

Middlefield Primary Academy

Lettings Policy



Signed:

Headteacher

Date: 01/09/2024

CEO

Date: 02/09/2024

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Statement of intent

The Diamond Learning Partnership Trust aims to maximise the use of all its facilities. The intended purpose of the trust's facilities is to benefit the school community; however, the trust understands that extending the use of the premises to the wider community allows us to maximise our income and provide an advantage to the clubs and groups who will use our facilities.

The Trust endeavours to positively contribute to increasing participation in activities taking place in the local community.

This policy clearly sets out the rules and procedures the trust expects hirers to follow when using the facilities.

1. Legal framework

1.1. This policy has due regard to the relevant legislation, including, but not limited to, the following:

- The School Premises (England) Regulations 2012
- Health and Safety at Work etc. Act 1974
- The Health and Safety (First-Aid) Regulations 1981
- Education Act 1996
- The Control of Asbestos Regulations 2012
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Value Added Tax Act 1994

1.2. This policy has due regard to the relevant guidance including, but not limited to, the following:

- DfE (2018) 'Advice on standards for school premises'
- DfE (2015) 'The Prevent duty'
- HMRC (2020) 'Land and property (VAT Notice 742)
- HMRC (2019) 'Education and vocational training' (VAT Notice 701/30)

1.3. This policy operates in conjunction with the following trust policies:

- **First Aid Policy**
- **Fire Safety Policy**
- **Premises Management Policy**
- **Health and Safety Policy**
- **Child Protection and Safeguarding Policy**
- **CCTV Policy**
- **Manual Handling Policy**
- **Asbestos Management Policy**
- **School Security Policy**
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2. Roles and responsibilities

2.1. The **board of trustees**, or its delegated committee, is responsible for:

- Overseeing the marketing of the facilities to ensure their use is maximised.
- Working with the headteacher to ensure all relevant policies and procedures are implemented and made available to hirers.
- Agreeing fair prices to charge for using the premises: these will reflect the condition of the facilities but remain competitive enough to be accessible to the wider community.
- Ensuring the costs of any bills, e.g. electricity and water, that may be attributed to the use of the premises are covered.

2.2. The headteacher is responsible for:

- Ensuring compliance with the premises licence.
- Acting as or appointing a designated premises supervisor.
- Working with the Trust to assess whether or not the premises is suitable for hire in its current condition.
- Ensuring the trust has the correct insurance for hiring out the premises.
- Checking the hirer has adequate public liability insurance.
- Accepting and rejecting applications to hire the premises.
- Working with the Caretaker to ensure the premises is fit for use by hirers.
- Ensuring hirers familiarise themselves with any relevant policies and procedures, e.g. the **First Aid Policy** and Fire Safety Policy.
- Ensuring the trust adheres to its **Premises Management Policy**.
- Reviewing and, where necessary, amending the trust's **Letting School Premises Risk Assessment** to help ensure the safety of the hirer and their visitors.
- Reviewing the relevant safeguarding checks carried out by the hirer to ensure they comply with the requirements outlined in the **Child Protection and Safeguarding Policy**.

2.3. The Caretaker is responsible for:

- Ensuring the facilities and equipment requested are clean and in a good working condition for each hirer.
- Working with the hirers to ensure high levels of security are maintained.
- Maintaining and checking equipment to ensure the general upkeep of the site and its facilities.
- Organising any repairs and/or replacement of equipment.

2.4. Hirers are responsible for:

- Ensuring the proper use of the facilities and equipment they have requested to use.
- Taking the necessary steps to ensure there is no damage to any equipment or furniture, or the building itself.
- Ensuring all related visitors and volunteers have signed in during their period of hire.
- Leaving the premises in a clean and tidy condition.
- Working with the Caretaker to ensure that the premises is secure after use.
- Obtaining adequate public liability insurance.

- Providing the headteacher with proof that they hold a current and relevant insurance policy.
- Obtaining all necessary safeguarding checks where required, e.g. DBS checks, and providing proof of this to the **headteacher**.
- Reading the **Child Protection and Safeguarding Policy** and other relevant safeguarding procedures, and ensuring they understand the rules and procedures detailed within.
- Informing the headteacher of the activities that will be undertaken on the premises and of any changes to these activities.
- Reviewing and adhering to the **Letting School Premises Risk Assessment**.

3. Emergencies and health and safety

- 3.1. The Caretaker and headteacher will undertake relevant risk assessments for the suitability of the site before activities are carried out on the premises, to ensure the safety of the hirer and any additional visitors.
- 3.2. Hirers will conduct their own risk assessments for their activities.
- 3.3. All hirers must have access to at least one mobile telephone that can be used to call the emergency services, should the on-site telephones not be accessible.
- 3.4. The Hirers must provide and maintain their own first aid kits for use during
- 3.5. Hirers will be responsible for ensuring they have a trained first aider on site during the times they use the premises.
- 3.6. Smoking will not be permitted on the premises at any time.
- 3.7. Alcohol will not be brought on to, or consumed on, the premises unless the trust holds a licence to sell alcohol and this has been agreed in writing by the headteacher.
- 3.8. The hirer will familiarise themselves with the **Fire Safety Risk Assessment** and other relevant risk assessments before using the premises.
- 3.9. The headteacher will make copies of the Trust's Fire Safety Policy available to the hirer prior to the first hire date.
- 3.10. The hirer will be shown the Trust's fire exits and evacuation points by the Caretaker prior to the first hire date.

4. Managing asbestos

- 4.1. Hirers will be provided with a copy of the trust's Asbestos Management Policy before using the site if applicable.

- 4.2. An asbestos management survey has been carried out and the trust has made an asbestos management plan (AMP) – these will be shown to hirers.
- 4.3. The Caretaker will inform the hirer of any asbestos containing materials (ACMs) that have been identified and how they could be damaged or disturbed. Hirers will receive the correct information and instructions and will be clear on what precautions to take.
- 4.4. Risk assessments will be conducted of the areas to let, to ensure no ACMs will be disturbed.
- 4.5. If the Trust finds there has been, or may have been, an unplanned disturbance of asbestos after the facilities have been hired, the following action will be taken:
- All activities will stop, and everyone will be evacuated from the affected area
 - Staff, pupils and visitors will not be allowed to re-enter the affected areas until any necessary remedial action has been taken
 - Items, including equipment, books or personal belongings, will not be moved from the area
 - Advice will be sought from an asbestos expert regarding remedial action
- 4.6. Unless the incident is minor, the trust will notify the HSE, as this is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- 4.7. Anyone who has come into contact with asbestos, and is concerned about their exposure, will be advised to contact their GP.
- 4.8. The school's AMP will detail the procedures for staff to follow in the event of an incident, and this will be communicated to all staff.
- 4.9. Any incidents involving the disturbance of, and exposure to, asbestos will be recorded appropriately and dealt with in line with the trust's incident reporting procedures.

5. The lettings process

- 5.1. Potential hirers will contact the trust at least two weeks before they wish to use the premises.
- 5.2. Prospective hirers can apply through an [application form](#) which will be submitted in writing or emailed to office@middlefield.cambs.sch.uk.
- 5.3. For regular hire, only one application form needs to be submitted; however, all the requested dates will be noted.
- 5.4. Hirers will explain their desired use of the premises when completing their application form.

- 5.5. After receiving an application to use the Trust's premises, the headteacher will speak decide whether the premises are suitable for the hirer's needs.
- 5.6. If the application is rejected, the headteacher will contact the applicant, either by telephone or email, to clarify the Trust's response and outline the reasons for rejection.
- 5.7. Once the application has been accepted, the trust will take a deposit of **10 percent** of the overall fee for hiring the premises; this deposit will be deducted from the final costs of hiring.
- 5.8. Fees can be paid by cheque or bank transfer. The hirer will state how they intend to pay in their application form.
- 5.9. Sub-letting of any form is strictly prohibited. If the Trust receives any evidence pertaining to plans to sub-let the Trust premises, all bookings the hirer has made with the Trust will be cancelled.
- 5.10. If the Trust intends to sub-let part of the site to a commercial business, it will seek permission from the ESFA and complete a property information note (PIN).

6. VAT

- 6.1. Letting out facilities will generally be standard-rated, although the letting will be VAT exempt in certain circumstances, provided the Trust has not opted to tax. These circumstances include:
- A single, continuous let period of over 24 hours to the same individual.
 - A let of a series of sessions to the same individual where:
 - The series is of at least ten sessions.
 - Each session is for the same sport or activity.
 - Each session is in the same place.
 - The interval between each session is at least 1 day, but not more than 14 days.
 - The series is paid for as a whole with written evidence to that fact.
 - Where the Trust will be providing education free of charge.

7. Safeguarding

- 7.1. Organisations submitting a lettings request involving working with children and/or young people will submit a signed copy of their current **Child Protection and Safeguarding Policy**.
- 7.2. All hirers must state the purpose of the hire. Each application will be vetted by the **DSL** and any concerns will be reported to the **CEO** prior to approval.

7.3. When determining whether to approve an application; the **Headteacher** will consider the following factors:

- The type of activity
- Possible interferences with Trust activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The Trust's duties with regard to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the Trust

7.4. An application will not be approved if it:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the Trust, balanced or outweighed by freedom of expression of artistic merit).

7.5. The headteacher will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.

7.6. Where an individual group is found to be promoting views in contravention of the Trust's Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, the Trust will contact the police who will remove the person or group from Trust premises.

7.7. All hirers will read and review the trust's **Child Protection and Safeguarding Policy**.

8. Fees

8.1. The Trust requires a **10 percent** deposit of the overall fee to be paid to the trust to secure a booking.

8.2. The remaining amount is to be paid before or on the requested booking date.

8.3. Hirers should give the Trust at least 5 working days' notice if they wish to cancel their booking.

8.4. If the Trust receives inadequate notice of cancellation, the Trust may keep the hirer's deposit to account for any loss of earnings.

- 8.5. Trust staff, on behalf of the Trust, reserve the right to refuse access to the premises hired if the whole fees have not been paid.
- 8.6. In the event any fees are outstanding after the hirer has used the premises, their organisation will be barred from using any facilities controlled by the Trust until they have paid the full amount.
- 8.7. The Trust reserves the right to take legal action should any outstanding fees remain unpaid for 30 days after hiring.
- 8.8. Should any equipment, including items that have not been requested, be damaged, lost or stolen whilst under the hirer's care, the Trust reserves the right to charge for repairing or replacing the equipment.

9. Using the site

- 9.1. The hirer will liaise with the Caretaker to ensure the Trust property remains secure before, during and after use.
- 9.2. Hirers will be given an emergency contact number for the Caretaker in case of any security breach or emergency.
- 9.3. The premises will not be available to hirers after 10:00pm, to avoid any noise complaints from neighbouring residents.
- 9.4. The Caretaker will remain on site until 6:00pm to hand over control of the premises to the first hirer of the evening.
- 9.5. Keys or security codes will not be passed to any hirer or other person without written permission from the Headteacher.
- 9.6. The Caretaker will return to the site before the last hirer leaves, to ensure the site is clean and secure ready for the next day.
- 9.7. The Trust uses a 'three strike rule' when handling complaints lodged against hirers.
 - Strike one – hirers will receive a verbal warning about their conduct on the property and be warned that repeated offences will result in their booking privileges being suspended.
 - Strike two – hirers will receive a second verbal warning and a letter explaining that the Trust takes a zero-tolerance approach to inappropriate behaviour. This letter will outline that any fines for the behaviour that the Trust is issued may be passed on to the hirer if there is sufficient evidence to do so.
 - Strike three – the hirer will be barred from booking the Trust premises for any activity for a period of two months. The Trust also expects the hirer to issue an apology to the Trust and complainant in writing.
- 9.8. The use of public announcement systems and loudspeakers must be agreed with the headteacher, this agreement must include a maximum noise level which is not to be exceeded and training on the system will be given.

- 9.9. The Trust's car park is available to hirers during their time on the premises; however, the Trust will not accept responsibility for any loss, damage or accident that may occur whilst the car park is in use.
- 9.10. Hirers will only use the car parking spaces allocated.
- 9.11. In the event additional parking is required, the Caretaker will ensure the Trust premises remain accessible to the emergency services, should they be required.

10. Equipment

- 10.1. Hirers will identify any equipment they require from the Trust and detail this in their application form; hirers must seek permission from the Trust to use any additional equipment once the form has been submitted. There may be an additional charge for this equipment.
- 10.2. Furniture and fittings will not be removed or interfered with in any way, unless permission has been granted by the Caretaker or Headteacher. In the event permission has been granted, the Caretaker will oversee the move.
- 10.3. If a furniture move has been agreed, the hirer and Caretaker will negotiate restoring the premises back to its original state.
- 10.4. Any damage to equipment, furniture or the building will result in the hirer being charged the cost of any repairs or replacements.
- 10.5. Any seating provided is limited to the number of chairs on the premises.
- 10.6. Hirers are allowed to bring their own equipment on to the premises; however, they will be required to acknowledge this in their application forms.
- 10.7. The Trust cannot be considered responsible if any of the hirer's equipment is damaged, stolen or lost whilst being used on the premises.
- 10.8. Hirers will report any stolen or missing equipment to the Caretaker immediately.
- 10.9. Risk assessments for manual handling will be carried out by the **headteacher** and **site manager** in accordance with the **Manual Handling Policy**.
- 10.10. Food and drink may be prepared on the premises; however, hirers must seek direct permission from the trust. Food and drink must not be consumed in the school hall.
- 10.11. The hirer will prepare food and drink in line with current food and hygiene regulations.
- 10.12. Hirers will be responsible for arranging any additional licences that are required to the nature of their activities, e.g. a music licence or licence to sell alcohol.

10.13. Hirers will not bring animals onto the premises without permission from the Headteacher.

11. Monitoring and review

11.1. This policy is reviewed annually by the CEO and the Headteacher.

11.2. The scheduled review date for this policy is **1st September 2025.**



MIDDLEFIELD PRIMARY ACADEMY

Premises Lettings Application Form

Name:	
Address (for invoicing purposes):	
Organisation:	
Contact number:	
Email address:	
Deposit amount:	
Payment method:	
Requirements	
Date of hiring:	
Time of hiring:	
Trust:	
Room(s):	
Equipment needed:	
Details of any equipment you will be using on the premises:	

Purpose	
Details of the event:	
Will you be working with children and/or young people? If yes, have you attached a copy of your Child Protection Policy?	
Expected attendance:	
By signing this document, I acknowledge that I have read, understood and agree to the terms of this Lettings Policy. I acknowledge that my signature confirms all the details in this application form are correct.	
Signed:	
Date:	

New applicants should expect a receipt of delivery from the headteacher within five working days and will receive an answer to their request via phone or email within 10 working days.

Hire Charges:

School Hall or Classroom - £20.00 per hour for 1st hour - £15.00 for each subsequent hour or part of.