

## Bedlingtonshire Community High School



### Lettings Policy, Academic Year 2016/2017

Description	Period	Fees 2016/17
Lettings Charge: 1-5 rooms	Session	£60
Lettings Charge: 6-12 rooms	Session	£65
Lettings Charge: 13-18 rooms	Session	£70
Lettings Charge: 19+ rooms	Session	£75
Energy	Session	£13
Equipment hire e.g. digital projector & screen	Item	£13
Grass pitch, including remedial repair work	Game	£48
Use of Sports Hall/Activities Area - Adults	Hour	£38
Use of Sports Hall/Activities Area - Junior groups	Hour	£32
General room hire (e.g. classroom)	Session	£22

A session is defined as start-1200, 1200-1800, 1800-2230, 2230-0000

Number of rooms:

Size of rooms/Halls used (sq.m)	No of rooms
Under 92.9	1 Room
92.99 to 139.35	2 Rooms
139.44 to 185.81	3 Rooms
185.9 to 278.71	4 Rooms
278.8 to 371.61	5 Rooms
371.7 to 464.51	6 Rooms

10% discount for junior groups who make block bookings of a whole term.

The charge for setting up tables and chairs is based upon the Caretakers hourly rate allowing 30 minutes for setting up to 100 chairs, and 30 minutes for setting up to 50 tables.

Governors allow the school discretion to negotiate charges in excess of the above minimum rates with the hirer, and these must be recorded.

#### **Future Lettings**

As the school's current position with lettings is unclear and the details of the Management Agreement with Active Northumberland are yet to be finalised, it is likely that the Lettings Policy will need to be reviewed once this has been agreed.

**Charges are VAT exclusive. VAT will be added when appropriate (see table below).**

<b>VAT Guide</b>	
Type of Letting	VAT
Accommodation only	Exempt - no VAT
Lettings including the use of equipment or facilities	Standard Rate
<u>Sports</u> facilities	Standard Rate
<u>Sports</u> facilities for a <u>continuous</u> period of more than 24 hours	Exempt - no VAT
<u>Sports</u> facilities for a series of 10+ lettings <b>AND</b> each lettings is for the same activity <b>AND</b> each session is in the same place <b>AND</b> the interval between sessions is at least one day and not more than 14 days <b>AND</b> the series is paid for as a whole and there is written evidence to that effect.	Exempt - no VAT
<u>Sports</u> facilities in general purpose halls, which merely have floor markings, so that they may be used for badminton for example.	Exempt - no VAT

## Conditions of Letting

1. Where an organisation is hiring the premises, the Organisation and its members shall be jointly and severally liable.
2. The Hirer shall strictly observe the conditions of any licence granted and it shall be the responsibility of the Hirer to ensure that the conditions of the licence are adhered to by all persons making use of the Premises under the terms of the hire.
3. Any fee for hiring shall be in accordance with the scale of charges determined by the governing body, subject to revision from time to time, and further charges may be levied if additional personnel or other costs are incurred by the hiring of the Premises.
4. Access is strictly restricted to those rooms forming the Premises and any toilet facilities and areas required to enable access to the Premises.
5. No copyright work shall be performed without the licence of the owner of the copyright and the payment of any appropriate fees. The Hirer shall indemnify the governing body and/or the local education authority against any penalty or sanction for any infringement of copyright which may have occurred during the hiring.
6. The Hirer shall not use the premises for any purpose or activity for which a licence is necessary unless such a licence is in force.
7. The hired Premises shall not be used other than for the Purpose of Booking.
8. There shall be no smoking in any parts of the Premises.
9. The Hirer is responsible for the health and safety of all persons using the Premises and must make themselves fully aware of the fire precautions and procedures in existence.
10. No electrical apparatus shall be brought onto the Premises without the prior consent of the governing body.
11. No bolts, nails, tacks, pins or other similar objects shall be driven into any part of the Premises.
12. The Hirer shall be liable for all damage caused and shall indemnify the governing body and the local education authority against all loss, damage and expense, whether direct or indirect, unless solely and directly due to the negligence of the governing body or the local education authority. Any such damage shall be reported immediately to the school.
13. The Hirer shall be liable for and shall indemnify the governing body and the local education authority against all and any expenses, liability, loss, claim or proceedings whatsoever arising in respect of personal injury to or death of any person or damage

to any property arising directly or indirectly from the hire unless due solely to the negligence of the governing body or the local education authority.

14. a. The School, its governing body and the local education authority accept no liability for any insurance obligation arising as a result of this agreement.
- b. The Hirer shall obtain insurance against legal liability to third parties with a limit of indemnity of at least one million pounds for any one incident.
15. The Hirer shall take all reasonable steps to ensure no noise or other nuisance is created which would affect others using other parts of the school or the owners and occupiers of neighbouring or adjoining property.
16. The governing body may suspend or cancel any hiring of the Premises without stating the reasons for so doing, subject to the repayment of the Hire Fee if cancelled before the commencement of the hire period.
17. There shall be no variation to the terms of hire without the approval of the governing body; and any authorised officer of the local education authority or the governing body in the discharge of his, her or their official duties, shall be allowed right of entry to the hired area of the Premises at all times.
18. The Hirer shall leave the Premises in a clean and orderly state.
19. The hire does not include the use of any equipment except where specifically agreed and subject to any fees deemed appropriate by the governing body.
20. Kitchen and catering equipment shall not be used unless, approved by the Headteacher and subject to any such conditions as he or she may give.
21. Smoking is forbidden in all County Council workplaces and their immediate grounds. This includes all parts of the School site, and applies equally to Elected Members, employees, visitors and contractors.

<b>Revision Record of Final Versions</b>			
<b>Author</b>	<b>Creation Date</b>	<b>Version</b>	<b>Status</b>
School	24/03/2014	1.0	Final version agreed by the Finance committee
<b>Changed by</b>	<b>Revision Date</b>		
School	10/10/2016	1.1	Final version agreed by the Finance committee 14/10/16