



Abbey CE VA Primary School

Lettings Policy and Hiring Charges

Date of Policy: Nov 2017

Date for Review: Nov 2020

Charging Schedule to be reviewed annually in July

Introduction

This policy covers the letting of the school, premises, grounds and car park, to private groups/individuals outside of normal working school hours. The Governors of the Abbey School are the owners of the building and therefore responsible for the premises and are the hiring agent. The responsibility for letting the school has been delegated to the Headteacher (their Agent) with the Office Manager (their Agent) to manage the lettings.

The Governing Body, Resources Committee will review this policy and the charges annually.

The Governing Body is committed to making every reasonable effort to ensure the school buildings and grounds are available for community use; where there is a conflict between a Hiring and a school event priority will always be given to school events. A hiring will not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Applying to use the school

All enquiries for hiring the school will be made through the school office and the Hire Agreement Form with rate card and Terms and Conditions for Hiring made available to the interested party. All applications will complete the Hire Agreement Form which must be signed by the Headteacher before the letting is approved. It will then be managed through the school office by the Office Manager; this involves completing the school diary check, insurance check, DBS and child protection policy (where applicable) and completing of the necessary forms. If there is any concern over the nature of the hiring the Governing Body and Headteacher have the right to remove approval for a hiring.

Hire Agreement

Once the hiring has been approved by the governors/Headteacher, confirmation will be sent to the Hirer to confirm the details of the letting, as applied for in the Hire Agreement Form which has been signed by the Hirer.

The letting can only take place if the Headteacher has signed the completed Hire Agreement Form. The named person on this form will be responsible for the letting.

Invoices

One-off lettings:

The named person / company (Hirer) will be invoiced in advance for the cost of the letting and the letting must be paid for a month in advance of the letting date (or as soon as the booking is made if less than a month before the letting date).

Regular lettings:

Invoices will be issued at the start of each term for that terms lettings and are payable within 30 days from receipt of invoice.

VAT:

VAT is only applicable to certain hirings and will be itemised on the invoice if chargeable.

Payment:

All payments to the school will be made via BACS transfer using the lettings invoice number as a reference.

Cancellation

The governors can terminate a hiring if it is deemed unsuitable, if the school is required by the school for its core business or if the school is not in a fit state for the letting.

The governors, Agent or police can enter an event at any time and call a stop to it if they deem it to be unsuitable. A refund will be at the discretion of the governors.

If the Hirer wishes to cancel then regular lettings require notice of a full term in advance and a one off booking requires 48 hours' notice for a 50% refund.

Complaints

Any complaints arising out of a hiring will be dealt with using the school's complaints policy, found on the schools web site.

Hire charge rates (payable in advance) – For Current Rates please see Appendix

Rate 1 – General hiring

Rate 2 – Regular hiring or for community benefit, key holders of the school, clubs for Abbey school pupils or parties for members of staff.

Rate 3 – Parties

All decisions are at the Headteacher's discretion and final.

- Site Manager required to lock and unlock
- Site Manager required to arrange furniture (eg chairs set up in the hall or to clear a class room)
- Public Liability Insurance of £5 million is required by the Hirer. If the Hirer does not have adequate Public Liability Insurance they MUST be covered by the Herts County Third Party Insurance Hirers Scheme at a charge of 10% of the letting fee which will be itemised on the invoice and the monies held in trust for the HCC Insurance Section to be paid to the annually. Regular 'high risk' sporting events / club must have their own adequate Public Liability Insurance. Copy of proof of this Insurance must be given to the Lettings Agent when making a booking.

For terms and conditions of a hiring see the 'Terms and Conditions for Private Hire of the Abbey CE VA Primary School Premises'.

For an application to hire the school please complete the 'Hire Agreement Form'

Charge per hour	Rate 1	Rate 2	Rate 3
Main Hall	£20	£15	£30
Practical Room	£20	£15	£30
Class Room	£20	£10	
Playing Field/playground	£20	£10	£10(if using the hall)

Additional charges are made for the following:

- Site Manager required to lock and unlock £25
- Site Manager required to arrange furniture (eg chairs set up in the hall or to clear a class room) £10/hour
- Public Liability Insurance of £5 million is required by the Hirer. If the Hirer does not have adequate Public Liability Insurance they MUST be covered by the Herts County Third Party Insurance Hirers Scheme at a charge of 10% of the letting fee which will be itemised on the invoice and the monies held in trust for the HCC Insurance Section to be paid to the annually. Regular 'high risk' sporting events / club must have their own adequate Public Liability Insurance. Copy of proof of this Insurance must be given to the Lettings Agent when making a booking.