



# **Lettings Policy**

Effective September 2018

## **Introduction**

The Governing Body is proud of the long tradition of community use of the facilities at Belper School and Sixth Form Centre. The Governing Body supports community use of the premises and will make all reasonable efforts to enable access to the school's facilities. However the primary purpose of the school is for the education, safety and welfare of its students and all requests for hire from outside organisations must be considered in the context of this priority.

The school's aims are as follows:

- to make the school's facilities available to the community for appropriate purposes as long as this can be done without detriment to the school's primary purpose
- to ensure that the charges made as a minimum cover all of the costs
- to ensure that lettings operate safely and successfully within agreed terms and conditions
- to provide a professional, consistent and reliable service to hirers
- to work with regular users to improve and develop the facilities and the service
- to generate an income to enable reinvestment in the facilities and to support the school's budget

## **School Organisation**

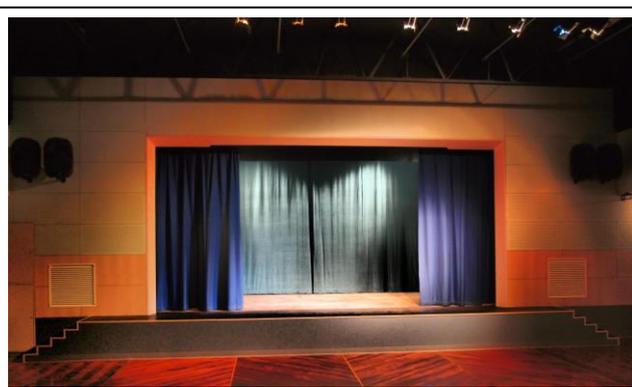
The Lettings Policy and charges are approved by the Governors' Personnel and Finance Committee. The Headteacher has day-to-day responsibility for the administration of lettings in accordance with the policy.

The Lettings Office staff are the first point of contact for lettings and other use of school outside normal school time. A lettings diary is maintained, and all enquiries are dealt with by the Lettings Officer. Lettings Office staff are responsible for the administration of lettings including communication with the hirer and the School Business Officer for Site and Services. The Lettings Officer will consider the compatibility of the request with school requirements, and with other events already booked in the diary. The Lettings Officer calculates the lettings fee and ensures that the required paperwork and appropriate insurance arrangements are in place. The Lettings Officer will discuss any queries with the Accountant. Approval from the Accountant is required for each let.

The School Business Officer for Site and Services will consider whether the let is practically feasible. Factors considered by the School Business Officer for Site and Services include the availability of staff for the let and the availability of facilities. The School Business Officer for Site and Services is responsible for the running of the let including line management of the Site Supervisors who staff it.

The Site Supervisors are responsible for ensuring that the facilities booked by the hirer are available and in good order. Site Supervisors will liaise with the hirer during the let, providing good customer care and dealing with any problems that may arise. Site Supervisors will ensure that the hirer does not have access outside the agreed period of let, and will help the hirer to ensure that the school's policies and procedures are adhered to.

The school does not provide a technician for the Community Theatre. Hirers need to ensure that they have made arrangements for a suitably skilled person to set up and operate the theatre equipment, and that appropriate time has been booked to do so.



## Facilities Available

The facilities available for hire are as follows:

<p>Community Theatre</p>	<p>Large stage, 3 purpose-built dressing rooms with shower and toilets, dance studio and 2 studios together with auditorium with retractable raked seating for maximum audience of 240. Wheelchair access for audience and performers. Roll-on-roll-off vehicular access to the back of the stage. Sound, lighting and stage communication facilities upgraded in 2011. Sound and lighting gallery runs across the back of the auditorium with easy access via stairs and separate toilet facilities.</p> <p>Hirers (or their technician) must be competent to operate the sound and lighting facilities – the school does not provide technician support.</p>
	
<p>Standard classroom or meeting room</p>	<p>Rooms seat up to 30 people. Some have a projector and whiteboard. Users are welcome to book an appointment to view the available rooms.</p>
<p>Specialist classroom</p>	<p>Specialist rooms are available for woodwork and technology, textiles and food technology. Full food technician support is required for the food technology room (supplement chargeable).</p>
<p>Under Fives Centre</p>	<p>Specialist accommodation hired out to 2 groups under long term arrangements.</p> <p>The charge per morning or afternoon session is <b>£10.20</b>. A morning session is 8.15am to 12.30pm and an afternoon session is 12.30pm to 3.45pm.</p>
<p>School Field</p>	<p>The school field is now fully fenced and locked out of hours. It is not currently available for hire.</p>
<p>Tennis Courts</p>	<p>The school tennis courts are fully fenced and locked out of hours. They are not currently available for hire.</p>

## Charges

The school's delegated budget (which is provided for the education of students) must not be used to subsidise community or commercial lettings. The school is only able to fund use of the premises for school activities and events such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of students supervised by school staff.

Charging rates take account of the following costs of lettings:

- energy (heat and light)
- cleaning and consumables (including use of toilets)
- wear and tear on equipment
- cost of staffing the let (including on-costs)
- administration
- "profit" element to allow reinvestment into the service and to support the school budget

All time required by the hirer must be booked ahead in writing on the **Booking Form (available on website)**. All time will be charged (including set up time and get-out time).

The rates effective from 1 September 2018 are as follows:

<b>Classrooms</b>	<b>Term time 5pm - 9pm, School holidays 7am – 5pm</b>	<b>Saturdays, Sundays, Term time 9pm onwards, School holidays 5pm onwards</b>
Standard classroom or meeting room	Rate per session (up to 3 hours):  <u>Per 3 hour session - £15.85</u> - community non-profitmaking eg voluntary groups  <u>Per 3 hour session - £22.25</u> - commercial organisation eg local branch of national slimming club.	Rate per hour (minimum of 3 hours on Saturdays and Sundays):  <b><u>£22.00/hour</u></b> - community non-profitmaking eg voluntary group  <b><u>£25.00/hour</u></b> - commercial organisation eg local branch of national slimming club.
Specialist classroom	Rate per session (up to 3 hours):  <u>Per 3 hour session - £18.90</u> - community non-profitmaking eg voluntary group  <u>Per 3 hour session - £26.30</u> - commercial organisation eg local branch of national slimming club.  May require additional charge for technician support.	Rate per hour (minimum of 3 hours on Saturdays and Sundays):  <b><u>£26.00/hour</u></b> - community non-profitmaking eg voluntary group  <b><u>£31.35/hour</u></b> - commercial organisation eg local branch of national slimming club.  May require additional charge for technician support.

<b>Community Theatre</b>	<b>Term time 5pm - 7pm, School holidays 7am – 5pm</b>	<b>Saturdays, Sundays, Term time 7pm onwards, School holidays 5pm onwards</b>
Community non-profitmaking users (eg voluntary group run on not-for-profit basis)	<b><u>£25.50/hour</u></b> Additional charges: <u>£37.00 per cleaning session</u>	<b><u>£28.80/hour</u></b> Additional charges: <u>£37.00 per cleaning session</u> <u>£8.50 per day for opening</u> <u>£8.50 per day for closing</u>
Commercial organisations (eg dance or theatre group run as a business.)	<b><u>£31.00/hour</u></b> Additional charges: <u>£45.00 per cleaning session</u>	<b><u>£34.60/hour</u></b> Additional charges: <u>£45.00 per cleaning session</u> <u>£10.20 per day for opening</u> <u>£10.20 per day for closing</u>

## **VAT**

The Charges listed above are subject to VAT as appropriate. VAT will be charged in accordance with current legislation. In general the hire of rooms and halls is usually exempt from VAT and the hire of sporting facilities requires VAT to be charged (however there are exceptions). VAT is a complex area and further advice will be taken by the Accountant if required.

## **Payment Terms**

Payment must be made in advance of hire. A 10% deposit is required when making a booking for the Community Theatre. The balance is due 2 weeks before the hire. For classroom bookings, payment is required termly in advance.

## **Other Terms and Conditions**

The hirer will be responsible for the safe operation of the let and for ensuring that the hire complies with the school's terms and conditions.

The school will provide a Site Supervisor for the duration of the let. The Site Supervisor will work with the hirer to support the smooth running of the let, good care of the school and the health and safety of people on site. The Site Supervisor is not an equipment technician. For longer lets, a shift system will operate for Site Supervisors.

The school's insurance covers small voluntary groups (subject to terms and conditions) but other organisations must provide evidence of a minimum indemnity limit of £5 million for public liability hire. The insurance policy must be evidenced to the school prior to confirmation of the booking and must cover all aspects of the hire for all people involved (and not just the hirer as an individual).

Full terms and conditions relating to insurance, no smoking, copyright licencing and performing rights permissions, access arrangements, PAT testing, responsibilities of the hirer including health and safety, first aid and safeguarding as well as other matters are set out in the relevant **Facility Information document (available on request)** and **Booking Agreement (available on request)**.

## **Complaints Procedure**

The school will seek to resolve any problems informally wherever possible. Formal complaints will be dealt with under the school's Complaints Procedure, details of which are on the school website.

## **Contact Details**

Lettings  
Belper School and Sixth Form Centre  
John O'Gaunts Way  
Belper  
Derbyshire  
DE56 0DA

01773 825281 Ext 275

lettings@belperschool.co.uk