



Lettings Policy

1. Purpose

The Governing Board of Denefield School aims to maximise the school's facilities for use by the local community. In doing so, it recognises that the primary benefit of the school's premises and sports facilities is for the students and staff of Denefield School, and school events will always take priority over community use.

The aims of this policy are:

- To ensure that lettings are not in conflict with the fundamental purpose of the school.
- To promote and develop links between the school and the local community.
- To increase the commercial opportunity for lettings.
- To provide a professional service to users of the school's premises.
- To ensure safeguarding standards are maintained.

2. Management of lettings

Denefield lettings are managed by School Space, a social enterprise company, with expertise in this area. The relationship between Denefield School and School Space is set out in a Partnership Agreement and contract with School Space.

3. Roles and Responsibilities

The Finance, Pay, Premises & Audit committee have overall responsibility for determining the appropriate use of school facilities. The Finance and Business Director (FBD) will be responsible for communicating to School Space any changes determined by FPPAC.

School Space is responsible for marketing Denefield's facilities to the local community as well as the day to day management of lettings. This includes:

- ensuring effective communication between all parties concerned
- dealing with booking enquiries
- being the main point of contact for all customers
- carrying out all necessary administrative tasks involved in making and confirming a booking
- maintaining accurate records
- maintaining contact with hirers
- inspecting insurance, safeguarding and other relevant documentation
- invoicing hirers and keeping track of payment.
- providing a regular list of all after-school bookings at the school
- setting hire charges annually in consultation with Denefield School.

School Space 'Community Connectors' are responsible for:

- opening and closing the school when lettings are taking place
- ensuring facilities are ready for use at the start of a hire and that they are left ready for school use at the end.
- providing a professional service to hirers and ensuring good customer care.

Denefield School places a high priority on maintaining and developing good relationships with hirers and this is the responsibility of both the School and School Space.

4. Use of the venue and charges

The school's facilities will be available to all potential hirers, except where the school believes there is a conflict between the nature of the intended purpose of the letting and the beliefs, values and ethos of the school. School Space undertake checks on all new customers to ensure all events are appropriate.

The school will support all community activities where practicable but the school will prioritise spaces required for school events especially during exam and performance periods, and communicate these to School Space.

All hirers must comply with the Terms of Hire available on the Schools Space website.

Detailed information about hire charges, deposit terms, and payment arrangements can be found on the School Space website. Current charges are attached at **appendix XX**. School Space will review charges annually in consultation with the School for implementation on 1 September. The level of charges will be determined by the type of user and proposed function and take account of prices charged at other local venues. Proposed charges will be reported at FPPAC prior to implementation. School Space reserve the right to vary charges for specific hirers (e.g. for long-standing users and in the interest of developing good community links) and at the request of the School.

Denefield School staff wishing to book the school's facilities for private use after 5pm will be offered a 20% discount on the full cost.

Hirers must vacate the school site at the time specified on the Booking Form under "end time", usually within 10 minutes of the end of the letting. Failure to do so may result in an additional charge. In order to minimise inconvenience locally school lettings must finish by midnight.

Hirers are responsible for leaving the hire facilities in a clean and tidy condition and returning them to the condition in which they were found on arrival.

5. Insurance

Hirers are required to have adequate Public Liability Insurance in place for use of the facilities and must produce up to date evidence of such insurance when requested by School Space. Hirers must ensure that they have informed their Insurer that they are hiring a school facility.

6. Application to Hire

Hirers must use the School Space online Booking Form to make a booking. Hirers should complete this at least 7 days before the proposed date of hiring. School Space reserves the right to cancel their agreement with the hirer without having to refund any costs if the hirer submits false information on the booking form. Specific requirements should be made at the time of booking.

6. Payment

School Space are responsible for invoicing hirers. Payment to School Space must be made within 28 days of the date of the invoice. School Space will notify the School monthly of its share of lettings income prior to payment into the School's bank account.

7. Cancellations

Regular hirers must give at least 2 days' notice of cancellation to receive a 50% refund, or 7 days' notice to receive a full refund, otherwise they will be invoiced for the full hire charge. Exceptions to this may include:

- regular lettings, where it is in the School's interest to maintain good relationship
- bad weather which force the school to close at short notice
- personal circumstances.

The School will endeavour to give School Space as much notice as possible where it needs to cancel lettings for operational reasons. Refunds will be made where hirers have paid in advance. Full details of School Space cancellation policy can be found on their website.

8. School's representative

The presence of a School Space Communicator or a member of the Premises Team for the duration of the let is not guaranteed. When a member of the site team is not on site, School Space will provide the hirer with contact details in event of an emergency. The school's representative has authority to take any necessary action to protect the school's interests during any particular letting.

9. Licencing

The hirer is responsible for obtaining all appropriate licences for the event they are organising and indemnifies the School against the consequences of their failure to do so. The consumption of alcohol at the venue is not allowed without prior written permission from School Space. If permission is given, the hirer must comply with all licensing laws and, where appropriate, obtain A Temporary Event Notice (T.E.N.).

10. Security

Hirers must ensure that adequate supervision is available at all times and ensure that no unauthorised persons are permitted to enter the venue. Prior to the commencement of any letting School Space will explain the procedures to be followed in the event of a fire, and hirers are expected to adhere to all security and fire precaution measures. If a fire is identified, it is the hirer's responsibility to evacuate the venue immediately in accordance with the procedures, and to alert all relevant emergency services.

11. Child Protection and Safeguarding

Both Denefield School and School Space take child protection and safeguarding extremely seriously. Until 5.00pm external hirers are subject to the School's Safeguarding policy and enhanced DBS requirements. After 5.00pm, hirers will be subject to School Space safeguarding requirements. They must evidence that adequate and up to date child protection policies and procedures are in place and ensure that any persons likely to have contact with children and vulnerable adults have obtained enhanced Disclosure and Barring Service checks, prior to the event taking place.

Hirers must not use the School's facilities for any purpose or event which does not uphold fundamental British Values, as defined within the Counter-Terrorism and Security Act 2015.

12. Health & Safety

All lettings will be covered by the school's Health & Safety policy, and it is the responsibility of the hirer to comply with all relevant Health and Safety Regulations, including having in place an appropriate evacuation plan. Hirers are advised to complete a Risk Assessment for all activities and take all reasonable steps to prevent injury, loss or damage to any person or property for the duration of the let.

Hirers are responsible for arranging any first aid provision for the members of their organisation, including having their own suitably trained first aid cover, and having a working, fully charged mobile phone to contact emergency services, next of kin or any other relevant persons or body.

13. Car parking

Hirers are free to use the school car park free of charge after school hours. When there is likely to be congestion in the main car park, hirers will be directed to the netball courts.

14. Smoking

The school operates a no smoking policy and all hirers and attendees must ensure that they do not smoke anywhere in the School buildings or grounds.

15. Sale of Goods by Hirers

Hirers will not be allowed to use the school's premises for the any auction sale, trade, business or manufacture of goods.

16. Animals

Animals, other than guide dogs (with prior notification), are not allowed anywhere in the School. Hirers must ensure that they do not allow any animals to be brought into the School without prior written consent.

Links

Health & Safety Policy
School Space Contract
School Space Partnership Agreement

Appendices

A – Hire charges for new customers with effect from 1 Jan 2019

Reviewed: May 2019

Next review due: May 2020

Denefield School Lettings Prices from Jan 2019



Denefield School: Lettings Prices

Space	Price
Main hall	£30
Dance studio: Community Room	£25
Dance studio	£20
Small drama studio	£15
Drama studio	£20
DaVinci Area	£40
Classroom	£15
Gym	£25
Sports Hall	£40
Dining hall	£25
Outdoor spaces	Price on enquiry

Denefield hirers who were customers before School Space took over have had their prices frozen at their existing rate until September 2019.