



# REACH LETTINGS POLICY

This policy has been agreed by the REACH Governing Body.

**Date of Policy:** February 2017

**Date of Review:** February 2018

## Introduction

Governors and senior management recognise the role of the REACH within the community and welcomes the use of its premises for a variety of community and leisure purposes.

## The Aims of this Letting Policy are

- To foster positive links with the local community by the approved use of our premises/facilities.
- To enable REACH to become an active part of the local community.
- To enhance the facilities of the local community.
- To use our resources efficiently and effectively in a manner that is beneficial both to REACH and the community.

## Categories of Lettings

The use of the school premises is divided into the following three categories:

- i. Use of the school premises by REACH, or on behalf of REACH (e.g. Multi Agency Meetings, Cluster Meetings etc.) are not subject to the charging elements of this policy.
- ii. Educational, Community and Leisure Learning
- iii. Private/Commercial

## Availability of Premises

Designated areas within the REACH premises are available for hire during term time and non term time. See appendix A for list of areas available.

## Charges

The Governing Body reserves the right to make a charge for the use of the REACH premises. The charge will vary according to the category and area as laid out in Appendix A. Letting fees are reviewed annually by the Management Board and will take into consideration the following: charge will be levied which covers the following:

- Cost of services (heating and lighting)
- Cost of staffing (additional security, caretaking and cleaning) - including "on-costs"
- Cost of administration
- Cost of "wear and tear"

Various items of school equipment may be available for hire during a letting of the premises, on application, e.g. laptops, Flipchart, projector, visualiser etc. (an additional charge will be applicable and agreed at time of application)

## Catering facilities

Refreshments and catering facilities can be offered for meetings, conferences, functions, or clients may also cater for themselves if they wish, by prior arrangement. Example menus and prices are available from the REACH office.

## Application Procedure

Application forms are available from the REACH office and should be submitted at least two weeks before the first day of the proposed letting. In the case of block bookings, four weeks notice should be given. The person signing the application form will be considered to be the Hirer. The Hirer will be required to return the completed booking form before a booking can be accepted. A copy of the Booking Conditions will be sent with the application form to the Hirer when the initial enquiry is made.

1. All applications will be considered on their merits, taking into consideration the suitability of the activity. The Governing Body reserves the right to:
  - refuse applications without giving a reason
  - have a representative present at any function
  - terminate any activity not properly conducted
2. When the letting has been confirmed, formal acceptance of the booking will be confirmed in writing by letter or email.
3. An invoice will be raised by the School Business Manager, which will be sent directly to the Hirer. Payment must be made to the school, prior to the use of the premises. In the case of a regular booking, payment will be required at the end of each term.

## Complaints procedure

The following comprises the complaints procedure for lettings.

1. If REACH staff or community has a concern about a letting, the Business Manager, Head teacher or delegated representative will raise the concern with the hirer.
2. If the matter remains unresolved the hirer will receive written notice of termination of the booking agreement.
3. If the hirer has a concern they should talk to the Business Manager.
4. If this concern is still unresolved, they should detail their complaint in writing to the Head teacher.
5. If a third party complains, the Business Manager will at first deal with the complaint and attempt to resolve the situation.
6. If this is not successful, the concern will be taken to the next meeting of the of the REACH Governing body.

## Cancellations

REACH will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting. Where facilities are not used applications for a refund will be considered after the deduction of such costs.

## **CONDITIONS OF USE**

### **Security of the Premises**

Entrance to the REACH building will be via the Main Entrance, which will be opened by the site staff at an agreed time. For security reasons, keys will not be available to the Hirer. It will be the responsibility of the Hirer to ensure that the premises are secure during the time they are in use, i.e. ensure that the main entrance remains closed when all members of the group are inside. The REACH designated site supervisor will be responsible for unlocking and locking of the premises before and after agreed use.

### **Indemnity & Insurance**

The Hirer warrants to the Governing Body that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is *£5 million*. The Hirer must produce the appropriate schedule of insurance cover before the letting can be confirmed.

The Hirer will be responsible for ensuring that the group has adequate insurance appropriate to the activities organised.

### **Safeguarding**

Any Hirer/Organisation submitting a lettings request involving working with children and/or young people must submit evidence that appropriate policies and procedures are in place with regard to safeguarding children and child protection and provide evidence to the school of criminal record checks relating to all staff and others working closely with children.

The Governing Body may require criminal records checks (CRB) relating to staff and other adults using school premises if the letting is at a time when pupils or other young people may be on site.

The Governing Body will require evidence of appropriate qualifications for hirers using facilities for specific activities

### **Health & Safety**

Users should acquaint themselves with the Fire and Safety regulations and procedures relating to the area of the premises in use. These will be clearly displayed in each of the designated areas. They must also carry out their own fire drills and organise their own fire procedure.

Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring.

Where car parking is required, the hirer must undertake the proper stewarding and control of the parking area in collaboration with the site supervisor where necessary. The hirer must maintain safe entry and exit from the premises and provide and maintain clear access for emergency vehicles and service vehicles.

The Hirer is responsible for ensuring the 'users' safety whilst on site and the provision of information and training in the use of the equipment. In all cases, the Hirer must ensure that risks associated with the activity are properly controlled throughout the hire period. The Hirer must complete their own risk assessments, a copy of which will be required by REACH.

It is the responsibility of the Hirer to provide first aid equipment and trained personnel.

## Use of Facilities/General Conditions

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.

The Hirer shall be responsible for ensuring that the number of persons using the premises does not exceed that for which the application was made and approval given.

The Hirer will be responsible for the proper use of the school facilities and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings; furniture and fittings, or school equipment (specialist equipment is not generally available e.g. projectors, TV and video equipment, cookers etc., unless special arrangements have been made)

The Hirer must use only the area of the premises that they have agreed to hire and must observe any instructions given by the site staff concerning the area available. Any furniture or equipment moved by the Hirer should be returned to its original position at the end of each session.

The Hirer will be responsible for ensuring that the premises are left in a clean and satisfactory condition. The hirer will be liable for any damage to the premises and property. REACH reserves the right to levy an additional charge to cover:

- any additional cleaning that may be required after an event
- the cost of repair of damage to the school fabric or equipment

All mains powered electrical equipment brought onto the premises must be safe and evidence will be required that it has a valid test and inspection certificate.

There are a variety of licences that may be required for different types of function. The onus is on The Hirer to ensure which are necessary, and must produce documentary evidence before the letting takes place. The Hirer will indemnify the school and LEA against any action brought about by failure to obtain the necessary licence(s). The following categories of letting may require a licence:

- Theatre licence
- Copyright/Royalty licence
- Cinematography licence
- Alcohol
- Music, Singing and Dancing

The school accepts no responsibility for the loss of personal property brought into or left in the premises during the period of hire.

Suitable footwear should be worn appropriate to the area hired. Under no circumstances should studded or spiked footwear be worn inside the premises. Footwear should be cleaned prior to entering the premises.

Toilet facilities will be made available for use by the hirer/group.

The Hirer should ensure that no person under the age of 16 years is permitted on the premises without adequate adult care and supervision.

Smoking is strictly prohibited within or around the premises at any time.

No advertising may be placed in any area of the school premises without the direct permission of the Head Teacher.

Animals, other than Guide Dogs, are not permitted anywhere on the school premises. This is purely on grounds of hygiene.

REACH reserves the right to refuse any application for use of premises and to refuse admission to, or to ask any persons to leave the premises at any time.

The hirer's signature on the application form confirms his/her agreement of the conditions of booking and all other aspects of our school Lettings Policy

### Areas available and charges

AREA	Community Use	Private/Commercial Use
Large Cube	£15 per hour £60 half a day £100 per day	£20 per hour £80 per half a day £150 per day
Small Cube	£40 per half a day £80 per day	£50 per half a day £100 per day
Large & Small Cube	£15 per hour £60 half a day £100 per day	£20 per hour £80 per half a day £150 per day
Hall	£15 per hour £60 half a day £100 per day	£20 per hour £80 per half a day £150 per day
Muga Pitch	£15 per hour	£20 per hour
Sports Pitch	£15 per hour	£20 per hour

Full day hire is 8.30 a.m. to 5.00 p.m.

Half day hire is 8.30 a.m. to 12.30 p.m. or 1 p.m. to 5 p.m.

Hire of the Hall and sports pitches is available after 4 p.m. Monday to Friday. Weekend/Holiday lettings to be considered and agreed on an individual basis.