



## **Lettings Policy Contract**

### **Introduction**

The Lettings Policy lies within the responsibility of the Governing Body.

The facilities available to be let are both halls, one is upstairs and one is downstairs, the kitchen and playground and the MUGA.

### **Leadership**

The Headteacher along with both the School Business Manager and Site Manager are responsible for developing the external lettings to maximise the income potential to the school, with the parameters acceptable to the Governors.

The Headteacher / School Business Manager will report on the progress of lettings in the school at termly Governing Body Meetings.

Income objectives will be reviewed annually and activity compared and reported back to the Governing Body.

The hire charges are to be reviewed annually by the Governing Body and formally notified in advance to hirers by The School Business Manager.

### **Operational**

Supporting the Headteacher is:

Finance Assistant- Tracy Walden - bookings

Site Manager - Mr. Hennessey – operational management

School Business Manager – Mrs. Anna Duncan – income/debt management and financial reporting

There must be liaison with the Headteacher before any booking is complete to ensure that there is no conflict with the smooth running of the school's teaching activities.

### Terms and Conditions for letting Aragon's facilities

#### *Hirers and users:*

- Should ensure that the responsible adult (hirer) **is committed to safeguarding and promoting the welfare of children and young people.**
- Will ensure that children are cared for appropriately and safeguarded from any harm.
- Will ensure that DBS checks are up to date and also complete a Disclosure by Association form if in contact with children up to 8 years of age.
- Should ensure that the responsible adult (the hirer) is aware of their PREVENT duty.
- Should ensure that visitors are suitable and appropriately supervised and briefed on PREVENT
- Have knowledge and details about groups that use the school and ensure they are not exposed to terrorist and extremist influences or prejudiced.
- **Lettings may be made for between the hours of 4.45pm and 10.00pm. All loud noise e.g. disco, must end @ 9.30pm.**
- Should only attend the school premises during the time allocated in the contract (unless by appointment with a member of staff)
- Should ensure that the facilities are treated with respect and not damaged or altered (unless there is explicit agreement from the school)
- Will have appropriate insurance and produce this upon booking facilities
- Will notify to the school any accidental damage as soon as possible as per contract.
- Are responsible for the health, safety and welfare of the participants in the activity
- Should ensure that activities are lawful and/or will not have a negative impact on the reputation of the school.
- Should ensure that participants are aware of school regulations (such as no smoking on the school site) and enforce these regulations
- Should ensure that they and the participants are respectful of the school's neighbours and especially when leaving the premises late in the evening.
- Should ensure that they and participants treat Aragon staff with respect
- Additional costs arising outside of the letting contract will be borne by the hirer.

The Headteacher and Chair of Governors can exercise the right to refuse any person or person's access to the facilities at any time without having to provide an explanation.

### Lettings to Agencies, Clubs and other concerns

The school makes its facilities available to the community to hire. The letting may include complete or partial hire of the building, or a room with specific facilities.

- The terms and conditions of the letting will be provided to the hirer and the Letting Policy Contract signed once the terms are agreed. This contract alongside the terms and conditions will identify the specifics of the letting including any additional equipment, additional staff hours etc and where there will be an additional charge.
- The terms and conditions also specifically identify the responsibilities of the hirer and the school (e.g. in terms of health and safety of users).
- No letting will be agreed whilst the school is in operation within school hours to maximise the protection of children.
- Hiring of facilities will normally be at a commercial rate thereby making a surplus which will benefit the mainstream activities of the school.
- Sub letting is not permitted.
- Any letting that is not at a commercial rate (i.e. that does not make a surplus) will have to be approved by the Headteacher and Chair of Governors.

**Current and future provision**

	From 1 <sup>st</sup> September 2017	
Location	Noncommercial hourly Rate (£) After School	Hourly Rate (£) (Commercial rate)
Areas of the school as specified in the booking	£20	£50
Afterschool Club	£20	£50
Holiday Club	£30 per day	£50 per day
School staff to be granted a 50% discount		

\*Please note that the cost of hire includes normal cleaning within normal parameters of hire. Additional cleaning cost may be levied as identified in Terms and Conditions.

\*Applications for hire of the field should be made to the Headteacher.

Noncommercial hourly rate – the club is run for Aragon children only.

Commercial hourly rate – the club is run for Aragon children and/or children from other schools.

**Please state area and dates of hire required**

Area(s) to be hired	Days required	Reason for Hire	Rate per hour

Signed by .....  
**Hirer**

Signed by .....  
**Headteacher**

Updated November 2018