



**Chorleywood Primary School**  
**Hiring and Letting Policy 2018/19**

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Committee	Finance & Premises Committee
Author	School Business Manager
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# Chorleywood Primary School Hiring and Letting Policy 2018/19

The Governing Body is responsible for the use of the school premises outside school hours but they must comply with any directions given by Hertfordshire County Council. The Finance and Premises Committee is delegated to determine hiring charges, and reviewing these guidelines. Any accruing income goes directly to the school.

The Governing Body may not, under any circumstances grant a legal interest in any part of the school premises, i.e. a lease or tenancy agreement.

## Free Lettings

The Governing Body is required by Hertfordshire County Council to make their premises available for:

- planning for and acting in civil emergencies
- public consultations
- in-service training
- governor training

Hertfordshire County Council is obliged to provide free accommodation for:

- Parish Council meeting: where they have no suitable room of their own
- Local authority meeting to fulfill statutory functions

All requests for a hiring/letting will be considered on an individual basis, taking account particularly the security of the school. In all circumstances the school must be able to access the premises under the hiring agreement to exercise control over them and the hirer.

## Hiring and Letting Charges

### Commercial Organisations/3<sup>rd</sup> Party Hires

The following rates are the standard rates set by the Governing Body:

- £30 per hour for the use of the school hall (to include heating & lighting)
- £15 per hour for the use of a classroom, the dining room or the library if the hiring is in addition to the hire of the hall otherwise £20 per hour (to include heating and lighting)
- £18 per hour for the use of the school playing field
- In addition the cost of providing caretaking and cleaning services may be levied
- VAT may be payable at the prevailing rate

### Parent Teachers Association

In accordance with the advice provided by Hertfordshire County Council the following will apply to the PTA:

- A formal booking and payment of a hiring charge will be made for each occasion that the PTA uses the school premises
- The hiring charge for each occasion shall be £1 plus VAT (minimum permissible)
- PTA will provide evidence of £5m Public Insurance cover. Alternatively cover will be arranged through the Insurance Section at County Hall.
- No hiring shall take place without this insurance cover.

### Community Use

To promote community use of the school facilities the Head may exercise discretion in agreeing/varying the hire charge on a case by case basis taking into consideration the nature of the hire/let. Examples may include:

- Commercial Organisations
- Non Profit Making Community Partners
- Extended Schools Provision

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- The frequency of the hire

Hire charges will be reviewed on an annual basis taking into account availability of similar premises, local demand and economic climate and costs incurred by the school.

## Public Liability Insurance

The Hirer is required to have current public liability insurance cover to a minimum £5million or such amount as is required by Hertfordshire County Council and to provide the school with evidence of the cover prior to the hire taking place.

In the event that the Hirer does not provide evidence of public liability insurance cover the school will arrange cover under the Hertfordshire Insurance Scheme and charge the Hirer an insurance premium equal to 5% of the Letting Fee (or, in the case of a 'free let' 5% of the normal fee). In the case of low level letting fees the insurance premium must never be less than £1.00 per session.

## Licence Requirements

The Hirer is required to obtain the previous written consent of the school (which may be withheld) for any event involving the sale of alcohol or live music requiring a public performance or TENS licence, to obtain the necessary licences and provide copies of the licences to the school in advance of the event. Any costs incurred in securing the relevant licences are the responsibility of the Hirer.

## Policies

All Hirers will be provided with a copy of the school's Health and Safety policy. The Hirer must provide a copy of their current Safeguarding policy, Code of Conduct policy and GDPR policy, which must be adhered to at all times.

## Hiring Agreements

For all lettings an agreement should be drawn up which is signed by both parties. Included in the agreement will be details of a named contact who will be available in case of emergencies and agreement that the hirer is responsible for ensuring that the school premises are left as found, where the hirer is a key holder that the premises are secured, and that any breakages or damage are reported as soon as practicable, with the understanding that the school will obtain estimates for repair or replacement and the hirer will be invoiced for repairs or replacements at the school's discretion.

All agreements are to be reviewed annually and read in conjunction with this policy.

This policy, a copy of which will be provided to all Hirers, should be read in conjunction with the relevant hiring agreement and Terms and Conditions of Hire booklet issued by Hertfordshire County Council (LT02).

Agreed by Finance and Premises Committee: October 2018  
Review date: October 2019