



## Our Mission Statement

Granville Sports College is committed to:

- Raising standards of achievement and creating opportunities for all pupils, regardless of needs to develop their full potential and improve their life chances
- Raising the aspirations of the whole College community by creating a culture of continuous learning that celebrates success at all levels
- Developing a College that is the pride of the local area where pupils, parents, staff, governors and wider community feel valued, listened to and welcomed for the diverse contribution they make to our College life

## Lettings Policy

Responsible: Jo Kingswood (Headteacher)  
Co-ordinator: Harbans Kaur (Business Manager)  
Start date: April 2017  
Review date: May 2018

**Linked Document:**

Health and Safety Policy  
Complaints Procedure

## Lettings Policy

The Governing Board, through its decision to hire out School facilities for the local community use, is actively seeking to encourage extended use of the school for appropriate activities, particularly, but not exclusively, where those activities are associated with the Schools ethos in Sport.

**Objectives:**

To respond to the needs of the community as far as possible

- To promote Granville Sports College within the community as a centre for community activities.
- To provide a competitive service to attract finance to invest in educational provision of the school.

- To be aware of the effects that lettings have by monitoring the number of lettings, their suitability and the pressure on staff and resources

## School Responsibility

### School Business Resources Manager

- Is responsible for the implementation of the Lettings Policy
- Ensure that all income and expenses are recorded and provide a balance of the lettings.

### Business Manager's Assistant

- Is responsible for the monitoring and recording of all lettings and will inform hirers of the bookings and regulations that accompany it.
- Liaise with the Caretaker/Letting attendant as appropriate with regard to lettings

### Caretaker/Lettings attendant

- Prime duty of Caretaking for the duration of the letting period is to manage and co-ordinate the letting users to ensure conduct and behaviour is compliant with this policy
- Be responsible for ensuring that the hirer is aware of Health and Safety procedures and available in case of emergencies.
- Responsible for ensuring the lettings facilities provided have been made clean, tidy and fit for use before and after the letting.

## Charges and Complaints

This policy and the schedule of Lettings rates (**appendix A**) is kept under review by the Governing Body and implemented on a day to day basis by the Head Teacher or her nominated representative(s)/committee, who have devolved responsibility for accepting, timetabling and temporarily cancelling lettings should any safety or operational concern arise, particularly where use of facilities during the school day might be affected, (i.e. Grass pitch condition).

1.	A refundable deposit of £150 will be paid by a new Hirer prior to an individual booking for the hall and / or the first series of sports related bookings. This will be to cover possible damage to fixtures, fittings or fabric and additional cleaning costs which may be incurred. It will be returned within 14 days of the hall booking and 30 days after the last booking. (if there is a series of bookings).
2.	The Hirer must give at least five days written notice of any cancellation in advance; this should be addressed to the School Business Manager.
3.	The Governing Body has adopted a complaints procedure which is available from the School website.

4.	<p>Prior to any letting for the hire of school premises being accepted, the RMC / Lettings Committee reserves the right to have sight of Hirers' Insurance arrangements. In the case of all sporting activities the following must be provided:-</p> <ul style="list-style-type: none"> <li>a) Details of affiliation to the relevant body, where appropriate</li> <li>b) Legal Liability cover for a minimum of <b>£2 million</b>.</li> <li>c) Copies of Licences held by all coaches.</li> <li>d) Details of First Aid arrangements in case of emergency.</li> <li>e) Relevant DBS clearances where appropriate (e.g. for activities involving children or vulnerable adults).</li> </ul>
5.	<p>The letting of facilities designed or adapted for playing sport or taking part in any physical recreation is normally subject to VAT at 20%. However, there are certain conditions where the charge for the letting of such facilities may be exempt from VAT. Please contact the School Business Manager for clarification of whether you meet those conditions or not.</p>

### Health and Safety

The School will not accept any letting unless the Hirer(s) either:

1.	Attend an initial meeting with the School authorised member of staff to ensure Hirers comply with H&S, and have knowledge of the School's Health and Safety procedures.
2.	On entering the building the Hirer must examine the Fire Regulations posted at the fire alarm point nearest to the accommodation to be used and ensure that these are understood.
3.	The Hirer must report any Health and Safety defect, incident, injury or near miss to the School's staff as soon as practicably possible. All accident procedures must be completed in accordance with school policies.

### Hiring Conditions

1.	Each application should be made using the School's Lettings Application Form, giving at least 21 days' notice for a weekday letting and at least one calendar months' notice for a letting over weekends or Public Holiday.
2.	All hiring fees must be paid at the time of booking. Booking is only confirmed after the full payment is made. Failure to do so entry to premises will not be granted. The hirer may be asked to produce the receipt of payment before entry.
3.	The premises are provided essentially for educational purposes and must not be let in such a manner that may prejudice their use for this purpose.
4.	No apparatus, tools or equipment belonging to the school shall be used by hirer, unless specifically hired.
5.	No entertainment or function to which the public are admitted shall be allowed unless the premises are licensed for the purpose under the bylaws of the Local Authority.

6.	Permission shall not be granted for the use of the school for the production of plays or music unless the promoters have given proof to the school that all royalties or fees for performing rights have been paid.
7.	<p>The promoters of entertainment and similar functions to which the public are admitted shall be responsible for completing to the satisfaction of the Governors of all formalities in connection with the use of the premises for that purpose.</p> <p>Where the hirer requires additional facilities for the purpose of a letting which are not already installed (i.e. 'Exit' sign or emergency lighting), it must be agreed with the schools and shall be the responsibility of the Hirer to provide such of an approved type and method of installation. Its Hirer's responsibility to take off those signs straight after the event without damaging the school property.</p>
8.	The Headteacher or any member of the Senior Leadership Team may cancel the booking without notice of any lettings if unforeseen circumstances make it impossible to provide health and safety conditions.
9.	<p>The hiring body shall be responsible during the function or entertainment for which the premises are hired for ensuring:</p> <ul style="list-style-type: none"> <li>- All safety requirements and recommendations of any licensing authority are complied with.</li> <li>- Any limitation on the number of persons admitted imposed by any licensing authority or the Governors are complied with.</li> </ul>
10.	Suitably qualified persons are employed to be responsible for the supervision of the premises and the conduct of those attending, to avoid personal danger to staff and damage to the premises.
11.	A copy of the School's Health and Safety Policy is available from the School Website. It is the responsibility of the hirer to be aware of the contents of this policy.
12.	In any circumstances, Intoxicating liquor is not permitted within the school parameter.
13.	The school follows No Smoking policy within the school parameter.
14.	It is the responsibility of Hirers to satisfy themselves that the accommodation and furnishings requested are safe and suitable for the purpose required. The Hirer must report on any safety concerns to the duty Caretaker so that remedial action can follow, or, if possible, alternative facilities can be found. If neither of these options is possible the letting will be terminated and a full refund of payment may be requested.
15.	The hirer shall be responsible for reimbursing the full cost of any damage caused by its users to the school premises including furniture, apparatus and equipment and will be required to indemnify the school against any liability at law in respect of any accident involving death or bodily injury to any person or damage to or loss of any property real or personal and happening consequent upon or in connection with the use of the premises.
16.	The hirer is responsible for everyone who is on the school premises for the activities they are organising during the Hirer's control at stated times. The hirer is responsible for ensuring that they comply with all the terms of the hire agreement.

17.	Hirers are not permitted to use and must not enter accommodation other than that which is stated on the permit.
18.	No notices or signs shall be affixed to, lean upon or be suspended from any part of the school premises.
19.	No bolts, nails, tacks, screws, pins or other similar objects shall be driven into any of the walls, floors, ceilings, furniture or fittings. The hirer shall ensure that no persons use the permitted area to use shoes with stiletto heels or other footwear which may in the opinion of the Governing Body be damaging to the floor surfaces.
20.	Before leaving the premises the Hirer must ensure that rooms/facilities are left in a safe and reasonably clean and tidy state.
21.	The parking of vehicles on the school's property shall be permitted in approved areas only on the condition that persons bringing such vehicles onto the premises do so at their own risk and that they accept responsibility for any damage to the school's property or injury to any person whether connected with the establishment or not caused by such vehicles or their presence on the school's premises.
22.	Any hiring of the outdoors sports facilities or playing field may be cancelled without notice if weather condition or the state of the ground makes it likely that unreasonable damage may result from use. Suitable footwear must be worn.
23.	Sub-letting is not permitted.
24.	The Governors or Headteacher reserve the right not to allow any lettings as they see fit.
25.	Hirers should report any suspicious persons or incidents to the Police immediately and to the duty Caretaker/Lettings attendant.
26.	Any equipment or materials which may constitute a danger to the Hirer, other persons or the premises, may not be brought in to School (e.g. inflammable or toxic materials, substances or equipment).
27.	The Hirer must report any Health and Safety defect, incident, injury or near miss to the School's staff as soon as practicably possible. All accident procedures must be completed in accordance with school policies.

**Signature.....Headteacher, Date.....**

**Signature.....Chair of Governors, Date.....**

### **Lettings fees 2017-18**

FACILITIES / AREAS		Rates
1	Large Gymnasium (each)	£25 p/h
2	Fitness Suite	£25 p/h
3	Main Hall with Stage	£35 p/h
4	Small Hall	£15 p/h
4	Tennis Courts / MUGA	£20 p/h
5	Football / Rugby - per court	£45 per fixture
6	Dance	£20 p/h
7	Classroom	£20 p/h
8	ICT Suite	£35 p/h
9	Art Classroom	£20 p/h
10	Food Technology Classroom	£30 p/h
11	Music Classroom	£30 p/h
12	Drama Studio	£20 p/h
13	Classroom	£15 p/h

**Please note that facilities are available only after and before school hours and over weekends.**

**Facilities are available during:**

- Mornings: 7am – 8am
- Evenings: 4pm – 7pm
- Weekends: 9am – 4pm