

## SCHOOL LETTINGS POLICY AND PROCEDURES

### Introduction

1. The primary aim of this document is to summarise the policies adopted by the Governing Body (GB) in order to discharge its responsibilities for the sound and effective letting of the premises and facilities of Larkmead School as outlined in the financial regulations, standing orders and schemes for the local management of schools issued by Oxfordshire County Council. The secondary aim of the document is to provide guidance on the procedures to be followed to hire facilities within Larkmead School.

2. This policy document will be used in conjunction with the Local Authority's (LA) publication [Financial Regulations for Schools – Apr 2012](#). Compliance with this manual is mandatory and any contravention of procedures must be brought to the attention, in the first instance, of the Headteacher.

### Financial Standards

3. The GB is able to approve the occasional use of the school and retain any income generated from this use. Non-occasional lettings use is agreed with the knowledge of OCC and subject to the approval of the Headteacher. Larkmead School may subsidise lettings for community and voluntary use with income from other lettings, provided there is no net cost to the individual school budget share.

4. Income generated from lettings is to be paid into the public funds of the school and included in the annual budget statement approved by Oxfordshire Local Education Authority.

5. Larkmead School is liable for any additional costs, and responsible for any arrangements associated with, external use of their premises to include:

- a. Arrangement for appropriate levels of insurance cover (including the annual review of all risks to ensure that cover is adequate);
- b. Additional necessary licence provision as appropriate;
- c. Repair and maintenance of the facilities.

6. Rates of hire of premises and facilities at Larkmead School will be reviewed on an annual basis to ensure the effective management of lettings and to ensure that the external use of the school premises does not create a net cost to the school budget share.

### Conditions of Hire

7. **Booking.** Hirers are requested to make firm applications for hire and submit payment<sup>1</sup> with the official booking form at least 21 calendar days prior to commencement of their booking to **The Assistant Finance Manager, Larkmead School, Faringdon Road, Abingdon, Oxon OX14 1RF**. Hirers are advised not to make any further arrangements regarding their booking until they have received written (including by e-mail) confirmation of the booking from the school.

8. Hirers may choose to hire more than one facility on the same occasion. A list of rooms and equipment which is available for hire is at Annex B. Hirers are asked to note that the list is not

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<sup>1</sup> In the case of certain regular bookings, it is possible to make arrangements for payment to be made later and at agreed times. This is to be arranged in advance with the School's Assistant Finance Manager. In any case a minimum deposit as described in Para 19 will apply.

exhaustive and they may wish to contact the school regarding any other facilities in which they are interested to determine its availability and to obtain a quotation for its use.

9. Cheques for hiring the facilities should be made payable to Oxfordshire County Council.

10. Cancellation Arrangements. Should the hirer wish to cancel any hire arrangements, the following refunds (or credits for future bookings) shall apply:

<b>Period of Notice</b>	<b>Refund Amount</b>
15 days or more	90%
8 to 14 days	50%
0 to 7 days	No refund

11. Insurance Cover. Hirers must possess insurance cover which can be arranged by Oxfordshire County Council at an additional charge of 10% of the hire fee<sup>2</sup>. This insurance will provide the hirer with indemnity for all sums up to a maximum of £5,000,000, which the hirer becomes legally liable to pay as compensation arising out of accidental bodily injury and/or illnesses to members of the public or accidental loss or damage caused to property, not owned by the hirer, which arises out of the use of the premises. There is an excess payable by the hirer for each claim.

12. VAT. The hiring of school premises (except for sports facilities) is exempt from VAT<sup>3</sup>.

13. Child Protection and Safeguarding. Where the hirer intends to offer a service to children they must specifically undertake to ensure that all staff and volunteers providing or offering that service on behalf of the hirer work to the standards outlined through the publication and guidance 'Keeping Children Safe in Education (2015)' and are familiar with and agree to follow the expectations of both this guidance and the local area procedures produced through the Oxfordshire Safeguarding Children's Board.

14. Larkmead School GB have the right to request sight of the hirer's child protection/safeguarding policy and require the hirer to sign a declaration substantially in the form set out at Annex F confirming that these policies and procedures will be followed in full.

15. Larkmead School GB specifically reserve the right to terminate the letting with immediate effect if the hirer does not have the appropriate arrangements referred to in paragraphs 14 above and/or does not follow the guidance and procedures referred to in paragraph 13 above.

16. Health & Safety. The hirer must make her/himself and any other individuals involved with the hire aware of the 'out of school hours' emergency evacuation procedures (Annex D) and must ensure that all fire exits are kept clear during the letting.

17. The hirer must make her/himself aware of the School's Health and Safety Policy and must not interfere with or misuse anything which is provided in the interests of health, safety or welfare.

18. No use may be made of equipment including but not limited to, pianos, other musical instruments, sound equipment, data projectors, other electrical equipment and the like without the prior agreement of the school and the hirer must not interfere with the fabric, fittings or contents of the premises in any way.

19. The hirer is to obtain permission from the school in advance if they want to bring electrical equipment onto the premises; mains voltage electrical equipment brought into the school be

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<sup>2</sup> This is not necessary when hirers possess their own insurance with the requisite indemnity level. In such cases the hirer is required to provide a copy of the certificate of insurance to the School's Assistant Finance Manager when submitting the booking form. If the event of a certificate not being submitted in advance, no such cover will be assumed and OCC cover will be included in the charges.

<sup>3</sup> Charges for sports facilities attract VAT unless bookings in excess of 10 dates are made.

accompanied by an up-to-date PAT testing certificate, which must be available for inspection by any authorised officer of the school (member of staff, support staff, governor or other appointed authority) on demand. Hirers may not bring equipment or articles of an inflammable, explosive or dangerous nature onto the premises.

20. The GB and its agents or representatives reserve the right of access to the premises during the letting.

21. Further to the Government's 'Smokefree' law, hirers shall respect the school's strict No Smoking policy by ensuring that their representatives do not smoke whilst on site.

22. The hirer is to report any damages to equipment or the site or any hazards identified, to the Site Manager or his assistant as early as possible. Copies of Annex E will be passed to all lessees for this purpose.

23. Deposit for Bookings. For internal bookings (chargeable bookings which are for school use) or in the event of an external hirer being authorised not to pay for a booking in advance (see Footnote 1) a one-off refundable deposit of £100 is to be paid at least one week before the date of the hiring. This will be held by the school to offset the cost of any damage caused by the hirer or for any additional cleaning or site staff cover (such as the hirer remaining beyond the time booked) required in respect of the hiring. The deposit will be refunded upon successful completion of the hiring or group of hirings in the event of a block booking.

24. OCC Full Terms and Conditions of Hire. The conditions of hire shown above are an extract of OCC's Full Terms and Conditions, which can be found at Annex A to this document, and to which hirers are to adhere.

25. Complaints. Should the hirer have cause to make a complaint in relation to the letting(s) these are to be submitted in writing (preferably by e-mail) to the Finance Assistant, Larkmead School.

26. Policy Review. This policy was reviewed in July 2016 and applies from 1<sup>st</sup> September 2016. Its content, including hire charges, will be reviewed annually for implementation on 1<sup>st</sup> September each subsequent year.

Annexes:

- A. Oxfordshire County Council Full Terms and Conditions of Hire.
- B. Larkmead School Letting Charges from September 2015.
- C. Booking Form.
- D. Evacuation of Larkmead School In The Event of an Emergency Alarm Being Sounded Out of School Hours.
- E. Lettings - Building/Services Fault Report.
- F. Safeguarding/Child Protection Declaration.

## LARKMEAD SCHOOL LETTINGS POLICY - ANNEX A

### OXFORDSHIRE COUNTY COUNCIL FULL TERMS AND CONDITIONS OF HIRE

1. Application for use of County Council premises must be made to the School on the School's Booking Form and must be accompanied by the appropriate payments in advance of the date on which the premises are required. No booking will be confirmed unless payment is made in full at the time of the application. In case of certain regular bookings, it is possible to make arrangements for payment to be made at agreed times.
2. The site management staff cannot be required to undertake as part of their ordinary work for which they are paid by the County Council any work arising from the use of the premises for purposes other than Council purposes.
3. The time of hiring must be strictly adhered to and access to the premises for preparatory work in connection with the hiring must be covered by an extension of the hiring period.
4. Alcohol may not normally be consumed on the school's premises, but this restriction may be waived in special circumstances. Where agreement is given for the consumption of alcohol, the hirer must accept responsibility for compliance with the licensing laws.
5. If the premises are suitable and to be used for dance, concert or stage performance, the hirer must obtain a necessary licence unless the school obtains or already has a licence. The appropriate licence for both entertainment and alcohol are obtained for the relevant District/City Council.
6. The hirer must ensure that adequate supervision is available at all times and see that no unauthorised persons are permitted to enter the premises. All security and fire precaution measures must be adhered to.
7. The use of the premises shall not be granted for any purposes that may appear questionable or undesirable or which interfere in any way with the operational activities of the establishment.
8. The laying of any composition or other preparation on floors is prohibited.
9. No screws or nails shall be driven into the premises or furniture and no placards shall be affixed to any part of the premises. Those responsible for the hire of the premises shall prevent anyone sitting or standing on the window sills, or standing on chairs, tables or equipment.
10. The hirer shall take good care of, and shall not cause damage or permit or suffer any damage to be done to the hired premises, or any part or parts thereof to any fittings, equipment or other property therein and shall make good and pay for any damage thereto (including accidental damage) caused by any act or neglect of himself, his servants, agents or any person resorting to the hired premises by reason of the use of the hired premises by him/her.
11. It shall be the responsibility of the hirer to satisfy himself/herself that the premises, furniture, fixtures and fittings are fit for his/her purpose.
12. The hirer shall undertake not to infringe any copyright and shall undertake to indemnify the Council against all proceedings, actions, claims and demands which may be taken or made against the Council for any alleged infringement of any copyright.
13. Any piano must not be moved without the consent of the head of establishment.
14. Smoking on school premises is prohibited.
15. No advertisements or publicity material promoting smoking shall be displayed on school premises. Non-observance of this restriction may lead to termination of the hiring without further notice. Any sums paid by the hirer shall be forfeited in such case.

## **LARKMEAD SCHOOL LETTINGS POLICY - ANNEX A**

16. The hirer agrees to pay the additional fee (included in the total charge) for public liability insurance arranged by Oxfordshire County Council, who undertake to effect policies of insurance providing the hirer with indemnity for all sums up to a maximum of £5,000,000 which the hirer becomes legally liable to pay as compensation arising out of accidental bodily injury and/or illnesses to members of the public or accidental loss or damage caused to property, not owned by the hirer, which arises out of the use of premises. There is an excess payable by the hirer for each claim.

17. Where public liability insurance cover has not been arranged by Oxfordshire County Council, the hirer confirms that insurance cover in respect of both the hirer's liability to the public and their liability to the Council under the terms of this hire has been arranged with a limit of indemnity of at least £5,000,000. A copy of the certificate of insurance must be provided to the head of establishment before the hire takes place.

18. The school and county council will accept no responsibility for damage howsoever caused to vehicles and other property while the user is on the school site. Parking is made available only on the basis that it is at the vehicle owner's risk. The hirer is asked to arrange for users to park in designated areas only.

19. All means of escape, security and fire precaution measures, instructions and notices must be adhered to during the hire.

## LARKMEAD SCHOOL LETTINGS POLICY - ANNEX B

### LETTING CHARGES AS FROM SEPTEMBER 2016<sup>4,6</sup>

Facility	First Hour	Subsequent Hours
Changing facilities/showers	£13.75	£11.00
Drama Studio	£27.50	£16.50
Dance Studio	£30.00	£22.50
General Classroom	£22.00	£14.00
Gymnasium/Sports Hall <sup>3</sup>	£27.50	£22.00
Stage Area	£5.50	£5.50
Library	£27.50	£22.00
Main Hall (without stage)	£27.50	£22.00
Meeting Room 1 (for up to 10 persons) <sup>5</sup>	£16.00	£11.00
Music Performance Room (MPR)	£22.00	£14.00
Netball Court – per court (including posts) <sup>3</sup>	£9.00	£7.00
Tennis Court – per court	£5.00	£4.50
Floodlighting	£3.00	£3.00
Computer Room	£37.50	£27.50
Restaurant Area	£16.50	£11.00
Sports Field (per pitch) – includes toilet but not shower facilities <sup>3</sup>	£11.00	£11.00

Equipment <sup>6</sup>	Per Booking/Day
Set of Badminton Posts/Net (Sports Hall/Gym)	£2.50
Chairs (each)	£0.05
Data Projector	£7.50
DVD Player	£3.50
Flip Chart Easel	£1.50
Flip Chart Pad	£10.00
Lectern	£1.50
Overhead Projector	£2.50
PA System	£7.50
Performance Lighting (Drama Studio/Main Hall)	£20.00
Printer Credits (per A4 B/W print)	£0.10
Printer Credits (per A4 colour print)	£0.30
Projection Screen 6' square	£2.50
Projection Screen 8' square	£3.00
Restaurant Servery	£20.00

<sup>4</sup> Charges are for Monday to Friday. Availability and charges for weekends or Public Holidays are available on request.

<sup>5</sup> Refreshments (tea, coffee, bottled water and biscuits can be provided on request and at an additional charge of £1.50 per head).

<sup>6</sup> Other facilities and/or equipment may be available on request - please contact Assistant Finance Manager for confirmation of availability/charges.

## LARKMEAD SCHOOL LETTINGS POLICY - ANNEX B

Stage Blocks	£20.00
Storage Space (per M <sup>3</sup> per month)	£7.50
Tables (each)	£0.20

# LARKMEAD SCHOOL LETTINGS POLICY - ANNEX C

## BOOKING FORM

<b>Name of Organisation:</b>						
<b>Purpose of Booking:</b>						
<b>Name and Address of Person Responsible for Hiring:</b>				<b>Contact Details:</b>		
				<b>Telephone:</b>		
				<b>e-mail:</b>		
<b>Letting Details (please use second sheet if necessary)</b>						
Date	Time From	Time To <sup>7</sup>	Room(s) or Equipment Required	Charge for 1 <sup>st</sup> Hr	Charge for Subsequent Hrs	Total Charge
Total Hiring Charge						
VAT (if Applicable)						
Public Liability Insurance Fee - 10% of Total Hiring Charge (if applicable)						
<b>TOTAL CHARGE (CHEQUE TO BE MADE PAYABLE TO "OXFORDSHIRE COUNTY COUNCIL")</b>						

<sup>7</sup> The minimum period of booking is one hour. This may be supplemented with ½ hour increments at the agreed rate (Annex B).

## LARKMEAD SCHOOL LETTINGS POLICY - ANNEX C

I agree to pay the additional fee for public liability cover arranged by Oxfordshire County Council.

or

I have arranged public liability insurance cover for a minimum of £5,000,000. I enclose a copy of the certificate of insurance and/or licence (if applicable).

I have read and undertake to observe Larkmead School's and Oxfordshire County Council's general conditions of letting and health and safety precautions and to be responsible for making good any loss or damage to the premises or equipment of the school due to its use by me. I will ensure that the premises are left in good order.

In the case of public performances, dances, sale of alcohol etc, I accept full responsibility for ensuring that any necessary licence is held (if applicable) and all restrictions are observed.

I am aware that facilities I have booked will be open 10 minutes before the hire and closed 10 minutes following hire. However, I am aware that any occupation by me before or after the time for which I have made the booking will incur an additional retrospective charge at the appropriate rate. I therefore agree to allow for any setting up and clearing up time in the period I have booked.

<b>Name:</b>	
<b>Signature: (not required if sending by e-mail)</b>	
<b>Date:</b>	

## LARKMEAD SCHOOL LETTINGS POLICY – ANNEX D

### EVACUATION OF LARKMEAD SCHOOL IN THE EVENT OF AN EMERGENCY ALARM BEING SOUNDED OUT OF SCHOOL HOURS<sup>8</sup>

#### Prior to Occupation of School Facilities

1. All occupants or visitors to the school are to familiarise themselves with the emergency evacuation routes in advance of occupying any areas of the site, and are to ensure that emergency evacuation routes are kept clear. The fire evacuation alarm is sounded with a continuous ringing of the school bell.

#### Upon Discovery of a Fire

2. Any person discovering a fire is to:
- a. Sound the alarm.
  - b. Call the fire brigade on 9 (for outside line) 999.
  - c. Evacuate the immediate area.
  - d. Once evacuated, inform the Duty Site Supervisor (Tel) of the location of the fire.

#### During Evacuation

3. Leave the premises quietly and quickly and gather on the school sports field opposite the Main School Reception.
4. Group leaders (for lettings etc) are to confirm the whereabouts of all persons for whom they are responsible in readiness for reporting to the Fire Service.

#### Once Evacuation is Complete

5. The Duty Site Supervisor is to interrogate the fire alarm reporting system to determine whether the alarm is genuine or a false alarm.
- a. If a Real Fire. Direct the fire service to the location of the fire.
  - b. If a False Alarm. Identify the fire call point which has been activated, reset the alarm and inform the Fire Service and evacuees of the situation.

#### Practice Evacuations (Fire Drills)

6. Fire drills may take place outside of normal school hours.

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<sup>8</sup> School hours are 0800 to 1510 hrs Monday to Friday during the school term(s).

**LARKMEAD SCHOOL LETTINGS POLICY – ANNEX E**

To: Larkmead School Site Staff

From (Name of Letting): \_\_\_\_\_

**LETTINGS - BUILDING/SERVICES FAULT REPORT**

Whilst using the school's facilities I identified the following fault with the building or equipment to which I had access:

Room:

\_\_\_\_\_

Fault identified: (eg. Lighting, heating, table, chair etc):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Reported: \_\_\_\_\_

**For School Use**

Entered onto fault reporting system by (initials): \_\_\_\_\_

On (date): \_\_\_\_\_

## LARKMEAD SCHOOL LETTINGS POLICY – ANNEX F

### Safeguarding/Child Protection Declaration

In accordance with the requirements of the Local Education Authority's child safeguarding Local Authority Designated Officer, the hirer undertakes to ensure that all staff or volunteers providing a service on behalf of the hirer will be made aware of the Oxfordshire Safeguarding Children's Board (OSCB) child protection procedures and the DFE guidance Keeping Children Safe in Education (2015).

Specifically the hirer will take responsibility for ensuring that all required safe recruitment checks are undertaken on any adult using Larkmead School premises. This should include enhanced DBS checks on all those likely to have unsupervised contact with children and young people and a requirement that any allegation about inappropriate behaviour from any adult, employed or volunteering for the hirer is referred to the Local Authority Designated Officer (LADO) within 24 hours and before taking any action.

**[Insert name of user representative]** on behalf of **[insert name of User organisation]** accept the responsibilities to safeguard and promote the welfare of all the children or young people for whom we provide a service. I accept the requirement to follow the guidance and procedures outlined above and at paragraphs 13 to 15 of this policy.

I/we agree to provide a copy of our child protection policy on request of the Larkmead School Governing Body.

I/we confirm that all adults either employed or being used on a voluntary basis to provide services on behalf of **[insert name of user organisation]** have been through the appropriate recruitment checks (identified in Keeping Children Safe in Education, 2015) and have received and will continue to receive on a three yearly cycle appropriate child protection training.

**[Insert name of the 'user' representative]** of **[insert name of the organisation]** make this declaration to confirm that we agree to and accept the expectations of this agreement outlined above.

The user undertakes to uphold fundamental British values and will not seek to express or allow any individual in their organisation to express radical or extremist views.

Signed \_\_\_\_\_ (on behalf of user organisation)

Date \_\_\_\_\_

(Please attach a copy of your organisation's Child Protection Policy with this declaration).