



Lettings Policy

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V1	Lin Diaby	04/04/2014	16/05/2014		September 2016
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Lettings Policy

Introduction

Fulbrook Middle School is responsible for all costs involved in letting the School's premises or equipment to other organisations or individuals. The School is permitted to keep any revenue earned through lettings. There is therefore a requirement for a Lettings Policy to ensure that only appropriate organisations are allowed to hire the premises or equipment, and that a reasonable return is achieved to make the activity worthwhile to the School.

The School's Safeguarding policy must be consulted and followed when dealing with external organisations that work with children or young people.

All hirers must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the Head Teacher before approval is given. The School will contact the Access and Referral Hub, Central Bedfordshire Council if they suspect that the letting or gathering has been used for political purposes, not previously authorised by the Head Teacher, the dissemination of inappropriate material or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way.

Considering applications for lettings the Head Teacher, or delegated officer, will decide on the approval of the application with consideration to:

- Interference with school activities – priority at all times should be given to school functions.
- The availability of facilities
- The availability of staff to open and close the premises
- The school's safeguarding policy
- Health & Safety considerations in relation to the number of users, type of activity, qualifications of instructors, etc.
- Type of activity and our duty with regard to the prevention of terrorism and radicalisation
- Adequacy of management procedures in place during the hire
- Appropriateness of the letting and whether it is deemed compatible with the ethos of the school.

Prime Objective

Fulbrook Middle School is an educational establishment first and foremost, and no activities will be permitted or encouraged which would dilute or detract from this educational commitment.

The quality of education is seen as of paramount importance and the duty of the School is to encourage the existing high standards to be preserved. The School does not intend to exploit to the full the marketing opportunities the premises and equipment offer.

Principles of the Lettings Policy

1. Any letting or hire should cover the direct costs incurred (Site Agent's overtime, heating, lighting, water, cleaning etc.) as well as an allowance for wear and tear. In

addition, an element should be added taking into account the market price for similar lets in other comparable establishments.

2. An invoice is sent after completion of the Letting and payment is to be made within 28 days.
3. All Lettings requested must have full consent of the Head Teacher and the Site Agent.
4. A 'No Smoking Policy' is in operation throughout the School and Hirers would be expected to respect and enforce that policy.
5. The School will seek assurance that outside groups who hire the school facilities will have appropriate policies and procedures in place in regard to safeguarding and Child Protection (in accordance with paragraph 2.25 of Safeguarding Children and Safer Recruitment In Education 2006).
6. It is the responsibility of the Hirer to adhere to all Health and Safety and Fire Regulations and particularly, the number of people who are allowed to attend various functions. The Fire Evacuation Procedure is displayed in each room throughout the School. The Hirer is responsible for their First Aid provision.
7. The Site Agent will usually be required to supervise lettings and should be consulted before any letting is accepted.
8. The organisation would be responsible for restoring the premises to their previous condition.
9. A diary of Lettings should be maintained by the Bursar, and this diary should be available for inspection by the Head Teacher.
10. All events organised by Fulbrook Staff, P.T.A., and Governors are given precedence over other Hirers.
11. Charges will be reviewed by the Head Teacher on an annual basis and changed at the Head Teacher's discretion.
12. At the discretion of the Head Teacher, long term lettings may become key holders.
13. The Organisation is responsible for ensuring no person connected to their letting exercises or brings animals i.e. dogs, on site at any time.

Premises available for letting

- a. Main School Hall and Foyer
- b. Changing Rooms
- c. Individual Classrooms
- d. Tarmac area for Car Parking
- e. Gymnasium (after consultation with the P.E. Department)
- f. Playing Fields (after consultation with the P.E. Department)
- g. IT facilities (after consultation with the Head of Department)

Events considered appropriate

- a. Plays, Concerts
- b. Jumble Sales
- c. Conference/Meetings
- d. Weddings
- e. Wedding Anniversary Celebrations
- f. Birthday Celebrations
- g. Dances/Exercise Classes
- h. Parties/Discos (subject to strict timings and noise control)

- i. Trade/Craft Fairs
- j. Adult Education/Evening Classes
- k. Extra-curricular activities after school, organised and run by teaching staff. No charges are levied on these occasions.
- l. All Fulbrook P.T.A. events (No charges are levied on these occasions).
- m. Any other event where the Head Teacher is satisfied that the Hirer can be trusted to look after and take responsibility for the premises and the facilities used.

Organisations considered inappropriate

- a. Organisations promoting racial, sexual or religious prejudice.
- b. Tobacco companies.
- c. Organisations which use or advocate the use of unlawful acts to achieve their objectives.
- d. Any other organisation which the Governing Body considers inappropriate.