



**THAMESVIEW SCHOOL**

**Thong Lane, Gravesend,**

**Kent DA12 4LF**

**Lettings Policy**

## LETTINGS POLICY

### Philosophy

Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for the school
- Better integrate the school into the local community
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the school

### Implementation:

Main School building bookings can be taken during the school core day, Monday – Friday 7am – 7pm (bookings outside of core hours are made through Schools Plus). The Vocational Centre and the EBL Building (school owned section) can be booked at all times through the representative of the school, as authorised by the Governing Body, and confirmed in writing.

- School activities have priority
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
- Outline charges are set by the Headteacher/Governors and reviewed annually
- Specific charges are set at the time of the agreement
- The VAT liability of the letting is determined at the time of the agreement
- Payment is in advance for all lettings with individual arrangements for regular users
- The agreement may be updated annually, quarterly or termly
- A diary is kept for all school and outside use of the premises and grounds by the school representative for the times outlined above.

Users sign an agreement that covers:

Terms and conditions relating to type of and length of use  
 Cancellation  
 Damage  
 Insurance  
 Charging  
 Restrictions on use  
 Parking

### Roles and Responsibilities:

The school authorised representative is responsible for the construction and regular update of the lettings diary.

- Opening and closing the school is undertaken by the site management company Kier FM
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used
- When a risk assessment is completed by the user, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with.

- Post-letting checks are made by the appointed person and reported to the school authorised representative
- The authorised representative will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues

### **Health and Safety**

The school will make quite clear that as part of the contract for using the school premises the health and safety responsibility for the duration of the session rest with the organiser. The organiser will supply relevant insurance documentation and risk assessment prior to the event taking place.

All organisers will be required to comply with the schools safer recruiting procedure.

The school will accept responsibility for the fabric of the building and any facilities or equipment stated as part of the hire, at the beginning of the hire. The hirer is responsible for any damage to the equipment or facilities of the school and will be expected to make good the damage caused.

### **Monitoring & Evaluation:**

The success of lettings can be equated to the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, costs of additional heating, site support members and administrative costs.

### **LETTINGS POLICY**

This policy was agreed and adopted at the Governors meeting held on \_\_\_\_\_(date)

Signed \_\_\_\_\_ (Governor)

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

This policy will be formally reviewed in \_\_\_\_\_(date)