



## **LETTINGS POLICY**

### **Responsibilities**

1. The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.
2. The hirer must be willing to meet with school officials and provide details of their aims and objectives.
3. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body.
4. Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
5. The Governing Body will determine if a nominated person from school is required on site when the premises are being used. If not, a responsible person must be on call.

### **Conditions of Hire**

1. A Letting Application / Indemnity Form must be completed by all applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer. For long term lettings, application forms will be reviewed on an annual basis.
2. No lettings will be approved giving the user exclusive possession. (note: this is a legal requirement, not to be confused with a sole letting)
3. Any hirer that uses the school must be adequately insured (with a minimum of £5m public liability insurance) and insurance documents must be attached to the application.
4. All hirers must comply with health and safety legislation.
5. The hirer is responsible for ensuring that DBS checks have been undertaken where appropriate.
6. Smoking is not allowed on the premises in line with school policy.
7. Alcoholic Drinks –
  - a. An occasional licence must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc.
  - b. No alcohol is to be stored or retained on the premises when pupils are in school.
8. 72 hours notice is required to cancel a session. 1 month notice required to terminate ongoing booking / lease.

## USE OF SCHOOL PREMISES – Baines Endowed Primary School

Name of Organisation: .....

Name of Applicant: .....

Address: .....

.....

Telephone Number: .....

Email address: .....

Name & address of person to be billed if not the same as numbers 2 & 3: .....

.....

Days / Date(s) letting required: .....

Purpose for which accommodation is required: .....

.....

**Accommodation required:**

Type of accommodation:	Tick	Cost per Hour (Minimum Charge 1hr)	Time required:	
			From	To
Ad Hoc Bookings		POA		
Assembly Hall		£15.46		
Dining Hall		£15.46		
Outside Areas		POA		

<b>Please State Additional Requirements Here</b>

Is the letting of a commercial nature? YES / NO

If yes, please supply details: .....

.....

Will the general public be admitted? YES / NO

Details of admission charges: .....

Is copyright music to be performed? YES / NO

Approximate number of people attending: .....

Is alcohol to be served YES / NO

Do you intend to use/bring into the premises any additional electrical equipment:  
(see agreement below) YES / NO

*If you answer yes to any of the questions above, please give details below:*

## VAT Regulations Relating to the use of Sports Facilities

Room hire alone is exempt. For example the local Brownies hiring the school hall or sports hall for a table top sale would be exempted from VAT.

If the local football club hired the school hall (NOT a sports hall) to play football, the letting would be exempt as the hall is not a sports facility.

If the local football club hired the school sports hall to play football as a one off letting, it would be standard rated.

Premises are sports facilities if they are designed or adapted for playing any sport or taking part in any physical recreation, such as swimming pools, football pitches, dance studios and skating rinks. Each court or pitch (or lane in the case of bowling alley, curling rink or swimming pool) is a separate sports facility.

However, if the same football club hired the school sports hall for a series of lets, they will be exempted from paying VAT if they meet all the following criteria:-

- The bookings are for at least 10 sessions
- The interval between the sessions is not less than 1 day and no more than 14 days apart
- The bookings are all for the same activity
- The whole series is to be paid for (there must be written evidence of this)
- The grantee has exclusive use of the facilities
- The grantee is a school, club, an association or an organisation representing affiliated clubs or constituent associations.

I / WE HAVE READ THE CONDITIONS OUTLINED ABOVE AND APPLY TO BE EXEMPT FROM PAYING VAT AS WE FULFIL ALL OF THE ABOVE CRITERIA

SIGNED: \_\_\_\_\_

ON BEHALF OF: \_\_\_\_\_

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

**Memorandum of Agreement and Indemnity to be completed for all applications:**

In consideration of the Governors and/or Lancashire County Council granting me/us the use of the aforementioned premises, I/we agree to pay to the Governors or to the County Council the prescribed hire charge and to replace or pay to the Governors or the County Council the cost of making good any damage caused to the premises by me/us.

It is further acknowledged and agreed that the Governors and/or the County Council give no warranty of the suitability of the premises for the use to which I/we intend to put them and I/we hereby agree to indemnify the Governors and/or the County Council, their officers, servants and agents against all actions, costs, claims and demands arising out of any accidents and/or loss which may occur on the said premises during their use by me/us provided that the same is not due to any negligence, omission or default of the Governors and/or the County Council, their officers, servants or agents.

Under no circumstances shall the permanent electrical installation be altered or otherwise interfered with. Permission for HIRERS to erect any temporary wiring for specific function or purpose shall only be carried out on approval by both the Lancashire County Property Group and the Licensing Section of Lancashire County Council. Further I/We undertake to check and inspect the facilities to ensure that they are clear and free of hazardous material, debris and spillages prior to use.

It is further acknowledged and agreed that I/we will indemnify the Governors and/or the County Council in respect of all actions, costs, claims and demands arising out of any breach of copyright as defined in the Copyright Act 1956, or under any other enactment in that behalf for the time being in force in respect of any performance of any literary, dramatic, or musical work, which takes place or which is given while the said premises are being used by me/us, our servants or agents.

I/We hereby undertake to provide at my/our own expense during the period hire of any swimming pool suitable and sufficient lifeguard personnel as based on the guidance of the Health and Safety Executive and as detailed in the "Instructions for the Use of Swimming Pools".

Under no circumstances does this letting give the user exclusive possession.

(The hirer should produce evidence that this indemnity is protected by adequate insurance cover).

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**SCHOOL USE ONLY** (\* delete as appropriate)

This application for the use of school premises is acceptable to us: Yes / No \*

The Governors have determined that this will be:

- a. A free letting Yes / No \*
- b. A chargeable letting at a cost of £..... Hour / Session \* (Plus VAT if applicable)

Lettings income will be collected by: School / Local Authority \*

Signed (*Headteacher*) \_\_\_\_\_