises or part of them, will require a Site Representative to be present at the beginning and end of the letting period on each occasion a letting is to take place. This will enable the Site Representative to check that the equipment and facilities are in order.
- Restrictions may be placed on the availability of use of IT equipment and use of software, which will be notified to the hirer at the time of booking.
- Use of the Trust's furniture, apparatus and other equipment will be subject to the prior approval of the Site Representative and agreed at the time of booking.

5. Responsibilities

- The hirer shall ensure that there is a responsible adult(s) present and able to supervise at all times during the letting.
- It is the Hirer's responsibility to ensure that all staff are appropriately DBS checked where children are present. The Hirer and the Hirer's staff must be DBS checked and the Hirer must supply evidence to support this at the time of booking. The attention of the Hirer is also drawn to the DfE Safeguarding Children and Safer Recruitment in Education.
- No nails, tacks, screws etc shall be driven into any walls, floors, ceilings, furniture and fittings.
- No electrical item shall be brought into school for use, unless it has a current portable appliance test certificate.
- The hirer will be required to reimburse the Board of Trustees for the cost of making good any damage to the Trust's property. It may be necessary for a security deposit to be taken which will be notified to the hirer at the time of booking.

6. Charges

- A schedule of charges will be reviewed annually by July for the following financial year, which commences in September and will be appended to this lettings policy.
- Payments will be in advance, where possible, and a deposit will be payable on booking.
- Payments for multi-lets will be on a 3 month basis, payable in advance, during the period when the letting occurs.
- A period of 15 minutes will be given to exit the building. Double the normal hire charge will be charged for any amount of time hirers use accommodation in excess of the time booked.
- Depending upon the nature of the hire additional cleaning costs may be incurred.

7. Insurance

- All hirers must have public liability insurance cover operative in the name of the hirer and which will be in force during the period of the hire.

8. Licenses

- The Trust's premises will not be let for functions where a Public Entertainment Licence is required.

9. Car Parking

- Use of any of the Trust's car parks is at the owner's risk. The Board of Trustees does not accept responsibility for any damage caused to or injury to any person whilst using the Trust's car parks.
- Hirers should note that the Trust's car parks may, on occasions, be unavailable. However, there is a public car park available directly opposite the main school entrance to Plantsbrook School on Upper Holland Road, Sutton Coldfield.

10. Catering

- No food is to be cooked on the Trust's premises, although food may brought onto the premises and/or heated up, with prior agreement with the Trust's Director of Finance & Support Services.

11. Smoking

- No smoking policy to be adopted within all the Trust's buildings and grounds.

12. Health and Safety

- The hirer will be expected to conform to the relevant Health & Safety regulations. Relevant Risk Assessments will be made available at the time of booking.
- The hirer will adhere to the Trust's security procedures at all times. A copy of this will be made available at the time of booking.
- The hirer will be responsible for ensuring that all users are aware of the procedures for safe and correct use of equipment and facilities, and shall report any deficiencies on the occasion of each use to the Site Representative.
- The hirer will adhere to fire regulations and will ensure that all users under their supervision are aware of the evacuation procedures. It will be necessary to practice evacuation procedures for regular multi-lets and prior notice may not always be given.
- The member of the Trust's Site Team on duty must be notified immediately about all accidents or near misses which may arise during the hiring period.

13. Cleaning

- The Hirer shall be responsible for ensuring that the hired premises are left in the same condition as they were found.
- If required, independent cleaning can be arranged via discussions with the Trust's Site Representative at the time of hire.

14. Site Representative

- On the day of hire all queries in relation to points 9 – 13 above will be made to the Trust's Site Representative and their decision is final.

Approved by the Board of Trustees of Plantsbrook Learning Trust on

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LETTING CHARGES FOR THE TRUST'S PREMISES – Academic Year 2015-2016

- Classroom with interactive whiteboard and/or computers - £18.00 per hour Monday to Friday and £53.00 per hour Saturday and Sunday
- Classroom without interactive whiteboard and/or computers – £15.00 per hour Monday to Friday and £50.00 per hour Saturday and Sunday
- Gymnasium and Hall £25.00 per hour Monday to Friday and £60.00 per hour Saturday and Sunday
- Playing field areas £34.00 per hour on a Saturday
- Sports Hall £25.00 per hour Monday to Friday and £60.00 per hour Saturday and Sunday