

Worsthorne Primary School



Achieving our goals through dedication and teamwork

LETTINGS POLICY

1. The Governing Body of Worsthorne Primary School actively encourages community the use of the school buildings and grounds. However, it reserves the right to refuse any lettings it may choose.
2. The hirer must be willing to meet with school representatives to provide details of their aims and objectives.
3. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. It will review charges annually.
4. Each hirer using the school buildings or grounds will be required to nominate a lead contact person and provide contact details for that person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
5. The Governing Body will determine if a school representative is required on site when the premises are in use. If this is deemed unnecessary, such a representative must be on call.
6. A Letting Application Form must be completed by all applicants. A signed copy of the form, if approved by the school, will be returned to the hirer. A further copy of the form will be retained by the school. For long term lettings, application forms will be reviewed on an annual basis.
7. Any hirer that uses the school must be adequately insured, with a minimum of £2m Public Liability Insurance. Insurance documents must be supplied with each application.
8. All hirers must comply with health and safety legislation.
9. The hirer is responsible for ensuring that DBS checks have been undertaken where appropriate.
10. Arrangements for the payment of each letting will be made in advance with the hirer.
11. Smoking is not permitted on school premises, in line with school policy.

LETTINGS CHARGES (Hourly Rates)

Area (sq m)	Fuel	Wear and Tear	Site Supervisor	Admin	Total Hourly Charge	
					Including Site Supervisor	Excluding Site Supervisor
0-500	4.14	1.63	15.57	3.27	24.61	9.04
501-1000	7.42	1.63	15.57	3.27	27.89	12.32
1001-1500	10.52	1.63	15.57	3.27	30.99	15.42
1501-2000	13.95	1.63	15.57	3.27	34.43	18.85
2001-3500	22.46	1.63	15.57	3.27	42.93	27.36

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APPLICATION FOR USE OF SCHOOL PREMISES

Name of Organisation	
Name of Applicant	
Address	
Telephone Number	
Name and address of person to be billed (if different from above)	
Dates and times required	
Accommodation required (please tick)	<input type="checkbox"/> Classroom (please state number) <input type="checkbox"/> Hall <input type="checkbox"/> Playground <input type="checkbox"/> Field <input type="checkbox"/> Toilets <input type="checkbox"/> Staff Room Please state any additional requirements:
Purpose for which the premises are required	
If the letting is of a commercial nature, please provide details	
Please complete the following information about the letting <i>If you answer YES to any of the questions, please provide further details on a separate sheet.</i>	Will the general public be admitted? YES/NO Approximate number of people attending: Details of any admission charge: Is copyright music to be performed? YES/NO Will the use of the piano be required? YES/NO Do you intend to use or bring into the premises any additional electrical equipment? YES/NO

VAT Regulations Relating to the use of Sports Facilities

- Room hire alone is exempt
- Hire of the school hall is exempt as this is not a sports facility
- Hire of the football pitch would be standard rated. However, if the same club hired the pitch for a series of lets, they would be exempted from paying VAT if they meet the following criteria:
 - Bookings are for at least 10 sessions
 - The interval between the sessions is not less than 1 day and no more than 14 days apart
 - The bookings are all for the same activity
 - The whole series is to be paid for (there must be written evidence of this)
 - The hirer has exclusive use of the facilities
 - The hirer is a school, club, an association or an organisation representing affiliated clubs or constituent associations.

If you believe that you meet the above criteria and therefore apply to be exempt from paying VAT, please sign below:

Name: Signature:.....

Organisation: Date:.....

Memorandum of Agreement and Indemnity to be completed for all applications:

In consideration of the Governors and/or Lancashire County Council granting me/us the use of the aforementioned premises, I/we agree to pay to the Governors or to the County Council the prescribed hire charge and to replace or pay to the Governors or the County Council the cost of making good any damage caused to the premises by me/us.

It is further acknowledged and agreed that the Governors and/or the County Council give no warranty of the suitability of the premises for the use to which I/we intend to put them and I/we hereby agree to indemnify the Governors and/or the County Council, their officers, servants and agents against all actions, costs, claims and demands arising out of any accidents and/or loss which may occur on the said premises during their use by me/us provided that the same is not due to any negligence, omission or default of the Governors and/or the County Council, their officers, servants or agents.

Under no circumstances shall the permanent electrical installation be altered or otherwise interfered with. Permission for HIRERS to erect any temporary wiring for specific function or purpose shall only be carried out on approval by both the Lancashire County Property Group and the Licensing Section of Lancashire County Council. Further I/We undertake to check and inspect the facilities to ensure that they are clear and free of hazardous material, debris and spillages prior to use.

It is further acknowledged and agreed that I/we will indemnify the Governors and/or the County Council in respect of all actions, costs, claims and demands arising out of any breach of copyright as defined in the Copyright Act 1956, or under any other enactment in that behalf for the time being in force in respect of any performance of any literary, dramatic, or musical work, which takes place or which is given while the said premises are being used by me/us, our servants or agents.

(The hirer should produce evidence that this indemnity is protected by adequate insurance cover).

Signature: Print Name:.....

Designation: Date:

SCHOOL USE ONLY

The application for the use of school premises is acceptable to us: YES / NO

The Governors have determined that this will be:

(a) a free letting YES / NO

(b) A chargeable letting at a cost of £..... per hour/per session plus VAT where applicable

Lettings income will be collected by the school / by the Local Authority

Signed: (Headteacher)

