



ARCHBISHOP OF YORK'S CE JUNIOR SCHOOL

Lettings Policy

Signature of Chair of Governors

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Signature of Headteacher

A. Sutton

Date of Adoption

March 2022.

Date of Review:

March 2023.



ARCHBISHOP OF YORK'S CE JUNIOR SCHOOL

LETTINGS POLICY

Including Rules of Hire and Application for Hire Form

1.0 INTRODUCTION

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. Not only does this publicise the school and create a sense of community ownership, it can also provide a useful source of additional income.

This Policy, which compliments the Charging and Remissions Policy, describes the arrangements the Governing Body has approved to facilitate the above aim and should be read in conjunction with the School's Rules of Hire (Letting).

The overriding aim of the Governing Body is to support the School in providing the best possible education for its pupils, the promotion of equality of opportunity and the community cohesion of the local area. The hire of the School premises cannot therefore interfere with the functioning of the School. Governors have delegated to the Headteacher the authority to refuse use of the premises if, for whatever reason, they perceive there to be a conflict of interest. Any lettings of the premises to outside organisations will be considered with this in mind

2.0 DEFINITIONS

A letting may be defined as:

“Any use of the school buildings and ground by parties other than the school and its partners. This may be a village group (such as a local music group or football team), or a non-village group (such as a theatre group)”.

For the purposes of this Policy the following terms are defined as:

the School	Archbishop of York's CE Junior School
the Hirer	the person(s), group or corporate body named in the Letting Particulars
the Letting	particular details of the letting as provided on the Application for Hire
the Premises	the room(s) as detailed on the Letting Particulars
the Facilities	access points, corridors, toilets
Period of Letting	the date(s) and time(s) detailed on the Letting Particulars

The following activities fall within the corporate life of the School. These activities are not considered to be lettings and costs arising from these users are therefore a legitimate charge against the school's delegated budget.

- Governing body meetings
- Extra-curricular activities for pupils organised by the school
- School performances
- Parents' meetings
- Services provided by partner organisations such as City of York Council and the South York Multi Academy Trust (SYMAT).

3.0 MANAGEMENT

The Governing Body has delegated day-to-day responsibility for lettings to the Headteacher in accordance with the provisions of this Policy. Where appropriate, the Headteacher may delegate all or part of this responsibility, such as security and child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, they will consult with the Governing Body. An annual report on lettings will be made to The Governing Body and will include information on users, finances, incidents and accidents, enquiries, and any lettings refused.

All prospective hirers are required to complete an Application Form (see Appendix 2). When an organisation or group wishes to hire School facilities the first named contact on the Application Form will be deemed to be the hirer. All hirers are expected to respect School property and comply fully with the School's Rules of Hire (see Appendix 1).

The governors reserve the right to cancel letting arrangements. This will be done only in exceptional circumstances, in the event, for example, of the premises being required for a statutory school purpose.

4.0 PRIORITIES

The Governing Body is mindful of the needs in the local area and these needs have been used to assess the priorities for lettings. The following lettings are especially encouraged:

- Educational activities open to school pupils and their families
- Recreational activities open to school pupils and their families
- Activities organised by village groups for the benefit of the village
- Lettings to parents attached to the school
- Lettings to people living in the School's village
- Lettings to voluntary organisations and / or self help groups
- Lettings to parent support groups
- Lettings to Church of England Faith groups
- Lettings to women's groups
- Lettings to ethnic minority groups
- Lettings to people with a disability
- Lettings to low income groups
- Letting to children's and youth groups

The following activities are not considered to be appropriate for lettings as they are either well provided for in the local area, are not deemed to be compatible with the ethos of the School or are not able to be accommodated within the school's facilities:

- Commercial activities with little potential to generate income or support for the school,
- Events arranged by outside organisations selling alcohol, and
- Events arranged by outside organisations promoting gambling.

5.0 ARRANGEMENTS

5.1 School facilities available for hire

Certain parts of the school premises are available for hire by external users, in accordance with the Application for Hire Form and subject to availability and agreement by the Headteacher.

Within the School building, the main Hall, the Music Room, Classrooms 2 and 8, plus the SEN (Green) and Blue room are designated as available for hire as the School field might be. No other part of the School premises, including the wildlife area, may be used without the express permission of the Headteacher.

5.2 Letting Times

The designated areas of the School premises are normally available to hire at the following times (subject to existing lettings and other ad-hoc school activities):

Monday to Friday:	3:30pm to 9:00pm
Saturday and Sunday:	9:00am to 9:00pm
School Holidays:	8:30am to 9:00pm (with the exception of Bank Holidays)

Variations to these times will be subject to the prior approval of the Headteacher.

Hirers will normally only be allowed into the premises half an hour prior to the commencement of a function and must vacate within half an hour of the noted finishing time. Failure to vacate the premises within this time scale will incur additional charges at a level of 200% of the booking fee charged on a half hourly basis.

5.3 Fees and Charges

Responsibility for determining the level of charges lies with the Resources and Premises Committee of Governors. Charges will be set on an annual basis with different levels of charges for Village and Non-Village. Details are given on the Application for Hire Form (please see Appendix 2).

The fee covers the normal cost of basic cleaning including dusting and sweeping. Any extra cleaning that is required will be charged at cost. All damage to School property caused by the Hirer will be charged at cost.

All casual, one-off booking fees must be paid in advance in accordance with the current approved scale of charges. In the event that a function is cancelled after a booking has been confirmed by payment of charges, the fees will be refunded at a maximum level of 50%.

Invoices for regular bookings are to be invoiced monthly in arrears and must be paid according to the terms stated on the invoice, except in circumstances approved by the School in advance of using the facilities. The Hirer must notify the School in advance of any dates the facilities are not being used.

5.4 Conditions of Use

The terms and conditions of using the school premises are set out in the "Rules of Hire" which can be found at Appendix 1. A copy of the School's Rules of Hire will be issued with every Application for Hire Form. By signing and returning the Application for Hire Form to the School Office, Hirers are deemed to have read, understood and agree to comply with the School's Rules of Hire.

In particular the Hirer must ensure that:

- any equipment brought into the School for the period of the hire is suitable for the purpose intended;
- that electrical equipment is PAT tested and within testing expiry date, is compatible with the School's electricity supply and in no way damages that supply;

- posters, notices, decorations etc. must not be attached to walls or other surfaces with sticking tape, drawing pins or blu-tak;
- existing School or classroom displays are not to be moved or disturbed in any way;
- Food may be brought into the school for functions but may not be prepared on the premises; and
- alcoholic drink is not brought on to the premises, including the grounds without the express prior permission of the Headteacher.

Before leaving the premises the Hirer will be responsible for advising the person responsible for the premises, normally the Caretaker, of their departure to ensure the premises are properly secured.

Hirers are responsible for leaving the School or Grounds in a 'fit of purpose' condition which means no litter or rubbish left behind and all equipment stored away safely.

5.5 Security

The Headteacher has delegated authority from Governors to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure.

APPENDIX 1 - Archbishop of York's CE Junior School (The School) - Rules of Hire (Letting)

GENERAL

1. Anyone using the facilities without prior booking arrangements with the School is trespassing.
2. The Hirer(s) shall:
 - 2.1 comply with all reasonable instructions and requests of the School;
 - 2.2 ensure that the part of the premises and any equipment used is left in a clean, tidy and orderly condition at the end of use;
 - 2.3 refrain from any conduct which is unseemly or which might cause annoyance, offence or danger to other users of the premises. The School will not tolerate abuse to its staff or other customers. In the event of any in your party causing offence, that person will be asked to leave the premises and your booking may be cancelled without refund;
 - 2.4 ensure all children under 16 are fully supervised at all times by responsible adults;
 - 2.5 park all vehicles, including bicycles and mopeds, in the designated parking areas and they are left at the owners' risk. Under no circumstances should any vehicle, including bicycles or mopeds, be taken onto the School grounds beyond the designated parking areas;
 - 2.6 ensure all refreshments are consumed in areas designated by the school;
 - 2.7 provide First Aid equipment appropriate to their activity and ensure a suitably trained First Aider is on duty during the letting.
 - 2.8 Ensure all rubbish and litter is removed or placed in appropriate bins.
3. The Hirer(s) shall NOT:
 - 3.1 Sub-let the facility;
 - 3.2 Permit smoking in any part of the School. The entire school is a non-smoking site including the grounds;
 - 3.3 Move equipment or furniture without prior permission;
 - 3.4 Leave the premises unattended. A named person on the Application to Hire Form will therefore be expected to be on the school premises at all times throughout the duration of the letting;
 - 3.5 Use the facility for any other purpose than that specified on the Application to Hire form;
 - 3.6 Bring onto the premises or consume any dangerous, obnoxious, illegal or alcoholic substances;
 - 3.7 Bring any animals, except dogs supporting those with disabilities, into the School or its grounds;
 - 3.8 Sell or supply to other users any goods of any description whatsoever without the School's prior permission;
 - 3.9 Put up any posters, flags, emblems or other interior decorations without the School's prior permission;

SAFEGUARDING

4. All hirers must ensure that those adults in charge of children and/or vulnerable adults have undergone an enhanced DBS check and have appropriate qualifications and experience relevant to their roles. DBS disclosure numbers and dates must be made available to the School on request.
5. The responsibility for permitting photography at an event is entirely at the hirer's discretion. As a result of current concerns about child protection issues, the Institute of Sport and Recreational Management have issued guidelines on 'Photographing of Children in sports centres / swimming pools'. A copy of this is available on request and it is our recommendation that these guidelines are followed. The School nor the South York Multi Academy Trust (SYMAT) take no responsibility for the misuse of any photographs taken at your event.

ADMISSION

6. The School may refuse the admission of any person without giving a reason for so doing and may similarly require any person to leave the facility.

FEES & CHARGES

7. Details of fees and charges may be obtained from the School office and are on the Application to Hire Form.
8. The School reserves the right to alter fees or charges and availability of the facility.
9. Any casual, one-off bookings must be paid for in full before using the facilities.
10. Invoices for regular bookings must be paid according to the terms stated on the invoice, except in circumstances approved by the School in advance of using the facilities.

BOOKINGS & CANCELLATIONS

11. The School reserves the right to cancel bookings, when possible, with appropriate notice.

12. In exceptional circumstances the School reserves the right to cancel a booking without prior notice; for example if a sports pitch is unfit for use or the Hall is required for a statutory purpose. The Hirer may not claim compensation.
13. A period of 7 full days notice in writing is required from the hirer to cancel any regular booking. For casual bookings, at least 24 hours notice is required. If less notice is given, the School reserves the right to retain / charge up to 50% of the hire fee.

LICENCES

14. The hirer will observe all regulations applicable to any on-licence music, dancing and entertainment in operation at the School.
15. If copyright work is to be performed, the hirer must obtain a licence from the owner of the copyright and submit a copy with the booking form. The hirer shall indemnify the School and SYMAT against any infringement of copyright occurring during the letting.

HEALTH & SAFETY

16. The hirer should ensure that all members of their party are fully aware of the School's fire regulations and evacuation procedure. Information is available from the School office and prominently displayed. The Hirer is required to nominate one of the contacts given on the Application for Hire Form to be the Fire Marshall who will, in the event of an emergency, take full responsibility for their party.
17. Use of the facilities and any equipment provided is entirely at the hirer's own risk and hirers must ensure full supervision is provided throughout the letting. Hirers are advised to check facilities and equipment before use and report any defects to a member of the school staff.
18. All electrical equipment brought onto the site by hirers must be PAT tested and within the testing expiry date.
19. Clothing suitable for the activity being undertaken must be worn at all times. Casual clothing, such as jeans, will not be permitted for sporting activities.
20. Users are required to change into appropriate non marking footwear before their activity commences. No studded or bladed footwear is permitted indoors.
21. The School or SYMAT will not be held liable for any accident or injury arising due to the actions of customers using the facilities. The hirer shall indemnify the School and SYMAT against all actions, claims, demands, losses and liability in respect of any breaches of its obligations under this hire agreement.
22. All accidents should be reported immediately to a member of the School staff, if available, and a written report of the incident must be submitted within 24 hours to the School office. In the event of an injury requiring First Aid treatment, the First Aider on duty has the authority to stop the activity while the casualty is dealt with. In these circumstances no refunds or extra time will be given.

INSURANCE

23. Individual clubs, groups or other organisations using the facilities should have their own Public Liability Insurance to at least £5m. Third party insurance cover is readily available through most Insurance Brokers, or may be available through affiliation to a recognised governing body. **A copy of the insurance certificate must be given to the school office** in advance of using the facilities.
24. Private individuals hiring School facilities on a one off basis are covered by the School's insurance with the Department for Education's Risk Protection Arrangement for Academy Trusts. Please contact the School office for further information.

PERSONAL PROPERTY

25. Neither the School nor SYMAT accept responsibility or liability for any damage to or loss of any articles of personal property placed or left in any part of the school.

DAMAGE & BREAKAGES

26. Hirers are responsible for reimbursing the School for the cost of repairing any damage to premises and/or equipment caused during or as a result of their letting.

The above general rules should be read in conjunction with the School's regulations and/or conditions of hire relating to specific facilities and/or equipment. If applicable, these are available from the School office.

APPENDIX 2 - APPLICATION FOR HIRE OF SCHOOL FACILITIES

Archbishop of York's CE Junior School
 Copmanthorpe Lane
 Bishopthorpe
 York
 YO23 2QT

Tel: 01904 551630

Email: ayjs@york.gov.uk Website: www.ayjs.co.uk

Name of person or organisation:		Please specify the age group for your activity and state whether male / female / mixed:	
Type of activity:			
	Details for invoice	Details of 1 st contact	Details of 2 nd contact
Surname (if different to above)			
Forename (if different to above)			
Address			
Post Code			
Home Phone			
Mobile Phone			
Email address			
Please indicate which contact will act as the Fire Marshall your party.			

Facility to be Hired – please tick

School Hall /Classroom <i>Non Village Groups</i> £18.00 for the first hour and a half then £1.50 per half hour thereafter	School Hall/Classroom <i>Village Groups</i> £16.50 for the first hour and a half then £1.50 per half hour thereafter	Green & Blue Rooms and Music Room <i>All Groups</i> £14.00 for the first hour and a half then £1.00 per half hour thereafter	External Grounds <i>Community Groups</i> £25 for the first hour then £10 per hour thereafter.	Additional Lock up fees per letting of £10 may be applicable. Please contact the Headteacher for more details and training.
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Times & Dates – Please complete both options in case your first choice is not available

	Start Time	Finish Time	Day/s of the Week	Start Date	End Date
1 st choice					
2 nd choice					

I understand this is a request form and the booking will not be confirmed until I have received confirmation from the School. I understand all organisations hiring School facilities are required to have their own Public Liability Insurance to at least £5m. Please see Rule 24 regarding Insurance cover for private individuals hiring School facilities. I accept, understand and agree to comply with all the Rules of Hire of the School supplied with this form.

Name	Signature	Date