

Lettings Policy

Start Date:	Spring 2024
Date of Next Review:	Spring 2027
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Responsible Committee:	Finance & Resources Committee

Ambition · Pride · Success

Governor Responsibilities.

The Governing Body of Haileybury Turnford recognises that the school premises are a valuable resource within the community and is keen to encourage community use of school buildings and facilities.

By letting our facilities we aim to

- Maximise the use of school facilities for the benefit of the community
- Ensure that the educational use of the building is prioritised without prohibiting other users
- Raise money to support the school

Partnership with third party to manage school lettings.

The Finance and Resources Committee decided to partner with Schools Plus who manage the schools out of hour's hires on behalf of the school. The agreement between the parties covers the hire of school facilities during term time Mon-Fri 18:00–22:00 and during holidays Mon-Fri 08:00–22:00, weekends and school holidays.

For the duration of this agreement Schools Plus have full responsibility for bookings, invoicing and debt collection.

In return for use of the schools facilities Haileybury Turnford will receive an agreed percentage of the turnover.

Schools Plus are responsible for working with with hirers to complete the administrative process, invoice and receive payment for the letting and maintain regular contact with the lead hirer.

Charging Rates

Schools Plus will determine the charging rates having benchmarked against charges made by similar facilities in the area and with the benefit of their experience. Rates will be adjusted annually in line with inflation.

Safeguarding and Security

Schools Plus, as part of their administrative processes, are responsible for ensuring that hirers understand emergency evacuation procedures, Health & Safety protocols and that any youth organisation has full safeguarding policy and procedures in place.

Complaints

All complaints should be directed to Schools Plus, who will take up any issues with the school if necessary.

Right to Refuse/Cancel

Haileybury Turnford reserves the right to refuse any request to hire facilities without explanation. Haileybury Turnford reserves the right to cancel hire of facilities in favour of a school event eg our annual Open Evening.

Conditions of hire

The following are conditions of hire.

1. Hirers can only access the facilities at the start of the booked period.
2. Hirers must have left the premises by the end of the booked period.
3. Hirers must demonstrate that they have adequate insurance in place.
4. Sufficient time must be included to allow for clearing away and for all participants to leave the premises by the end of the booked period.
5. Availability of premises is negotiable.
6. The school is a no-smoking environment.
7. No Dogs or other pets are permitted on school property.
8. The school accepts no responsibility for the loss of personal property brought into or left in the premises during the let.
9. The hirer accepts full responsibility for any damage to or theft of the school's property during the period for which the premises are hired.
10. The hirer must ensure that a responsible person will be present on the premises at all times during the period of the letting.
11. Any additional cleaning undertaken by the school will be charged to the hirer at the appropriate rate.
12. The hirer accepts that they should familiarise themselves with relevant health and safety information.