



Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

School Policy 23a – Premises Lettings

This policy was last reviewed by Governors on 16th March 2016.

The Governors' Committee responsible for this is the Staff, Finance and Premises Committee.

The person in the school who prepares the text of this policy for the Governors is the School Business and Development Manager. It will next be reviewed in September 2016.

Introduction

The Governing Body of Archbishop Tenison's Church of England High School believes that the use of the school premises by individuals, groups and organisations representing or drawn from its wider community should be welcomed and encouraged, subject to certain conditions. All such use must be consistent with the aims of the school and serve to build, renew or reinforce relationships between the school and the community it serves.

Conditions

1. Use of the school premises for school functions and events will take priority over lettings at all times.
2. The Governing Body will set a tariff of charges for lettings on an annual basis and make it available to all hirers on request.
3. Income derived from lettings will be retained by the Governing Body and allocated in accordance with the school's financial strategy.
4. The cost of lettings will be met only and entirely from the income generated by them.
5. The Headteacher will approve all applications for lettings, reporting to the Governing Body on a regular basis. The Headteacher is responsible to the Governing Body for ensuring that the use of the site is consistent with the aims and ethos of the school, that all arrangements are well managed and that all activities on the school site are conducted in a way which maintains good relationships with the neighbours and the school's good reputation within the local community.
6. All hirers must accept the conditions outlined in the Conditions of Hire Agreement, including the requirement for appropriate insurance cover.

Charges for a Letting

The Governing Body is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:

- Cost of services (heating and lighting);
- Cost of staffing (caretaking and cleaning) – including "on-costs";
- Cost of administration;
- Cost of "wear and tear";
- Cost of use of school equipment (if applicable)
- Profit element (if applicable).

Where there are multiple lettings taking place at the same time, the cost for services and staffing will normally be shared between the organisations involved.

Complaints

Complaints should be pursued through the procedure outlined in the Governing Body's Complaints Policy. A copy of this policy will always be made available on request.

Review of Policy

The Governing Body will, through its committee structure, review this policy annually.

APPENDIX A**SCALE OF CHARGES 2016/17**

Saturday single room let	£10 per hour per classroom
Saturday multi-room let	£390
Sunday single room let	£15 per hour per classroom
Sunday multi-room let	£495

However, the above rates are negotiable with the School Business and Development Manager on behalf of the Governors.

ARCHBISHOP TENISON'S CE HIGH SCHOOL LETTINGS APPLICATION FORM

Lettings Ref:	Note to applicant: before completing this form, read carefully the "Conditions of Hire" attached.
Name of Organisation (if applicable)	
Registered Address of Organisation (for invoicing purposes)	
Nature of Organisation	
Applicants Name (please ensure applicant is over 18 years of age)	
Applicants Address	
Telephone Number(s)	

Nature of Hire															
Approximate Number Attending															
Area(s) to be Hired	Main Hall <input type="checkbox"/> Dining Hall <input type="checkbox"/> Classrooms <input type="checkbox"/> (how many?) _____ Tables and Chairs <input type="checkbox"/> (how many?) _____ Other <input type="checkbox"/> (please state) _____														
Dates and times for Hire/Function (for Single Use)	Date: ___ / ___ / 20___ Time: From _____ To _____ (Please note: You must include sufficient time to prepare the Hall and clear up at end of hire when indicating the hours you require)														
For regular use, please tick day(s) required	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 12.5%;">Mon</th> <th style="width: 12.5%;">Tues</th> <th style="width: 12.5%;">Wed</th> <th style="width: 12.5%;">Thurs</th> <th style="width: 12.5%;">Fri</th> <th style="width: 12.5%;">Sat</th> <th style="width: 12.5%;">Sun</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> Time: From _____ To _____ (Please note: You must include sufficient time to prepare the Hall and clear up at end of hire when indicating the hours you require)	Mon	Tues	Wed	Thurs	Fri	Sat	Sun							
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Will you need to bring any of your own equipment into the school?	Yes / No
If so, please provide details: (Please ensure that any electrical equipment brought by the Hirer onto the school site MUST comply with the LA code of practice for portable electrical appliance equipment (PAT testing or have a certificate of safety from a qualified electrical engineer).	

Public Liability Insurance of £5 million is a requirement for all users of the School's facilities, and a copy as evidence of such insurance needs to be provided on an annual basis.	Copy of Public Liability Insurance provided: Yes / No
For private individuals and societies who do not hold public liability insurance, a full indemnity of £5 million will need to be arranged at a cost of 12% of the hiring charge.	Required: Yes / No

DECLARATION TO BE COMPLETED BY THE HIRER

I agree to pay the charges for accommodation and to abide by the conditions and regulations stated in the "Conditions of Hire" attached, and do hereby agree to indemnify Archbishop Tenison's CE High School against any liability whatsoever which may arise out of the hire of premises to me. I also confirm that the appropriate insurance has been affected in accordance with the Conditions of Hire.

Signed (on behalf of the Hirer)

Date: ___ / ___ / 20___

Print Name _____

Signed (on behalf of Archbishop Tenison's High School)

Date: ___ / ___ / 20___

Print Name _____

Please sign and date this form and return to **Mrs Monica McDonagh, Finance Manager, Archbishop Tenison's CE High School, Selborne Road, Croydon, CR0 5JQ.**

An invoice for the letting will be sent and must be paid 21 days prior to the event taking place. Preferred method of payment is BACS, all information will be provided on the invoice.