

Viking Academy Trust



Community Use and Lettings Policy

The VIKING ACADEMY TRUST 'Community Use & lettings Policy' has been written following DfE and PHE guidance.

Approved by the Trust: Term 6 2017

Reviewed annually

Last review date: Term 3 2023



Signed:

Chair of Trust



Community Use and Lettings Policy

Viking Academy Trust

Empowering Children Through Education: One Childhood One Chance

Schools in the Viking Academy Trust (VAT)

These are:

Chilton Primary School

Ramsgate Arts Primary School

Upton Junior School

This policy applies to all schools within the Trust. Lettings charges are specific to each school dependent upon facilities available (see appendices).

1. Introduction

1.1 Viking Academy Trust (VAT) "The Trust" regards the academy buildings, sport facilities and grounds as a community asset and will make every reasonable effort to enable them to be used as by the community when not in use by the academy. The Trust endeavours to contribute positively to increasing participation in sport and physical activity in the local community.

1.2 VAT agrees to pursue the following aims:

- Providing opportunities for the local community organisations and sports organisations to participate in activities, including but not solely, sport and physical activity for health improvement and development of their skills, particularly amongst low participation groups;
- Operating in line with the national agenda for sport, taking into account nationally adopted strategies;
- Generating positive attitudes in sport and physical activity by young people and reducing the drop-out rate in sports participation with age;



- Increasing the number of people of all ages and abilities participating in sport and physical activity including people with disabilities;
- Using the facilities to encourage the range, quality and number of school sports club links and to stimulate competition that is inclusive of young people and adults;
- To provide affordable access to the facilities and to be self-financing in community use.

1.3 However, the overriding aim of the Trust is to support the Academies in providing the best possible education and opportunities for its students, and any lettings of the premises to outside organisations will be considered with this in mind.

1.4 Under these terms of reference, the Trust's FAR Committee (Finance Audit & Risk) will regularly review the management and operation of the Sports and other facilities during agreed periods of Community Use. Such reviews should seek to ensure:

- a policy of affordable pricing to assist in the achievement of increasing participation in Sport, particularly amongst under-represented groups;
- an easy and accessible booking arrangement for casual use and block booking, this system to be reviewed on an annual basis;
- an appropriate marketing strategy for the marketing of the Sports and other facilities for Community Use.

1.5 The Academy Trust will be responsible for the Sports and other facilities and shall:

- resource, control and routinely ensure the maintenance of the Facilities in a manner that will allow achievement of the agreed aims;
- make the Facilities available on the occasions and times specified on pages 4 and 5
- ensure that the Facilities comply with all legislation and guidance in force relating to access for disabled users;



- cover the cost of gas, fuel, oil, electricity, water, rates and taxes that may be attributable to the use of the Facilities.

1.6 The Academy Trust will hire out facilities in a way that is safe, within current legislation and following government guidelines.

2. Definition of a Letting

2.1 A letting may be defined as “any use of the Academy premises (buildings and grounds) by either a community group (such as a local music group or football team), a commercial organisation (such as the local branch of ‘Weight Watchers’) or casual use (such as a group booking the sports facilities up to 14 days in advance on a pay-as-you-play basis). A letting must not interfere with the primary activity of the Academy Trust, which is to provide a high standard of education for all its students.

2.2 Use of the premises for activities such as staff meetings, parents’ meetings, Trust Governance meetings and extra-curricular activities of pupils supervised by Academy staff, fall within the corporate life of the Academy Trust. Costs arising from these uses are therefore a legitimate charge against the Academy’s delegated budget.

3. Hours of Access

TERM TIME		
Community Use	Monday to Friday	3.30pm - 10.00pm
	Weekends & Bank Holidays	8:00 am-10.00pm
	Upton Swimming Pool* leased to a separate company	*6.00am - 10pm

SCHOOL HOLIDAYS		
	Monday to Friday	9.00am-10.00pm
	Weekends & Bank Holidays Upton Swimming Pool* under the Management of a separate company	9.00 am -10.00pm *6.00am - 10pm

Upton Junior School Sports Hall Timetable

	Wrap-around care: Breakfast Club	School day	Wrap-around care: After- school Club / Extra Curricular activities	Community use (Hirers)
Term time	08:00 - 08:50	08:50 - 15:15	15:30-16:30	16:30-22:00
School holiday	Upton Holiday Club Use: 08:00 - 16:30			08:00 - 22:00 <i>(if not being used for school's Holiday Club)</i>

4. Hire Charge

4.1 Academy hire shall terminate no later than 10.00pm In special circumstances and for reasons which appear to be reasonable and proper, the academy may extend these times, but the decision must come via the VAT Lettings Manager (CLO).

4.2 Each Academy's delegated budget (which is provided for the education of its students) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the Academy in respect of any lettings of the premises. As a minimum, the actual cost to the Academy of any use of the premises by an outside organisation must be reimbursed to the Academy's budget.

4.3 The Trust is responsible for setting charges for the letting of the Academy premises. A charge will be levied which covers the following:

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) - including "on-costs";
- Cost of administration;
- Cost of "wear and tear";
- Cost of use of Academy equipment (if applicable);
- Profit element (if appropriate).

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

4.5 Hire charges are reviewed annually, a full quotation will be proved on request.

5. Management and Administration of Lettings

5.1 The Trust CLO (Central Liaison Officer) is responsible for the overall management of lettings, in accordance with the Trust's policy. Where appropriate, the Trust CLO may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

5.2 Community Lettings will take place at the discretion of the Trust Senior Staff. If they have any concern about whether a particular request for a

letting is appropriate or not, they will consult with the Chief Executive Officer (CEO) who is empowered to determine the issue on behalf of the Trust. Appeals on refusals will be submitted to the Trust Board Appeals Panel.

6. Applications

6.1 All correspondence and applications for the hire of the Viking Academy Trust schools must be made directly to the Viking Academy Trust CLO via the schools website. It will then be delegated to the appropriate staff member in each school. The Academy Trust reserves the right to call for further particulars of any proposed hiring. All applications are subject to approval by the CLO, with the CEO making a final decision if required.

7. The Administrative Process

7.1 Organisations seeking to hire the Viking Academy Trust premises should complete the on-line Initial Interest Form on our website, once the details have been received the CLO will make contact to discuss and identify their requirements and clarify the facilities available.

The Trust CLO/CEO has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

7.2 Once a letting has been approved, a contractual agreement of confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of this policy. The letting should not take place until the signed agreement has been returned to the Academy Trust along with the required documentation. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Trust's current scale of charges.

7.3 The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight

risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

7.4 All lettings fees which are received by the Academy Trust will be paid into the named Academy's individual bank account, in order to offset the costs of services, staffing etc. (which are funded from the Academy's delegated budget). Income and expenditure associated with lettings will be regularly monitored to ensure that at least a "break even" situation is being achieved.

8. Status of the Hirer

8.1 Lettings will not be made to persons under the age of 21, or to any organisation or group with an unlawful or extremist background. The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the Academy to them or of creating any tenancy between the Academy and the hirer.

8.2 All terms and conditions set out below must be adhered to. The "Hirer" shall be the person making the application for a letting, and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

8.3 Employees of the Trust are able to 'let' facilities for a discounted rate. See 22.2 for further details. Employees of the Trust will be subject to the same 'hire' agreement as external hirers and must comply with letting contract and Community & Lettings policy

9. Sub-letting

9.1 The Hirer shall not sub-let the premises to another person.

10. Limitation of Hiring

10.1 The Academy Trust reserves the right to nominate certain facilities for particular uses and to decline an application, without giving a reason therefore.

11. Hiring during holiday periods

11.1 Applications may be accepted for the whole academic year subject to there being no problems in respect of caretaking, cleaning, or the carrying out of maintenance

11.2

12. Fees and Charges

12.1 Fees and Charges

a) The Hirer shall pay to the Viking Academy Trust with, and in addition to, the charges appropriate to the hiring, such amount by way of deposit as may be determined by the academy. In the event of damage occurring during the hiring, this deposit, or the requisite part thereof, will be applied on account or in satisfaction, as the case may be, of any sum due from the Hirer in respect of the cost of making good any damage which occurs during the hiring. Any balance not so applied will be returned to the Hirer.

b) The CLO or nominated Lettings Manager reserves the right to refuse access to the premises hired if the whole of the fees have not been paid or if these regulations have not been complied with.

12.2 See appendices for Letting Charges. See 22.2 for VAT Employee discount rate.

13. Payment of Charges

13.1 Payment of Charges

All charges must be paid within 14 days of invoicing. Special arrangement may be made for payment for series bookings.



14. Public Liability, Accidental Damage and Employers liability insurance

14.1 Hirers need to provide evidence of their own public liability insurance. It must cover all legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired) and/or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is £2 million. Neither the Academy Trust, nor the council, will be responsible for any injury to persons or damage to property arising out of the letting of the premises.

14.2 If applicable, hirers should produce evidence of their Employers liability cover for a minimum of £5 million indemnity in accordance with compulsory legal requirements.

15. Safeguarding

15.1 Any adults working with the Academy Trust's pupils must be appropriately qualified.

15.2 The Trust request the hirer must provide details of qualifications, relevant registrations and references as well as other safeguarding information in relation to themselves and any other adult.

15.3 Our lettings procedures ensure the suitability of adults working with children on school sites at any time through receipt of an up-to-date Disclosure and Barring Service DBS (formerly known as CRB clearance) and where necessary references have also been obtained.

15.4 Lettings will only be permitted to sports clubs/organisations that hold and can evidence their NGB's full club accreditation status/clubmark e.g. charter Standard (Football Association).

15.5 For hirers who use our facilities for other children in the community, the Trust reserves the right to ask for assurances that there are appropriate arrangements in place to ensure the safeguarding of all children. We ask for a copy of the hirer's safeguarding policy and procedures so we can retain this

information on file. Failure to comply with this would lead to termination of the agreement.

16. First Aid Facilities

16.1 There is no legal requirement for the Academy Trust to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. Use of the Academy Trust's resources is not available.

17. Health & Safety and Fire Regulations

17.1 The Hirer shall ensure that: -

- The number of persons present during the letting does not exceed the number agreed with the Academy.
- All proper safety precautions are taken for the protection of the users of the sports facilities and equipment including adequate supervision.
- They have their own suitable first-aid arrangements in place.
- The hired facilities are left in a safe and secure condition and in a clean and tidy state.
- In the event of an accident or incident the Academy is informed at the earliest opportunity.
- They are familiar with the fire and emergency evacuation arrangements e.g. the actions to be taken in the event of a fire; exit routes etc. and that they have been conveyed this information to all members of the group.
- Hirer to ensure they provide their own mobile phones for emergency use.
- The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the

specified time.



- The Hirer must have a Risk Assessment which is to be shared with the Trust prior to letting commencing. It is the Hirer's responsibility to share updates of the Risk Assessment with the Trust.

18. Security and Site Supervision

18.1 The Academy Trust will in the initial stages of the hire taking place, pay for a person to be responsible for the security and supervision of the premises before, during and after the hire, and for the cleaning of the premises after its use. This cost will be included in the charge for the letting. If no suitable person can be employed, then the letting will not be allowed or will be cancelled. If the hirer meets all the site security requirements keys and access can be given to the property for a named key holder to operate the security system, and thus taking responsibilities for the site supervision. Keys should not be passed to any other person without direct permission of the CLO.

19. Right of Access

19.1 The Trust Board FAR Committee reserves the right of access to the premises during any letting. Academy personnel may monitor activities from time to time.

20. Conclusion of the Letting

20.1 The Hirer shall, at the end of the hire period, leave the accommodation in a tidy condition, free from litter and with all equipment being returned to the correct place of storage if applicable. If this condition is not adhered to or any damage incurred to academy property, an additional cost may be charged.

21. Vacation of Premises

21.1 The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult. In the event of an emergency, occupants must leave the Academy by the nearest exit and assemble either at the front of the Academy or the car park as applicable. The Hirer must have immediate access to participants' emergency contact details and may use the telephone in the Academy office in the event of an emergency. Hirers are responsible for familiarising themselves with emergency exits and must ensure that participants are aware of evacuation procedures.

22 Viking Academy Trust Letting Charges

22.1 Each academy will set out Lettings Charges specific to the facilities available for hire. See appendices for Lettings Charges.

22.2 Employees of the Trust can hire facilities. The rate charged to employees should be the usual commercial rate as no employee is allowed to 'use their connection to the trust for personal gain, including payment under terms that are preferential to those that would be offered to an individual or organisation with no connection to the trust'.

Employees of the Trust will receive a discounted Letting rate on any hire that is for personal use and 'not for profit' (eg Birthday party, Charity quiz night) and would not provide financial income for the employee. Any hire that results in a 'charge' would not fall under the 'discounted letting' allowance.

The discounted letting is usually 10% discount but will be determined by the CLO, dependent upon the timing of the letting, length of letting contract (eg one off, one term, annual).

23. Variation of Scales of Charges and Cancellations



23.1 The Hirer acknowledges that the charges given may increase from time to time and that subsequently the letting may be cancelled, provided that in each circumstance at least 28 days' notice either way is given. If applicable: It is the Hirer's responsibility to notify parents in writing (where appropriate) of any changes in dates or venues at least a week in advance.

Covid19 addition: Exception to the above would be if a booking is cancelled due to a local lockdown or suspected/confirmed case on the premises. The Trust will endeavour to give as much notice as possible but an acceptance that it may be 24 hours due to circumstance. The hirer will be informed via telephone and email of the cancellation in these circumstances.

A full refund will be issued if we do cancel a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises may also need to cancel the booking due to suspected/confirmed case. If this is the case, the Trust would expect to be notified as soon as possible, and within 24 hours of the booking (unless emergency).

Discussion with the Trust will confirm whether the circumstances entitled the Hirer to a refund.

24. Copyright or Performing Rights

24.1 The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the Academy against all sums of money which the Academy may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

25. Attendance

25.1 The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approval given.

26. Preservation of Order

26.1 The Hirer is responsible for the preservation of good order during the letting of the school premises and for any damage that may be done to the school property in consequence of the letting or which would not have been done if the letting had not taken place. At any hiring to which members of the public are admitted, the Hirer shall provide an adequate number of stewards who shall be present throughout the hiring.

26.2 In the event of any such damage, the Head of School may make it good and the Hirer, by the acceptance of the hiring subject to these regulations will thereby be deemed to have undertaken to pay the cost of such reparation.

27. Public Safety

27.1 The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and - where applicable - the Hirer must adhere to the correct adult/pupil ratios at all times.

28. Own Risk

28.1 It is the Hirer's responsibility to ensure that all those attending are aware that they do so in all respects at their own risk. The Head of School will not accept responsibility for any loss or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought on to the premises at the sole risk of the owner. The Hirer must make sure that all users are aware that they are solely responsible for the security of their personal property, and should put up a sign to that effect.

29 Care of premises

29.1 Furniture and Fittings

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails

or screws into fixtures which are part of the Academy fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.

29.2 Seating accommodation

The seating accommodation provided is limited to the number of chairs, the property of the Head of School, which are on the academy premises on the day of hire. Further provisions may be made by the hirer at his own expense, subject to approval of the academy.

30 Academy Equipment

30.1 This can only be used if requested on the initial application form, and if its use is approved by the Head of School. Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of Academy equipment they are using, and for the equipment's safe and appropriate use.

31. Electrical Equipment

31.1 Any electrical equipment brought by the Hirer onto the Academy site **MUST** comply with the code of practice for portable electrical appliance equipment. Equipment must have a certificate of safety from a qualified electrical engineer. The intention to use any electrical equipment must be notified on the application.

32. Loudspeakers and Tannoy systems

32.1 The use of loudspeakers and tannoy systems or similar on site is not permitted without first seeking permission from the academy. The intended use of loudspeaker/tannoy must be expressly noted on the letting paperwork.

33. Electrical Systems

33.1 Any alteration or addition to the academy lighting or electrical heating systems is strictly forbidden, except with the written consent of the Academy. Consent may be subject to conditions which the hirer will be required to observe and, where necessary, the consent of the electricity supply undertakers.

34. Stage and Spot Lighting

34.1 If stage lighting and spotlights are required, it must be clearly stated on the application form. An extra charge will be made for this service.

35. Car Parking Facilities

35.1 Car parking facilities may be used by the Hirer and other adults involved in the letting. The Academy Trust does not accept any liability for theft from or damage to vehicles parked in the academy.

Car-Parking facilities for Upton Junior School Hirers of / Customers for Sports Hall / Swimming Pool

Term Time:

- ✓ School main car-park & overflow carpark is for school use only between 07:00 - 16:30
- ✓ Outside of these times, the main car-park & overflow car-park to be used by hirers/customers. There are spaces available for in excess of 50 car parking spaces
- ✓ The pedestrian gate on Broadstairs Road can also be made available for Hirers to enable cars to be parked on Broadstairs Road.

School Holiday:

- ✓ School main car-park & overflow carpark available for hirers: 08:00 - 22:00
- ✓ The pedestrian gate on Broadstairs Road can also be made available for Hirers/Customers to enable cars to be parked on Broadstairs Road.

36. Toilet Facilities

36.1 Access to the Academy's toilet facilities is included as part of the hire arrangements.

37. Food and Drink

37.1 No food or drink may be prepared or consumed on the property without the direct permission of the academy, in line with current food hygiene regulations. All rubbish, empty containers, crates, etc. must be removed from the premises by the user immediately after the letting has taken place and before the caretaker locks up.

38. Intoxicating Liquor

38.1 The user must have written permission from the Academy Trust's CLO before arranging for alcoholic drinks to be consumed on the premises. They are responsible for obtaining an appropriate "Occasional Permission Licence" from the clerk to the local magistrate's court if intoxicating liquor is to be sold during the letting. Alcoholic drink may not be brought on to the premises while students are present and are to be cleared from the premises by the time the event ends.

39. Smoking

39.1 The Viking Academy Trust operates a no-smoking policy. Smoking is not permitted on any of the Viking school sites, this includes premises on all sites including internal and external grounds (car-parks, playgrounds, sports pitches). The no-smoking ban includes all e-cigarettes and other devices.

40. Heels and Shoes

40.1 No stiletto or any type of thin heel is to be worn in the Sports Hall (Upton), school halls or Dance Studio (RAPS). If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises.

41. Catering services

41.1 The Hirer shall take such steps as may be necessary to ensure those caterers, or any other persons supplying or serving refreshments or decorations etc., remove from the school premises all their property before the end of the hire session. In the event of any property belonging to the Hirer, or any other person, left on the school premises, the Head of School shall be entitled to remove the same and the cost of doing so shall be paid by the Hirer.

41.2 In cases where the school kitchen is used to prepare and/or serve food, the person in charge of the letting is responsible for leaving the kitchen clean and tidy at the end of the function. If this is not done, the cleaning costs will be deducted from the holding deposit held by the academy.

42. Entertainment Programme

42.1 The Hirer shall, if called upon to do so by the CLO, furnish for approval a copy of the programme of any entertainment to be given during the hiring and in that event no entertainment shall be given except in conformity with a programme which has been approved by her/him. Failing approval of a programme, the Hirer will be allowed to cancel the hiring without payment.

42.2. No public performance of a play, nor any cinematography exhibition, nor any public dancing, singing, music or other public entertainment of the like shall be performed in or close to the premises unless any necessary licence for the same shall first have been obtained from the appropriate

authority and all necessary measures taken to fulfil the conditions of the licence. It may be that a School Public Performance Licence will cover the situation but this aspect must be cleared in advance. No films shall be used on the premises.

To meet the requirements of the Copyright Designers and Patents Act 1988, any musical performances on the premises are to be notified to the Performing Rights Society Ltd. Where ballet, opera or choral works are to be performed advance permission must first be obtained from the Performing Rights Society Ltd.

43. Gaming

43.1 No gaming is allowed except in accordance with the conditions of the Betting, Gaming and Lotteries Act 1963, Section 37 (1) when gaming is carried on at an entertainment promoted for raising money to be applied for purposes other than private gain.

44. Children's Entertainment

44.1 The following provision of Section 12 of the Children and Young Persons Act 1933 must strictly be complied with:

(i) "Where there is provided in any building an entertainment for children, then, if the number of children attending the entertainment exceeds one hundred, it shall be the duty of the person providing the entertainment to station and keep stationed, wherever necessary, a sufficient number of adult attendants, properly instructed as to their duties to prevent more children or other persons being admitted to the building or to any part thereof, than the building or part of thereof can properly accommodate, and to control the movement of the children and other persons admitted while entering and leaving the building or part thereof, and to take all other reasonable precautions for the safety of the children.

(ii) Where the occupier of a building permits, for hire or reward, the building to be used for the purpose of entertainment he shall take all reasonable steps to secure the observance of the provisions of this section.

(iii) If any person on whom any obligation is imposed by this action fails to fulfil that obligation, he shall be liable, on summary conviction, to a fine not exceeding, in the case of a first offence, fifty pounds and in the case of a second or subsequent offence one hundred pounds, and also, if the building in which the entertainment is given is licensed under the Cinematograph Act, 1909, or under any of the enactments relating to the licensing of theatres and of houses and other places for music or dancing, the license shall be liable to be revoked by the authority by whom the license was granted.

iv) A constable may enter any building in which he has reason to believe that such entertainment as aforesaid is being, or is about to be, with a view to seeing whether the provisions of this section are carried into effect, and an officer authorized for the purpose by an authority by whom licenses are granted under any of the enactments referred to in the last foregoing subsection and shall have the like power of entering any building so licensed by the authority.

45. Loss Key/Security Fob and False Alarm Call Out Charges

45.1 There will be a standard charge of £250 for a lost key or security fob

45.2 The hirer could be subject to any false alarm call out charges that are incurred due to incorrect use of the security system.

46. Advertising

46.1 The VAT will advertise on behalf of the 'hirer' on the agreement the Viking pupils or wider Viking community will receive benefit eg discount on 'club' fee, donation of a 'free ticket' as a raffle prize in a school fayre. CFO, or Head of School to determine if acceptable benefit.

ANY HIRER FOUND TO BE USING THE SCHOOL / FACILITIES WITHOUT PRIOR CONSENT WILL RESULT IN THE IMMEDIATE AND PERMANENT WITHDRAWAL OF THE FACILITIES AVAILABLE TO THEM.

Before leaving the premises hirers need to check that:

- All persons have left the building
- Windows are shut
- Doors are shut and locked
- Lights are turned out
- Electrical equipment turned off
- Equipment is left clean and tidy
- Damages and breakages are reported
- All rubbish is removed from the site it may not be put in the school bins. Any rubbish left will be charged from the deposit at a rate of £5 per bag (or equivalent) or invoiced separately if a deposit has not been taken
- Alarm set
- The school gates are locked

47. Monitoring arrangements

We will review and update this policy when the guidance on which it is based changes or when this version of the policy otherwise stops being applicable.

Appendix 1: Lettings Charges: Chilton Primary

Standard Hirers Charge**

Facilities	Rates:
The Hall	£20 per hour
The Field	£25 per hour
The Field - for holiday clubs	£75 per day
Classroom	£15 per hour / £50 per day

****These charges apply to all clubs/activities held after the school day (from 3:15pm onwards), at the weekend or school holidays. Day rate fees can be negotiated at the CLO's discretion.**

Caretaker fees for ALL bookings whilst the school is closed (weekends, holidays & after 6pm term time)*

Caretaker to open and close the school	£15
Caretaker to open and close the school	£25

* regular or community users may receive a discounted rate

Additional Charges

PC access	£5.00 per hour
Public liability insurance	+15% of booking fee
Photocopying /Printing	£0.10 per colour photocopy & £0.05 per black & white photocopy

VAT may be chargeable depending on the frequency of the bookings.



Appendix 2: Lettings Charges: Ramsgate Arts Primary School

Standard Hirers Charge**

Facilities	Rates:
The Hall	£20 per hour
The Field	£25 per hour
The Field - for holiday clubs	£75 per day
Dance Studio/Community Room	£20 per hour
Classroom	£15 per hour / £50 per day

****These charges apply to all clubs/activities held after-school (from 3pm), at the weekend or school holidays. Day rate fees can be negotiated at the CLO's discretion.**

Caretaker fees for ALL bookings whilst the school is closed (weekends, holidays & after 6pm term time)*

Caretaker to open or close the school	£15
Caretaker to open and close the school	£25

* regular or community users may receive a discounted rate

Additional Charges

PC access	£5.00 per hour
Public liability insurance	+15% of booking fee
Photocopying /Printing	£0.10 per colour photocopy & £0.05 per black & white photocopy

VAT may be chargeable depending on the frequency of the bookings.



Appendix 3: Lettings Charges: Upton Junior School

Standard Hirers Charge**

Facilities	Rates:
The Sports Hall (16.5m x 16.5m) <i>Two netball/badminton courts but not full sized.</i>	£25 per hour
The School Hall	£25 per hour
The Field	£25 per hour
The Field - for holiday clubs	£75 per day
Classroom	£25 per hour / £70 a day

****These charges apply to all clubs/activities held afternoon 3:15pm, at the weekend or school holidays. Day rate fees can be negotiated at the CLO's discretion.**

Caretaker fees for ALL bookings whilst the school is closed (weekends, holidays & after 6pm term time)*

Caretaker to open <i>or</i> close the school	£15
Caretaker to open <i>and</i> close the school	£25

* Regular or community users may receive a discounted rate

Additional Charges	
PC access	£5.00 per hour
Public liability insurance	+15% of booking fee
Photocopying /Printing	£0.10 per colour photocopy & £0.05 per black & white photocopy

VAT may be chargeable depending on the frequency of the bookings.