



## LORDSWOOD GIRLS' SCHOOL & SIXTH FORM CENTRE

This policy is called:	Out of Hours and Lettings Policy
It applies to:	Lordswood Girls' School & Sixth Form Centre
Person responsible for its revision:	Director of Finance and Compliance
Status:	Non-statutory
Website:	Public website and Staff Launch page
Monitored by:	Trust Board
Updated:	July 2021: Appendix A to be reviewed every 6 months
Review frequency:	Every 6 months
Date of next approval:	Spring Term 2022

### Rationale

Lordswood Academies Trust believes that the school should be an integral part of the local community. By making school facilities available to members of the community through lettings, the Trust can both facilitate community engagement through letting its facilities at competitive rates and supplement the school's budget which in turn benefits its students.

### Guidelines

The types of lettings available at the school are related to education and leisure activities as well as other organised activities such as charity and fundraising events.

Priority will be given to parent groups, local community and youth groups. However, lettings will not be made to any person less than 18 years of age.

All lettings should be cost effective. Where costs are not covered, this must be justified for reasons which would benefit the school and be approved by the Headteacher or Governing Body in advance.

School and extra-curricular classes as well as whole school events **take precedence** over any other activities which require the use of school premises outside the school day. During examination periods, hirers may be asked to relocate temporarily to a different facility.

If it is intended to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public are admitted, hirers are advised to consult the Finance Department in advance to ensure that the school premises are adequately licensed for the purpose before submitting a firm application.

The Trust will not allow facilities to be used for political or religious meetings and any lettings

for these or any related purposes will be at the discretion of the Trust.

## **Charges**

All income from lettings will be credited to Lordswood Academies Trust bank account, out of which related expenses are to be met.

The lettings charges will be reviewed annually. The charges set are available in each school and displayed on the school websites. Please see Appendix A.

Currently the Trust does not charge VAT on facility hire. This may be subject to change.

Bookings made on Bank Holidays may be subject to additional charges to cover staffing costs.

If the external toilets are hired, this will incur an additional charge to cover the cost of cleaning which will be dependent on how many other hirers also have a booking.

Security is provided externally and the charge for this will be added to the Letting Fee on an individual basis depending on how many hirers are using the facilities at the same time.

## **Booking Procedure and Regulations**

### **1. Applications**

- 1.1 Applications for hire of the facilities for regular use or occasional bookings must be made on an official Booking Form (Appendix C). If the Trust accepts the application, the person signing the application shall be deemed to be the hirer and as such the person responsible to the Trust for the payment of charges and compliance with the conditions of hire. The Trust reserves the right to refuse any application without stating the reasons for doing so.
- 1.2 A Risk Assessment (Appendix D) must be completed prior to booking. It is the hirer's responsibility to carry out their own Risk Assessment before each class takes place.
- 1.3 When an application is made, set-up time and clearing away time must be included in the time of hire.

### **2. Payment**

- 2.1 A deposit of £100.00 is required with all 'one off' bookings, which is returnable in full after the hire has taken place provided no damage has been caused to school property or additional cleaning is required. In which event, an appropriate deduction will be made. In the event of cancellation, the deposit will only be returned if the appropriate notice of 30 days is given.
- 2.2 Hirers will be invoiced, and payment must be made in full within 14 days after the invoice date. Failure to do so may result in cancellation of your booking. Where possible payment should be made through BACS. Cheques should be made payable to Lordswood Academies Trust.
- 2.3 Block bookings for regular hires will be invoiced one month in advance on 1<sup>st</sup> of each month for that month's hire.

### **3. Cancellation**

#### **3.1 By the Trust**

The Trust reserves the right to cancel any lettings if the accommodation is required for urgent official or academic business. In these circumstances the Finance Department will give as much notice to the hirer as possible and shall endeavour to offer an alternative space, time or date; where this is not possible, the hirer will be fully reimbursed.

**3.2 By the Hirer**

All cancellations or postponements shall be notified in writing to the Finance Department giving at **least 14 days notice**. If notice is not provided any booked dates that the hirer does not use, will be charged at the full rate or at the rate agreed within the original signed contracts.

**3.3 By the Hirer – COVID**

All cancellations or postponements due to COVID related issues shall be notified in writing to the Finance Department giving at least **48 hours notice**. If less than 48 hours notice is provided, the hirer will be charged security costs relating to the booking.

**4. Safeguarding**

4.1 All hirers who provide activities for children and young people are required to complete the Application for Letting School Premises form which indicates they have a Safeguarding and Child Protection Policy in place.

4.2 The hirer is responsible for ensuring all safeguarding requirements are met and that DBS checks are in place for their staff for all activities with children and young people.

**5. Supervision**

5.1 The hirer shall ensure that there is adequate supervision for the activity/event in order to ensure safety and shall take due precaution for the prevention of accidents.

**6. Insurance and Indemnity**

6.1 Public Liability insurance (PLI) must be in place to protect the Hirer against injury, loss or damage caused to third parties or their property. A copy of all relevant insurance policies must be submitted to the Finance Department and the following must be completed:

<b>Name of Company Insurance</b>	
<b>Sum Insured</b>	
<b>Expiry Date</b>	
<b>Certificate Number</b>	

6.2 The hirer accepts full responsibility for any damage to or theft of Lordswood Girls' School property occurring during the period for which the premises are hired.

6.3 The Trust accepts no liability for the loss of personal property brought into or left on the premises during the letting. Where school storage is used, the hirer will leave equipment at their own risk.

6.4 The hirer accepts that they should familiarise themselves with the position of

telephones, escape routes, fire alarms and fire-fighting equipment.

6.5 The hirer further agrees to indemnify the Trust against all claims, actions and liabilities arising from the use of the premises by the hirer apart from claims and actions arising through the negligence of the Trust.

6.6 The hirer holds full responsibility for the safety of all participants during the hire.

## 7. **Artificial Pitch Hire and Sports Centre**

7.1 When hiring the new facilities, particular care, consideration and respect must be adhered to as follows:

- **Non-marking footwear must be worn in the Sports Centre at all times. Footwear that will mark the floor must be removed, for example high heels; tap dancing shoes MUST NOT BE WORN.**
- **Any footwear that has been worn outside on the field must be removed before entering the new building.**
- **No Food or drink is allowed into the Sports Hall.**
- If changing rooms are used they must be left clean and tidy ready for the next school day.
- Any damage made to the Artificial Pitch or new Sports Centre will be chargeable to the hirer.

7.2 **Hirers of the artificial pitch must ensure they comply with the regulations in Appendix B.**

## 8. **General**

8.1 The hirer must agree that no school equipment will be used without prior approval and that the installation of the hirer's equipment will be carried out by competent personnel. All electrical equipment brought onto the school site must carry a current PAT test label.

8.2 The hirer must ensure that the facilities have been left in a clean and tidy state, ready for use by the school. Should the premises not be left in a satisfactory state by the hirer, the Trust may make a charge for additional cleaning time.

8.3 Should the hirer still be on the premises beyond the stipulated time of the letting, the Trust may charge up to the actual time the hirer vacated the premises, and may also charge for any additional security cover as a result of the extended use.

8.4 Any persons using the school car parks do so at their own risk and the Trust cannot accept responsibility for any damage caused to vehicles.

8.5 It is the responsibility of the hirer to ensure that there is no smoking anywhere on the school premises. This includes outside areas as well as within the building.

8.6 **ACCESS** will be prohibited via the grassed area to the AWP and other outside facilities – Access must be via the tarmacked path and **not** across the grass. The School will not liable for any injury caused to a person who is not using the correct access route.

## 9. **Monitoring**

9.1 This policy will be monitored at the start of every financial year.

**Appendix A**

**LETTINGS CHARGES 1<sup>st</sup> July – Summer Term 2021**

<b><u>Area/Room available to hire</u></b>	<b><u>Charge (per hour)</u></b>
Sports Centre Sports Centre Half	£40.00 £30.00
Sports Centre package – Sports Centre, changing rooms and Café seating area	£60.00
Seminar/Conference Room Seminar/Conference Room Half	£30.00 £20.00
Drama Studio	£22.00
Netball Court	£15.00
Sports Field	£20.00
Hall	£30.00
Hall package – hall, ante hall, conservatory and canteen seating area	£45.00
General Classroom	£20.00
Equipment hire i.e. Piano, Microphones, speakers, lighting, projector	£15.00 per item
Storage – Annual Charge	£300.00

***Out of Hours hiring is possible and quotations are available upon request.***

## Appendix B

### Artificial Pitch Hire

Key Partner Clubs	Charter Standard Clubs (Junior & Adult)	Non Charter Standards Club (Pay and Play)	Other hire full pitch per hour
Quarter Pitch: £25 p/h	Quarter Pitch: £30 p/h	Quarter Pitch: £35 p/h	Commercial: £120 p/h
Half Pitch: £45 p/h	Half Pitch: £50 p/h	Half Pitch: £60 p/h	County FA: £80 p/h
Full Pitch: £80 p/h	Full Pitch: £90 p/h	Full Pitch: £100 p/h	Professional Club: 100 p/h

Match Play Weekends (prices per hour if hired for the season - 12 weeks)
5x5 Mini Soccer Quarter Pitch 1 hour £15
7x7 Half Pitch 1 hour booking £25
9x9 Half Pitch 1.5 hours booking £35
11x11 Full Pitch 2 hour booking £100

The proposed pricing is based on FA guidelines and is set at a level to promote community use within the local area.

All charges include use of the school's toilets, car park and promotion of the class if required to Lordswood parents and staff. The hire of these areas is currently exempt from V.A.T. Please note that, for one off bookings, a refundable deposit of £100.00, in addition to the letting charge is required. BACS payment is preferable. Cheques should be made payable to Lordswood Academies Trust and should be sent to the Finance Department.

### **ALL WEATHER PITCH**

#### **REGULATIONS FOR USE**

**NO METAL STUDS, BLADES OR TRAINERS – ONLY CLEAN FOOTWEAR**

**NO SPECTATORS ON THE PLAYING SURFACE**

**NO FOOD OR DRINKS ON THE PLAYING SURFACE**

**NO CHEWING GUM**

**NO SPITTING**

**NO SMOKING**

**NO BIKES**

**DO NOT CLIMB ON THE GOAL POSTS, FENCE & NETTING**

**DO NOT DRAG GOALS OR PLACE HEAVY OR SHARP OBJECTS ON THE SURFACE**

**ACCESS** will be prohibited via the grassed area to the AWP and other outside facilities –

Access must be via the tarmacked path and **not** across the grass. The School will not liable for any injury caused to a person who is not using the correct access route.

**Appendix C**

**APPLICATION FOR LETTING SCHOOL PREMISES**

<b>Person Responsible for Letting:</b>	
<b>On behalf of (Organisation/Club):</b>	
<b>Address of Person Responsible:</b>	
<b>Email address:</b>	
<b>Telephone Number of Person Responsible:</b>	
<b>Invoice Address if different from above:</b>	
<b>Purpose of Letting:</b>	
<b>Cost of Letting and amount to be invoiced:</b>	
<b>Requested Date(s) for Letting:</b>	
<b>Requested Time(s) for Letting:</b>	
<b>Requested Area for Letting: (See Charges for areas available)</b>	
<b>Appropriate policies and procedures in place in regard to safeguarding and child protection of children:</b>	
<b>I hereby agree to hire and use the rooms/facilities/equipment in accordance with the regulations and charges outlined in the Lordswood Academies Trust Lettings Policy Signed (person responsible):</b>	
<b>Date:</b>	
<b>For Office Use – Set up on Xero</b>	
<b>Risk Assessment completed</b>	
<b>Public Liability Insurance checks completed</b>	
<b>Finance Department approved letting and all checks carried out</b>	

Signed:	
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Please return this form to Finance Department, Lordswood Girls' School, Knightlow Road,  
Harborne, Birmingham, B17 8QB.

**Appendix D**

**DETAILS OF ACTIVITY (Risk Assessment)**

**To be completed by Hirer prior to booking taking place**

**Name and Nature of Activity**

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**Approximate Number of Participants**

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**Are there any risks involved with Activity?**

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**How will these risks be addressed?**

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**Have you arranged with the Trust how to operate technical equipment if required?**

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