

Hiring and Letting Policy

Greenside School



Greenside School
Learning Achieving Together

Approved by: Governing Board

Date: May 2024

Last reviewed on: May 2022

Next review due by: May 2025

The Governors view the school premises as a facility for the benefit of the whole community of Greenside School. They will seek to give the community access, where possible, to it for reasonable purposes at a reasonable cost.

1. Governors Responsibilities

The Resources Committee will:

- 1.01 Delegate to the Headteacher the power to authorise lettings and the Headteacher will report on lettings yearly to the Resources Committee.
- 1.02 Delegate to the Finance Manager the responsibility to ensure lettings forms are issued on a regular basis to the hirers and that all monies are collected and retained for the school.
- 1.03 Ensure the school provides contact numbers of a responsible person to the hirers who will be available throughout the period of the letting.

2. Charges

The Resource Committee will set the charges for lettings guided by the following principles and review prices on an annual basis:

- 2.01 Use by the groups fundraising for Greenside will be free of charge.
- 2.02 Lettings to non-profit making community groups as per Schedule 1.
- 2.03 Lettings to all other hirers e.g. commercial organisations will be charged as per Schedule 2 or Schedule 3.
- 2.04 All new Schedule 3 bookings shall carry a £100.00 refundable deposit, subject to premises being left in a reasonable condition.
- 2.05 Booking of the school grounds are on a negotiated basis and not subject to either Schedule terms.
- 2.06 Hiring of the school for staff use, e.g private parties, will be at the discretion of the Headteacher.
- 2.07 All new hirers will incur a one-off, non-refundable, administration cost of £25.00 to cover new hirer set up charges.

3. Conditions

- 3.01 All persons wishing to hire the premises must apply in writing and demonstrate that they have Public Liability Insurance cover of at least £5 million, otherwise a 10% surcharge will be added to the hire cost to obtain cover on behalf of the hirer.
- 3.02 All persons hiring the school premises must undertake to leave the buildings/grounds in a clean, tidy and presentable condition.
- 3.03 All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations.
- 3.04 The school premises will be let for functions where a Public Entertainment Licence or Licensed Premises Licence is required, provided this is agreed in advance and the organisation concerned obtain the necessary licence.
- 3.05 The use of specialist facilities shall only take place in the presence of a person who is qualified to use the facilities and is authorised by the Headteacher.
- 3.06 Any organisation who hires our premises for purposes of working with children will need to provide a copy of their safeguarding policy at the time of booking.
- 3.07 The school will never be let to any form of extremist organisation.

Schedule 1 – Voluntary non-profit making organisations

If required Site Manager payment @ site manager's rate of pay per hour (outside of normal working hours)
+ Hall/Classroom (part of school site) @ £20 per hour

Schedule 2 – Commercial organisations that benefit local community

If required Site Manager payment @ site manager's rate of pay per hour (outside of normal working hours)
+ Hall/Classroom (part of school site) @ £25 per hour

+ Hire of the swimming pool for Strokes swim School @ £30 per hour

Schedule 3 – Commercial organisations

If required Site Manager payment @ site manager's rate of pay per hour (outside of normal working hours)
+ Hall/Classroom (part of school site) @ £30 per hour

Prices last reviewed 10 years ago, prices have changed due to increase in costs associated.

Prices to take effect from 1.9.24