

SCHOOL LETTINGS POLICY AND PROCEDURE

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Document Control

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Revision History

Revision Date	Revisor	Previous Version	Description of Revision
July 2018	E Baron	June 2017	Update policy in relation to FM and changes to procedure

Document Approvals

This document requires the following approvals:

Approval Sought From	Name	Date
Governing Body	Resources Committee	18 June 2015
Governing Body	SEG	

Document Distribution

This document will be distributed to:

Individual/Group	Job Title/Group Type	Distribution Date
School Community users/ Sports Assistants/ Carillion/ Head of Dep Healthy School		June 2015
School users/ Engie? Subject lead PE and Director Cultural Capital		

FALINGE PARK HIGH SCHOOL

SCHOOL LETTING POLICY & PROCEDURE

INTRODUCTION

1. Falinge Park High School aims to ensure the use of the School's facilities to the fullest potential. It is intended that the premises and sports facilities are available firstly, for the benefit of the learners and secondly, for the local community sports activities. The School has a record of sports lettings for netball, badminton, football and cricket.

2. This policy aims:

- To ensure that lettings are not in conflict with the fundamental purpose of the School.
- To support community involvement in the life of the School.
- To support the community in sporting, cultural and educational pursuits.
- To be consistent with the School's equal opportunities policy.
- To maximize the commercial opportunity for lettings.
- To ensure costs are fully calculated and covered.
- To provide a professional service to users of the School's premises and ensure good customer care.
- To monitor the maintenance of the high standards of the premises and grounds.

3. The emphasis is to ensure staff and hirers are aware of their responsibilities and compliance with School health and safety procedures, insurance requirements and Engie support service.

Responsibilities

Overall responsibility for School lettings is held by the Governing Body who monitor the policy through the Resources Committee. The Head Teacher has responsibility to ensure adherence of the policy and practical responsibility for the policy is initially delegated to the Director of Resources, whose staff liaise who will liaise with Engie staff on site and Engie Managers.

Director of Resources

Through their representative to manage the day-to-day lettings of the premises and ensure effective communication between all parties concerned. To maintain accurate records for inquiries and bookings. To confirm bookings by letter or email and issue contracts. To maintain contact with hirers. To inspect insurance documentation where appropriate. To consult with Engie Site Management, and the Healthy Lifestyles Department. To promote the facilities to the community.

Engie FM staff are required to ensure facilities are set up for hirers as required. To monitor all hirers to ensure all aspects of the contract are being adhered to and that facilities are left ready for School use. To provide a professional service to users of the School's premises and ensure good customer care. To keep the Director of Resources informed as necessary.

4. Charges & Bookings

Bookings are advertised at the start of the academic year for all activities.

All charges are to be reviewed annually in consultation by the Director of Resources.

Room Charges

Invoices are issued on a termly monthly basis for the hire of sports facilities.

Facility Bookings

Booking rates are in two parts, peak and off peak.

The Sports Hall, Fitness Suite & Gym cannot be used for community lettings during exam periods (Including setting up period for examinations) normally the first week in May through to September. There is also a shorter period of about 3 week usually in November when internal exams take place.

Accommodation Available

Facilities to be let include:-

- Gym, Sports Hall (inc Badminton Courts), Fitness Suite, 3 G MUGA.
- Heart Space, Drama Suite, General Purpose Classrooms

Bookings

Bookings for the facilities arise by direct contact with the School. Whilst every effort is made to accommodate all requests, the School and regular annual hirers are given priority. Other considerations include the type of event, Engie site staff availability, the number of other let's coinciding and the suitability of our accommodation. However, the final decision regarding agreement to hire rests with the Governing Body.

5. Health & Safety

No smoking is allowed on site. The School has a responsibility to work within the framework of the law, Hirers must take all reasonable steps to prevent injury, loss or damage to any person or property for the duration of the let. Hirers must familiarise themselves with evacuation procedures. Hirers are responsible for arranging any first aid provision for the members of their organisation. In the event of an emergency, a first aid kit is available from the PE office or from Engie FM staff. The School's telephone system may be used in the event of an emergency. There is also a defibrillator located on the wall between the Gym and Fitness Suite.

The School reserves the right to cancel any letting where the hirer fails to comply with health and safety issues (see Conditions of Hire information).

The School requires any electrical items used to have a PAT certificate.

School and the Director of Resources in consultation with Engie Site Staff, will monitor the number of people on site with regard to safety in the event of a fire and insurance.

Safeguarding

All hirers who provide activities for children and young people are required to complete the Community Group Conditions of Hire, which indicates they have addressed the Disclosure and Barring Service requirements and the Disqualification under the Child Care Act 2006. Group users must provide school with details of their safeguarding lead – name, address, email and contact telephone number along with details of safeguarding training they have undertaken.

6. Complaints Procedure

In the event of a hirer being dissatisfied with the facilities or service, the School will investigate on receipt of a letter of complaint.

FALINGE PARK HIGH SCHOOL

SPORTS GROUP CONDITIONS OF HIRE

1. The hirer shall be responsible for the booking, ensuring that they comply with all the conditions of the hire at all times. Failure to do so may result in the booking being terminated.
2. **Hirers will be required to pay the letting charge if the premises are opened for the letting even if the letting does not take place.**
3. The School reserves the right to cancel or amend this letting in the event of the premises subsequently being required for School activities. In this event as much notice as possible will be given but the School will be under no obligation to offer alternative accommodation.
4. The Hirer must endeavour to ensure that their booking does not impinge on any other bookings previously or subsequently, via effective management of the group behaviour and timekeeping. If the letting overruns the time booked, an additional charge will be made.
5. All bookings for the Sports Hall, Gym and Fitness Suite are 55 minutes within the hour booked (or for the first hour of bookings in excess of 1 hour), except for cricket which are 50 minutes . The School reserves the right to utilise the first 5 (or 10) minutes of the hourly bookings for the purpose of equipment set up. Bookings for all other areas of the School are in one hour blocks.
6. **It is the responsibility of all hirers to ensure that their group has adequate insurance cover for the activities and participants as required.**
7. All adults working with Children under 16 must be DBS (DISCLOSURE & BARRING SERVICE) checked, **AND** meet the requirements of the DISQUALIFICATION UNDER THE CHILD CARE ACT 2006. Hirers **MUST** provide the School with confirmation of these points before lettings commence.
8. For multiple lettings, all accounts are payable within 14 days from the date of the account. The School reserves the right to refuse the hirer subsequent admission to the premises if any account remains unpaid after the fourteen day period. For single lettings, payment must be made to the School before the date of the letting. **Cash payments for letting should be paid to the site staff before the activities can commence.**
9. The School reserves the right to amend the charges giving 14 days' notice.
10. Bookings are terminable by a termly notification period. This must be in writing.
11. All the Schools equipment used in any activity undertaken must be returned in the correct state (as prior to use). Any neglect will be charged to the hirer at the appropriate market rate.
12. Any group hiring facilities will be liable for any damage to the property. The School will reclaim all costs for repairs as a result of such damage.

13. Groups playing 5-a-side football will be required to :-
 - Use a designated indoor football.
 - Implement a restricted height rule (to minimise accidental damage to the Sports Hall ceiling).
14. Any additional subsequent cleaning required as a result of a booking will be charged at the appropriate rate.
15. The Hirer must make themselves fully conversant with the fire evacuation routes and procedures which will include the informing of Engie site staff of safe evacuation.
16. The School reserves the right to refuse admission to any booking.