

<b>Reviewer</b> Governing Body	<b>BROOKFIELD JUNIOR SCHOOL</b>  <b><u>Lettings Policy</u></b>	<b>Review date</b> July 2018
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### **Guiding Principles for external use of our School Hall**

We aspire to make the school's facilities available according to the needs of the local community within Larkfield, which are our priority.

We are open to all proposals for use of the school hall and the Family Room from the individuals and groups from the local community and wish to encourage a mixture of educational and other leisure activities.

In making the school facilities available we will take account of the impact of any activities on our neighbours and the direct and indirect costs to the school.

In general, we work to the KCC's guidelines, policies and procedures on letting school premises and the uses to which they can be put, other than where the Governing Body have varied these. Details are attached.

### **Charges**

Community Use	£15.00 per hour including insurance cover Family Room + kitchen = additional £5 per hour
Private Parties*	£30 per hour/or part of , including insurance cover

\*Permission for private parties will be given at the discretion of the Head teacher

Commercial users will need to provide evidence of Public Liability insurance cover of £5m.

Deposits	Booking deposit = 1 hour's rent
	Security Deposit = £100 refundable after event

These charges were reviewed [July 2016](#).

Payment is in advance for single letting; monthly in arrears for regular lettings.

Specific charges are set at the time of the contract. Follow-up of unsatisfactory lettings will be made. Due attention is to be paid to avoid undue wear and tear on the buildings and equipment.

If the user wishes to cancel a specific booking or set of bookings, five clear working days' notice must be given of the cancellation, in which case the school will charge a cancellation fee of a quarter the total fees due. If less than five days' notice is given, the whole of the fees may be charged by the school. When regular bookings have been made, cancellation will result in a negotiated fee according to the opportunities available for re-letting the facility.

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### **Applications**

Potential lettings users will be asked to complete an application form (Sample at Appendix C) or submit a written request/email detailing their requirements. On receipt we will confirm that the accommodation and equipment requested is available when required and agree the caretaking times and availability as necessary. The potential user, who must be over the age of 18 years will be made aware of the Conditions of Use requirements (sample at Appendix B) and be able to meet them to the satisfaction of the school.

### **Contracts**

It is important that a contractual arrangement is established so that the school and users understand their commitments to each other, and are aware of the various rules and regulations that must be applied. It also provides a means for formalising the charging arrangements. A contract is based on conditions of use that are applied and these will be different for commercial and non-commercial organisations. There is no clear definition that separates commercial from non-commercial and this will be decided by the school. However, the broad approach will be based on profit for personal gain which would rate as commercial whereas funds being raised for charitable purposes would be non-commercial. Conditions of use are shown in Appendix B and application forms and Agreements are at Appendices C and D. When it is preferable to make a contract specific to the user it will be in the form of a contract document as shown at Appendix E.

### **Insurance**

Adequate insurance cover is essential for all lettings and where it is being provided through the KCC hirer's liability policy charges will be made at the time of invoicing for the letting. Advice and requirements are shown in Part Two.

### **Accounting**

After charges have been agreed and arrangements made for invoicing, income will be collected, receipted, properly banked and applied to the correct income code and cost centre. Account will be taken of insurance and value added tax requirements. Financial records will be retained in accordance with the "destruction of financial records" instructions.

### **Health and Safety Aspects**

The requirements of the *Health and Safety at Work Act 1974* and associated health and safety legislation will apply to all lettings and this will be drawn to the attention of users. They will be made aware of the content of the school health and safety policy as it applies to them and should be willing to take on the safety and security requirements inherent in the policy and the conditions of use.

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## **PART TWO**

### **Adult Education Centres**

Where adult education centres wish to use the school premises, a lettings rate will be negotiated such that the school does not make a loss.

### **Alcohol on School Premises**

A user must have the approval of the Head teacher and/or governing body before arranging for alcoholic drinks to be consumed on the premises. The User is responsible for obtaining an occasional permission licence if the alcohol is to be sold (See the section on occasional permission licence).

Where tickets are sold for raffles, tombolas, etc, and one or more of the prizes is alcohol there is a requirement for the event to be covered by a licence.

Alcoholic drinks should not be brought on to the premises while the school is in session and pupils are present. All empty containers, crates, etc must be removed at the end of the event, before the school recommences after the letting.

Illegal substances are **NOT** permitted anywhere on school premises.

### **Bad Debts**

Where an agreement or contract calls for lettings invoices to be paid in advance, arrangements will be made to prevent entry if the account has not been properly settled. This will help to eliminate bad debts.

If charges are raised subsequent to a letting and there are difficulties in obtaining payment, two reminders will be sent after a reasonable period of time has been allowed for payment to be made. The second reminder will warn that any subsequent lettings will be cancelled and that legal action may follow if the debt is not settled promptly or by a given date.

If payment is not received as requested a decision will have to be made on whether to write off the debt or pursue the matter further. In such cases the matter will be referred to the governors and the area finance section. Bad debts incurred by users, and any other problems, will be notified to the Area Education Office so that other schools can be notified if deemed necessary.

### **Banking of Income**

Income derived from the letting of premises/facilities is to be banked in the area receipts accounts using **Nat West Bank paying-in-slips**.

All income will be shown against CFR Code I08 on the school tabulation.

### **Bonfire Parties / Boot Fairs**

Fireworks and bonfires are strictly forbidden.

The grounds are not considered suitable for boot fairs.

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### **School Business Manager**

The School Business Manager will determine all services required for each letting; and will make the necessary staff arrangements to cover such duties as opening, closing and cleaning of premises etc.

The School Business Manager will charge for each letting accordingly, inclusive of VAT as appropriate.

### **Children's Entertainment**

From a control and safety viewpoint when children are being entertained on school premises as part of a letting, the user is to provide adequate adult supervision to prevent overcrowding, unnecessary movement and unruly behaviour. Such adults are to be properly briefed on their duties which include arrangements for emergency exit from the area(s) in use and any other reasonable precautions for the safety of the children.

### **Diary**

A diary of Lettings will be kept in the school office by the **School Business Manager**.

### **Discotheques**

If discotheques are held on the school premises care must be taken to avoid nuisance to the neighbours. Noise levels must be considered and control over the sound levels must be exercised by the organisers. A public entertainment licence may be required from the local authority if the event is open to the general public (See public entertainment licence).

### **Elections**

The procedures by which returning officers may claim the use of a room in a school as a polling station are currently laid down by the *Representation of the People Act 1983*.

Where a school is the only premises available for a polling station, and where it is not possible properly to segregate the voters from the pupils, it may be necessary to close the school. Although such closures may be regarded as "unavoidable closures" for the purposes of counting school sessions, it is intended that their number should be kept to a minimum through local negotiation and should take place only with the agreement of the governing body.

Schools which are regularly closed for polling may consider using these days, when they are known in advance, as non-contact days for teachers.

Schools negotiate direct with returning officers for costs involved and should use their own rates of actual costs/including Site Manager time, when calculating the charge. No charge should be made for the time the school is usually in operation or for the Site Manager's normal working day. Normal VAT arrangements apply.

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On the occasions when the local council is charged, insurance calculated at 3.15% of the total lettings charge should also be levied.

The school will not gain financially for such lettings. Invoices for these lettings will be sent to the returning officer no later than 21 days after an election has taken place.

### **Use of Schools by Candidates**

KCC regulations include details of the rights of a candidate at a general election to use a suitable room in a school for a public meeting (but not as a committee room). All such requests will be treated as a letting and charged at the school's actual letting costs including caretaking. No financial gain will be made from such lettings.

### **Posters**

Whilst posters announcing a public political meeting may be exhibited on a detached board near the school entrance (bearing in mind health and safety implications) for not more than three days before the meeting, no other political posters may be fixed to any part of the premises.

### **Equipment Use**

Where a user requests the use of additional school equipment (ie tables, chairs, sports equipment, instruments, music system, computer screen, kitchen area of Family Room etc), and the school agrees to the use, a specific charge will be made and it is subject to VAT. A returnable deposit, to cover loss or damage, is requested.

We do not accept any responsibility for electrical equipment/cables brought to hire events.

### **Fairs and Fetes**

Advice should be sought from the school's grounds consultant regarding the use of the site for attractions such as parking and the location of stalls.

Pony/horse rides will not be allowed.

The user must obtain insurance cover in respect of their possible liabilities, not only for injury to persons but also for reinstatement of damage to KCC owned or other property.

The KCC insurance section, will be pleased to offer advice on insurance matters.

Any company providing, erecting and/or supervising a "bouncy castle" must have a minimum of £5 million personal liability cover and provide evidence of cover prior to the event.

### **Grounds**

The school's grounds consultant will be advised whenever a letting involving sports pitches, playing areas or other parts of the estate is agreed. This will ensure that, not

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only are any necessary pitch markings prepared but also that grounds maintenance staff can avoid grass cutting and other work on those days. The grounds consultant will be asked to carry out a check of the grounds after the letting is completed.

Correct footwear and equipment must be used.

### **Helicopters and Parachute Drops**

Adequate insurance cover must be held by the promoters of an event which includes helicopter landings or parachute drops to cover public liability and the insurance policy must be forwarded to the KCC insurance manager at County Hall, Maidstone for approval well in advance of the event.

- Adequate arrangements will need to be made for crowd control
- The local fire brigade and police should be advised
- Residents living close to the school should be informed well in advance
- It is essential that there is a first aid presence on site and arrangements can be made for more serious incidents to be properly handled
- The advice of the grounds consultant should be sought regarding a suitable site for landings.

### **Insurance**

The KCC's combined liability policy covers the legal liability of all departments of the authority for accidental bodily injury (including death) to third parties or accidental damage to their property arising out of the Council's negligence. Parent Teacher Associations and Voluntary Fund Committees are also included in the policy.

The following guidelines will be applied to lettings:

- Damage of any kind sustained by the premises, fixtures and fittings, furniture and other chattels therein arising out of, or in connection with, a letting will be made good at the expense of the user within one month and to the satisfaction of the KCC
- For non-commercial users taking advantage of the KCC liability policy, a premium of 3.15% of the total hire charge will be levied in addition to the hire charge. A summary of the cover is as follows:
  1. the policy provides the user with public liability cover up to a limit of (currently) £5million
  2. the policy excess payable by a non-commercial user in respect of damage to property is £350
  3. all Commercial Users (i.e. those with a corporate or personal profit motive) MUST have their own insurance cover including a minimum public indemnity cover of (currently) £5million. A copy of the insurance certificate or cover note must be seen and exhibited in the school.

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### Invoices

Invoices will be raised/issued in accordance with the contracted arrangement, with any insurance contribution and VAT element being clearly identified. A copy of the invoice will be kept in the school's 'Income Folder'.

A follow up arrangement is necessary to ensure that payment is received and, where it is required in advance, arrangements should be made to stop the letting proceeding if payment has not been received in time. (See also the notes on bad debts). When the user makes a payment a numbered receipt must be issued. If appropriate, payment may be made in instalments or in full. For ongoing lettings covered by a single contract/agreement invoices may be issued termly. Ongoing lettings contracts must not exceed a year, however it may be more appropriate for them to be confirmed termly.

### Kitchens

If the school servery is part of a letting the applicant will be given a copy of the advice at Appendix F(a).

If the kitchen area of the Family Room is part of a letting the applicant will be given a copy of the advice at Appendix F(b)

The server/kitchen area must be left in a clean state after lettings or future bookings will be cancelled.

### Language Schools

Language schools usually fall into one of three categories as follows:

- **Commercial Schools** (profit making)

Schools may only be let to these organisations where the user can provide evidence of recognition by the British Council.

These regulations do not apply to courses which are principally for those under 16 years of age.

Such organisations must provide their own insurance cover and a copy should be sent to the KCC insurance manager for approval well in advance of the letting.

- **Non-profit making organisations**

These organisations do not need British Council recognition and the Head teacher/governing body will use discretion as to letting premises to them.

KCC lettings insurance arrangements will be applied.

- **European organisations concerned with Summer vacations for school children**

These organisations will not be eligible for British Council recognition. Each individual case will be treated on its merits and the Head teacher/governing body will need to be satisfied that staffing, welfare and the course content are of a satisfactory standard.

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The school reserves the right to refuse these lettings if there is any doubt about the standards of the European organisation.

KCC lettings insurance arrangements will be applied as the organisation will be non-commercial.

### **Local authorities**

The use of school premises by other departments of the KCC, other local authorities and parish councils for business meetings (i.e. public consultations, exhibitions etc) will be charged to cover the actual cost to the schools. Standard VAT regulations apply to lettings to other local authorities and parish councils (Appendix G).

Parish councils and parish meetings have the right to use, free of charge, a room in any school maintained by the local education authority or any suitable room maintained out of County Council or local authority rates. However, the parish council/parish meeting must make good the cost of any expense or damage as a result of the use (*Local Government Act 1972*). Caretaking costs will be charged.

Where the school is used by another KCC department the invoice will include the appropriate income code so that it can be paid by internal journal transfer.

### **Martial Arts**

Before agreeing to a letting from a martial arts club it is necessary to confirm that the club is a member of the UK Martial Arts Standards and Advisory Commission and that the instructors are fully qualified. Copies of the instructors' certificates of grade will be obtained together with the Martial Arts Commissions registration documents and membership number, where applicable. We further follow the guidance in 'Safe Practice in Physical Education and School sport' (Chapter 20) ~ copy to be found in the staff room.

### **Occasional permission licence**

Where alcohol is served or used as a raffle or draw prize, even when the cost is included within the overall function charge, an occasional permission licence will be obtained if the drink or tickets are to be sold. This process takes several weeks. Each applicant for an occasional permission licence is limited to a maximum of four in a 12 month period. Each licence lasts for a maximum of 24 hours (Details and application forms can be obtained from the clerk to the local magistrates court).

### **Parent Teacher and Friends Association (PTFA) Use**

The PTFA should have first claim on the premises after normal school use and their bookings should be made as early as possible so they can be included in the diary.

PTFA use is automatically covered by the KCC combined liability policy.

To avoid confusion over requirements the PTFA event organiser will be requested to complete a pro-forma along the lines of the sample at Appendix H at the beginning of each academic year.

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**Parking**

At a proposed event during school time, there will not be facilities to park on site and alternative arrangements must be made.

**Performing Rights Society**

Under the *Designs and Patents Copyright 1988 Act*, and to conform with the conditions of the KCC licence in relation to copyright, musical works performed at premises under their control, the person(s) responsible for the performance of such works must submit details to the Performing Rights Society Ltd. This requirement applies whether free admission is granted or not. The Council's licence does not cover performances in voluntary school premises nor certain items such as ballet, opera or choral works. The person(s) responsible for the performance must first obtain special permission of the Performing Rights Society and provide evidence to the school before the letting is completed that such permission has been obtained.

The school does not hold a public entertainment licence.

Licences have to be obtained from the local council, renewable annually at a price determined by the local authority. Issue of a licence is subject to a satisfactory report from a fire safety officer. This procedure can take up to three months and will necessitate the provision of an electrical safety certificate. The cost of obtaining a licence is likely to be in excess of £100.

Where the user wishes to hold a private function for the benefit of members only, a public entertainment licence would not be necessary. To avoid any possibility of ordinary members of the public being admitted the user is advised to send out written personal invitations and to admit only on production of the invitation.

These regulations also apply to school plays. In all cases where the audience is not limited to parents or friends because, for example, tickets have been sold indiscriminately, or might have been made available to members of the general public paying at the door, the performance would become "public" and a licence would be needed. Furthermore, a performance would be regarded as public if widely advertised outside the school by, for example, display of posters in the town or advertisements in the local press.

Some local authorities require even private entertainment to be licensed under the *Private Places of Entertainment (Licensing) Act 1967*. If in doubt, a check should be made with the local council.

Occasional entertainment licence can be obtained in appropriate circumstances and application should be made to the local council.

The courts have the discretion to levy a heavy fine if public performances are held without a public entertainment licence.

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### **School Priorities**

In deciding the priorities for school use, account will be taken of the lettings. Once a contract has been entered into, late cancellation will be avoided. It may be possible to make arrangements for school and PTFA functions sufficiently early so that lettings dates can be confirmed when the other, have been finalised. Whilst lettings can be “pencilled-in” as far ahead as is desirable they will not be formally contracted for more than a year in advance. However, it may be more appropriate to make confirmations termly at the Headteacher and governors’ discretion.

### **Value Added Tax**

Most lettings of school land or premises are exempt from VAT but an additional charge for VAT must be made for:

- The use of facilities for sport and physical recreation, EXCEPT for:
- A continuous period of use exceeding 24 hours or
- A series of 10 or more periods of any length where the following conditions are satisfied:
  1. each period is in respect of the same activity carried on at the same place
  2. the interval between each period is not less than 1 day or more than 14 days
  3. consideration is payable by reference to the whole series and is evidenced by a written agreement
  4. the user has exclusive use of the facilities
  5. the user is a school, club, association or organisation representing affiliated clubs or constituent associations.
- The hiring of sports or any other specialist equipment
- The charges for caretaking services other than merely opening and closing the premises (but see Cleaner-in-Charge charges)

### **Maximising Use of Accommodation**

#### **Lettings**

Governing Bodies are able to make local letting arrangements for the use of school grounds/buildings by outside organisations. Since the introduction of the local management scheme, schools have developed various arrangements and charging scales for such lettings. A local letting does not offer any security of tenure to the hirer and can be terminated without notice by the school.

#### **Tenancy-at-will, Licences, Leases**

Where it is proposed that a group should have longer term more permanent use of the grounds or buildings (for example, the establishment of a private nursery within surplus accommodation or the provision of a mobile classroom belonging to a playgroup on the school site), it is essential that the Area Property Resources Manager of the Area Education Office is made aware of the intentions as soon as possible. The groups concerned will probably want some security of tenures to reflect any financial commitment that they are making. The County Council would also wish to ensure that its own rights are safeguarded in any such agreement.

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There are a number of ways in which such matters can be dealt with, a tenancy-at-will is the least formal and carries no more security of tenure than a letting. A licence and lease do carry greater security of tenures, the lease being the most secure; fees will be incurred in the negotiation of such agreements.

### **Easements and Wayleaves**

These agreements are used to cover such arrangements as for when a public utility wishes to lay a service across or under school land, for example drainage systems, electrical cables not directly related to the school itself. It is necessary for an arrangement to be negotiated with the public utility. The agreement may provide the public utility with a right to enter the land "after first seeking the landowner's prior consent" for the purposes of inspecting the service. Either Kent Estate Management or the Education & Libraries Directorate will normally be first approached on such matters; schools receiving such enquiries should refer them to the Area Property Resources Manager.

### **Disposals**

The Authority will identify non-operational land and premises for possible disposal as part of a continuing process to realise capital assets to help fund capital expenditure. Governing bodies will be consulted about any proposals for disposal of land for which they are responsible.

### **Acquisitions**

Governing Bodies would rarely be involved in such arrangements. The County Council will need from time-to-time to acquire land for the purpose of new school building, playing field etc. When this specifically affects existing schools, governing bodies will be consulted.

This policy was agreed by the Governing Body of the school on [4.7.16](#)

Signed:-

Head Teacher                                      **M J Blewer**                                      Date   4.7.16  

Chair of Governors                   **Carolyn Pratley**                                      Date   04.07.16  

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**APPENDICES**

<b><i>APPENDIX B</i></b>	<b>Conditions of Use</b>
<b><i>APPENDIX C</i></b>	<b>Application Form</b>
<b><i>APPENDIX D</i></b>	<b>Agreement Form</b>
<b><i>APPENDIX E</i></b>	<b>Contract letter and Reply</b>
<b><i>APPENDIX F(a)</i></b>	<b>Lettings of School Servery</b>
<b><i>APPENDIX F(b)</i></b>	<b>Lettings of Kitchen area in Family Room</b>
<b><i>APPENDIX G</i></b>	<b>VAT Advice</b>
<b><i>APPENDIX H</i></b>	<b>PTFA Event Booking Form</b>

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**APPENDIX B**

**CONDITIONS OF USE**

It is the User's sole responsibility to control entry of all visitors at the external entrance allocated and to ensure that only those people known to them are allowed access to school premises. The entrance and any other external doors that are unlocked must be controlled by responsible adults at all times during the period of the letting. On completion of the letting a check must be carried out to ensure that all windows have been shut and secured, and all visitors have left the premises. The user shall not cause or permit any nuisance or disturbance to other occupiers or users at the School, nor to occupiers of neighbouring properties.

The user should be aware of the appropriate action to be taken in the event of fire or other emergency. They should know where extinguishers are located and how to use them, how to obtain assistance from the emergency services and the location of fire exits.

*The Health and Safety at Work Act 1974* (as amended) imposes duties not only on employers in respect of their employees but also on persons having control over places of work or places where plant or substances are used and on anyone who by virtue of a contract has an obligation in relation to such a place. The duties are to ensure, so far as is reasonably practicable, that the facilities, the means of access to and egress from, are safe and without risk to health. (A copy of the *School Health and Safety Policy* is available on request and users must comply with these.)

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 Site Manager locks up. Furniture and equipment is to be left as found unless other arrangements have been agreed with the Site Manager.

The use of materials for preparing floors for dances and the wearing of shoes likely to damage floors, especially in the hall, is prohibited.

The premises shall not be used for any purpose other than for which agreement has been granted nor shall any areas of, or furniture/equipment in, the school but not included in the letting agreement be used without express permission; in such cases an extra fee may be payable.

No landlord and tenant relationship shall be created.

The User needs to adhere to the school's 'No Smoking Policy'.

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**APPENDIX C**

**APPLICATION FORM**

<b>REQUEST FOR USE OF BROOKFIELD JUNIOR SCHOOL</b> <i>This form to be completed by hirer and submitted to Head teacher</i>	
Name of Organisation:	
Name, address and telephone number of applicant:	
Use to be made of premises:	
Maximum number of persons:	
Accommodation Required	With/without heating:
Days:	
Dates:	
Times (including preparation time):	
Furniture & Equipment requirements:	
Insurance: KCC Insurance will be applied to non-commercial hirers unless details of your insurance and a copy of the policy are supplied. <i>Commercial hirers must have their own insurance</i>	
Caretaking requirements: (None, opening and closing only, for the duration of the letting)	
Date:	Hirer:

**For School Use Only**

Application approved:                          refused:   

Confirmation of booking sent:    yes                          no   

Receipt of accepted copy:                     

Invoice sent:                       No.                       Date:

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Payment received:  
**APPENDIX D**

**AGREEMENT FORM**

<b>BROOKFIELD JUNIOR SCHOOL</b>
Name and Address of Hirer
Letting of school facilities to:

**Further to your application, I am pleased to offer the following facilities:**

Accommodation:
Furniture/Equipment:
Use to be made of facilities:
Date/Times:
Charge:
Insurance:
Caretaking:
Contract:
Your use of the school facilities is subject to your agreeing to the 'Conditions of Use' as attached. Subject to your agreement would you please sign and return the copy of this letter as soon as convenient.

Head teacher:
Date:

Signed by Hirer:

Date:

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**APPENDIX E**

**CONTRACT LETTER**

**Function**

Thank you for your letter requesting a letting. May I offer you a contract as follows:

**Facilities/Space**

**Equipment/Furniture**

**Dates/Times**

**Charge(s)**

**Insurance**

**Contract**

Your use of the School facilities is subject to your agreeing to the "Conditions of Use" as attached. Subject to your agreement would you please sign and return the copy of this letter as soon as convenient.

As yours is a commercial organisation the KCC Insurance cannot be applied  
**(or)**

As yours is a non commercial organisation you may wish to take advantage of the KCC Mutual Insurance Scheme for which the premium is 1.8% of the letting fee).

If you have any problems or questions, or wish to arrange a visit please make contact.

Under the Terms and Conditions contract, we reserve the right to cancel at any given point.

Yours Sincerely

Mrs M Blewer  
Head Teacher

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***APPENDIX E***

**To: Headteacher**

I am satisfied with the details shown above, confirm that we accept the conditions of use and have appropriate insurance cover/wish to take out the KCC Insurance.

Organisation:

Date:

Contact Name:

Signature:

Address:

Telephone Number:

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**APPENDIX F(a)**

**Lettings of School Servery Only**

The following conditions must be observed in addition to the general conditions regarding the letting of educational premises:

1. The store rooms and the larder must not be used.
2. The food stocks are not available to hirers.
3. No equipment or furniture may be removed from the premises.
4. Under NO circumstances are hirers permitted to use:
  - the sterilizing sink
  - kitchen equipment
5. where furniture is to be used, prior approval must be obtained from the school and an appropriate charge will be made. Crockery may be available.

It will be appreciated that school kitchens, sculleries and dining facilities are provided specifically for the operation of the school meals service, whose staff are responsible for the condition of the canteens and the equipment. It is for this reason that the use of specified items of equipment and of the crockery is precluded, and the rules which users are asked to observe have as their sole object the care of the premises and equipment and the welfare of all who use them.

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**APPENDIX F(b)**

**Lettings of Kitchen Area of Family Room**

The following conditions must be observed in addition to the general conditions regarding the letting of educational premises:

1. The following kitchen equipment may be used:-  
Cookers, fridge, microwave, dishwasher, crockery, cutlery.
2. The following general equipment may be used:-  
Hoover, dustpan and brush, cleaning cloths.
3. Dishwasher tablets, washing-up liquid and tea towels are provided by the school ~ it is expected that they will be used sensibly and as appropriate.
4. No equipment or furniture may be removed from the premises.
5. Use of the school telephone and other electrical equipment is prohibited.
6. Hirers must provide their own refreshments and dispose of any 'left-overs'.
7. Hirers are expected, where appropriate, to load the dishwasher before departing. If the full cycle has finished then the contents should be put away. If the cycle has not finished at the time of departure, then a note should be left to that effect on top of the dishwasher.
8. At the time of departure, all surfaces, tables, chairs etc should be left clean and tidy.

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**APPENDIX G**

**VAT ADVICE**

Dear

**Letting of School Facilities ~ VAT**

With reference to your request for the use of the

In our school, HM Customs and Excise have reviewed the VAT liability of a series of lettings of sports facilities and have stated that a formal agreement for such a series of lettings for a swimming pool, sports grounds or premises equipped for other sports to a club, school or similar body where the periods of use making up the series of lettings occur at regular and reasonably frequent intervals will be exempt from VAT subject to the following:

1. There must be clear evidence of the existence of a formal agreement/contract, including a requirement that the payment be made in full whether or not the option to hire is actually exercised on a particular occasion. Suitable evidence would be a formal agreement between the parties, an exchange of letters or an invoice issued in advance of the series requiring payment for the whole of the series; credit cannot be given for any occasion when use is cancelled.
2. The series must extend over the playing season for the sport or at least three calendar months, whichever is the less, and must consist of at least 10 individual use periods occurring not less frequently than once a fortnight, except for breaks caused by school holidays.
3. The formal arrangements must be such that the lettee is granted exclusive use of the sports facility during each period of the hire.

In order to proceed further with your application would you please advise me if you wish to accept the letting on the above basis so that VAT is not payable on the charge details that are as follows:

Charges including VAT - £ \_\_\_\_\_ per annum

Charges not including VAT - £ \_\_\_\_\_ per annum

Yours Sincerely

Mrs M Blewer

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Head teacher

**APPENDIX H**

**PTFA EVENT BOOKING FORM**

Type of Event:		Date:	
Setup Time	Time of Event	Finish Time	
In Overall Charge		Access Via	
Accommodation Required			

No of Tables		No of Chairs	
Heating	Hot Water	Urn	
Cooking Facilities/Servery		Crockery	
Projector	OHP	Screen	
Sound	Extension Cable		
Cloakrooms			
Parking Arrangements			

PTFA Member Responsible for Clearing Up
PTFA Member Responsible for obtaining Licence
PTFA Member Responsible for Ticket Sales
Site Manager Advised

..... on behalf of PTFA

The school approves the arrangements for the above activity

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..... Head teacher

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