



# REIGATE SCHOOL LETTINGS POLICY

## Key Points and Summary

Reigate School aims to ensure the use of the school's facilities to the fullest potential. It is intended that the premises and sports facilities are available firstly, for the benefit of the children attending the school and secondly, for local people consequently providing the school with financial income and providing a community resource for children and adults to enjoy.

This policy aims:

- To ensure that lettings are not in conflict with the purpose of the school;
- To support community involvement in the life of the school;
- To support the community in sporting, cultural and educational pursuits;
- To be consistent with the school's equal opportunities policy;
- To maximize the commercial opportunity for lettings;
- To ensure costs are fully calculated and covered;
- To provide a professional service to users of the school's premises and ensure good customer care

The emphasis is to ensure staff are aware of their responsibilities and hirers' compliance with health and safety and insurance requirements.

## Lettings Approval

Infrequent lettings may be approved by the School Business Manager. Where a letting is considered to be regular (more than six times per year), Trust approval will be required.

## Insurance Requirements:

- Risk Protection Arrangement (RPA) includes an extension for Hirers' Liability (page 50 of the RPA Membership Rules). However, large groups or organisations hiring the premises need to supply evidence of third party public liability insurance. For smaller groups or individuals, the RPA will provide an indemnity to any person or organisation that has hired rooms from the school where that person or organisation does not have public liability insurance.

- Hirers not covered by RPA must indemnify the school in the minimum sum of £5million against all public liabilities and evidence of cover must be provided before the letting takes place.
- New long term bookings are required to give two referees. References will be recorded on a Lettings Checklist as per **Appendix 1**. The school must be satisfied with the character of any person in charge.
- If working with children, DBS checks are required and DBS numbers are to be given upon application (further detail under Safeguarding).

## Charges

- Charges are to be reviewed annually in consultation with the Finance and Operations Director of the Trust.
- Community groups using the school facilities are comparable with Surrey County Council rates, but can be amended under review.
- Current charges are as per **Appendix 2**.
- For organisations requiring several rooms for periods exceeding three hours or use over a holiday period, a discount may be applied to the overall booking.

## Bookings

- Bookings for the facilities arise by direct contact with the school. Whilst every effort is made to accommodate all requests, the school and current hirers are given priority. Other considerations include the type of event, premises staff availability, the number of other lettings at the time and the suitability of the activity.
- Where hirers appear to have similar focus groups, wherever possible, the initial hirer will be informed.
- Hirers are to complete a Booking Application Form to confirm the booking and agree to the terms and conditions attached as per **Appendix 3**.

## Payment

- Invoices are issued monthly in arrears. Payment is expected to be received within 30 days
- Late payment is subject to charge and potential cancellation of future bookings.

## Health & Safety

- No smoking (including e-cigarettes) is allowed on site.
- Hirers must take all reasonable steps to prevent injury, loss or damage to any person or property for the duration of the letting. Hirers are responsible for arranging any first aid provision for the members of their organisation.
- Hirers will be issued with a site map (**Appendix 4**) and are required to establish their own risk assessments for evacuation in accordance with their staffing levels and building location.
- In the case of an emergency or accident, the school must be informed and an Accident Report Form completed. Please see **Appendix 5** for contact information.

- Each letting should appoint a responsible person to be in charge in the event of any emergency, this responsible adult must ensure all members are registered and checked to be safe at their designated assembly point.
- The hirer must arrange for an adequate number of responsible stewards to be present throughout the period of hire to assist in the preservation of order.
- Where permission has been granted to enable the premises to be used for the purposes of a youth organisation, no member of that organisation may enter the school unless the hirer (or representative) is present.
- Permission to use the premises will not be granted if, in the opinion of the school, it is likely that the letting would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or would interfere with any existing occupations or school activity. Hirers are requested to respect the neighbours' rights.
- Furniture should not be moved into the corridors and should not block any Fire Exits. Any furniture which is rearranged must be returned to its original position at the end of the hire.
- A defibrillator is located externally by the main entrance for hirer's use. The cabinet code is C159X. Please call 999 should use be required and inform the school.
- The school requires any electrical items used to have a PAT certificate.
- The school reserves the right to cancel any letting where the hirer fails to comply with health and safety issues.

### **Safeguarding**

- All hirers who provide activities for children and young people are required to complete the Application for Hiring Premises form and submit DBS number(s).
- All hirers are to submit their safeguarding policy, if this is not available the hirer is required to read and follow guidelines of our Safeguarding Policy (**Appendix 6**).
- Hirers' DBS numbers will be held on the School's Single Central List.

### **Complaints Procedure**

- In the event of a hirer being dissatisfied with the facilities or service, the hirer should contact the Trust Estates and Contracts Manager who will consult with the School Business Manager.

### **Premises Staff Responsibilities**

- Unlocking the premises at the agreed time as stated on the Application for Hire Form.
- Ensuring the premises are in a safe and satisfactory condition for the hirer.
- Monitoring that, as far as practical, users of the site do not behave in a manner likely to cause injury to themselves and/or others, or to result in damage to the Academy or its contents
- Premises staff cannot change any aspect of these Conditions of Hire.
- Premises staff will treat hirers with respect and courtesy.

## Hirer Responsibilities

- Must ensure all terms and conditions (**Appendix 1**) and Letting Policy requirements are adhered to.
- Hirers are expected to treat premises staff with respect and courtesy.

## Appendix 1 School Facility Use and Hire Checklist

Name of individual/agency/organisation:	
Address of individual/ agency/ organisation:	
Name and address of individual/ agency/ organisation confirmed:	YES/ NO (delete as appropriate)
Proposed use of school facilities:	
Open Source research completed:  By: (Insert Name) Date Completed:	YES/ NO (delete as appropriate)  Please list open source references below
Individual/ agency/ organisation assessed as suitable based on open source research:	YES/ NO (delete as appropriate)
Individual/ agency/ organisation approved	YES/ NO (delete as appropriate)  If 'No' please outline reasons below
Name, date and signature of person completing the form:	Name:  Date:  Signature

## Appendix 2 Facility Charges 2023

Hall	£ 25.00 per hour
D3/D4	£ 25.00 per hour
Dance/ Drama	£ 25.00 per hour
Standard classroom	£ 20.00 per hour
GYM 1	£ 25.00 per hour
GYM 2	£ 25.00 per hour
GYM 3	£ 25.00 per hour
Astro	£ 70.00 per hour
Half Astro	£ 40.00 per hour
MUGA	£ 40.00 per hour
Grass Pitch	£ 25.00 per hour
ICT	£ 25.00 per hour

# Appendix 3 Facilities Booking Application Form

Application for Use of School Premises		Greensand Multi-Academy Trust					
<b>Reigate School</b>		Registered in England					
Pendleton Road		Company No:10980776					
Reigate RH2 7NT		Registered Office: Pendleton Road					
Tel: 01737 243 166		Reigate, RH2 7NT					
Email: <a href="mailto:finance@reigate-school.surrey.sch.uk">finance@reigate-school.surrey.sch.uk</a>							
Please complete this form using BLOCK CAPITALS							
Surname:		Telephone:					
Name:		Mobile:					
Address:							
		DBS:					
Email:							
Name of Organisation: <input style="width: 90%;" type="text"/>							
Will you be present during the letting period Yes <input type="checkbox"/> No <input type="checkbox"/>							
If no please tell us about the person responsible:							
Surname:		Telephone:					
Name:		Mobile:					
Address:		Email:					
		DBS:					
Booking Details							
Location	Activity	Block Booking	Adults/ Junior	Day & Date From:	Day & Date To:	Time From:	Time to:
Astro Turf							
Gym 1							
Gym 2							
Gym 3							
Grass Pitch							
MUGA							
Hall							
Dance							
Drama							
Meeting Rm							
Class Room(s)							
Insurance Public Liability Insurance Provider: <input style="width: 80%;" type="text"/>						see condition 5 Terms and conditions	
I undertake to pay the approved charges. I accept the terms and conditions of use set out on page 2.							
Signature	<input style="width: 90%;" type="text"/>			Date	<input type="text"/>	<input type="text"/>	2023

1. There will be at least two weeks' notice for any cancellation of a booking made by the hirer.
2. Payment of the appropriate charges as agreed prior to hire. Any such agreement must be approved in writing, and is subject to payments being received at the agreed intervals.
3. Caretakers will give reasonable assistance, within the terms of their employment, to hirers.
4. If the caretaker is in attendance and the hirer provides additional personnel to prepare for a letting, these personnel shall be subject to the general direction and control of the caretaker.
5. The premises will be left clean and in good order and vacated no later than the time booked. The hirer shall reimburse any costs incurred in cleaning the premises after the hiring necessary to ensure that the premises are sufficiently clean for normal use by Reigate School (the School).
6. All facilities are to be left as they were found at the beginning of the hire period.
7. The hirer is responsible for ensuring that the letting finishes promptly. The school will charge for the extra costs incurred for any delay.
8. The hire agreement is for the space hired only. Any equipment needed must be stated when submitting the booking application form.
9. When classrooms are hired, the hirer is responsible for ensuring that Reigate School pupils' property, work or equipment is not interfered with in any way.
10. The hirer shall pay to the School the cost of repair or replacement resulting from any loss or damage arising from the hiring however caused or of whatever nature to the school premises, and all equipment or property thereon. All damage and/or accidents to be notified to the School immediately.
11. Hirers shall ensure they have a policy of insurance to cover such liability up to at least £5 million (amount as advised by the Risk Management and Insurance Unit) and shall produce the policy to the Governors on demand. The school may be able to insure small groups with prior written consent from our insurers RPA.

12. A hirer must not sub-let to another party.
13. The hirer is responsible for ensuring that no unauthorised persons enter the premises during the hours of use and to ensure the premises have been fully vacated at the end of each use.
14. Hirers will have access only to the particular room(s) let to them, including, where it is practicable, the use of a cloakroom and toilet accommodation. In no case is access permitted to any other part of the premises, including particularly accommodation set aside for specific use of staff.
15. Hirers that have been issued with keys must pay a deposit of £20 which is fully refundable once keys are returned. Hirers will be charged for replacement keys.
16. (a) No intoxicating liquor will be brought on to or consumed on the premises except at a function organised by a body or bodies which the Governors of the School shall have approved.  
(b) Where a licence for the sale of intoxicating liquor is necessary for a function, the responsibility for obtaining such a licence is solely the hirer's.
17. No preparations are to be applied to the floor.
18. Greensand Multi-Academy Trust operates a No Smoking policy in all its premises, which covers ALL external and internal areas.
19. The school prohibits the use of fireworks.
20. No candles are permitted on site.
21. In the case of lettings for music, singing, dancing, or stage plays, the entertainment must be for a closed organisation such as a society or club or by invitation only.

NOTE: All other entertainments are classified as public entertainments, in which case there exists a statutory requirement that the school must be properly licensed. However, most school premises do not conform with the regulations governing the issue of licences for public entertainments so that they cannot normally be used for this purpose. Any proposals to use a school for a public entertainment must be discussed carefully with the school.



22. There must be no infringement of copyright, and in the case of musical entertainment the requirements of the Performing Right Society must be fulfilled.
  
23. Before approving any letting for the exhibition of pictures involving the use of films or television, enquiries should be made to the appropriate person at Reigate School as to whether the exhibition is exempted from, or requires, a licence under the provisions of the Cinemas Act 1985 or any statutory modifications thereof.
  
24. Any dispute on the use of school facilities or school equipment out of normal school hours shall be settled by the school Governors.
  
25. This school is committed to safeguarding and promoting the welfare of children and young people and expects hirers to share this commitment. All hirers working with children are required to have a DBS disclosure at an appropriate level (as defined by the Disclosure & Barring Service) for those individuals working in school premises on behalf of the hirer.
  
26. All hirers must have appropriate safeguarding policies in place and act in-line with the school's Safeguarding and Child Protection Policy - [Child Protection & Safeguarding Policy Sept 2023.pdf \(reigate-school.surrey.sch.uk\)](https://reigate-school.surrey.sch.uk/Child%20Protection%20&%20Safeguarding%20Policy%20Sept%202023.pdf)
  
27. All hirers should establish their own Fire Risk Assessments for evacuation in accordance with their staffing levels and location. A site map will be provided. The school may require the hirer to provide a copy of this assessment to the Premises Manager.
  
28. The hirer must ensure the immediate evacuation of the premises if an alarm is triggered, or when requested to do so by any member of the staff or the Police or other emergency service in case of fire or other emergency in any part of the premises or in or on any neighbouring land or premises or when any fire or other emergency drill is being carried out on the premises.
  
29. Should the hirer need to call the emergency services during a let, the School must be informed.
  
30. Power of Revocation
  - (a) The Governors reserve the right to revoke without notice any contract for the hire of School premises.
  - (b) Governors, or the Business Director are empowered to withdraw, without notice, permission to use School playing fields when such playing fields are unfit for use.

(c) Where periodic payment terms have been agreed, failure to make those payments may result in termination of the agreement.

### 31. Counter Terrorism and Security Act 2015

(a) The hirer acknowledges that the School has a duty under the Counter-Terrorism and Security Act 2015 ("CTSA") to have due regard to the requirement to prevent people from being drawn into terrorism.

(b) The hirer shall facilitate the School's compliance with its duty pursuant to the CTSA and the statutory guidance issued under section 29 of the CTSA and in particular the hirer shall ensure that:-

- (i) the premises (and each and every part of them) do not provide a platform for extremism;
- (ii) the premises (and each and every part of them) are not used to disseminate extremist views;

(c) The School reserves the right to revoke without notice any contract for the hire of the premises if it identifies or suspects that the hirer may use (or be using) the premises contrary to this clause.

32. The School reserves the right to cancel lettings due to severe weather conditions, if the School deems the facilities unsafe. In these cases, refunds will be issued. The School will not issue refunds for inclement weather.

**Appendix 4 Reigate School Emergency Site Map**



## **Appendix 5 Emergency Contact Information**

Reigate School Telephone Number: 01737 243166

Premises Manager 07764-413-272

School Business Manager: 07817-697-856

## **Appendix 6 Reigate School's Child Protection and Safeguarding Policy**

Access via Reigate School Website- [Policies | Reigate School \(reigate-school.surrey.sch.uk\)](https://reigate-school.surrey.sch.uk/policies)

Direct Link to Policy - [Child Protection & Safeguarding Policy Sept 2023.pdf \(reigateschool.surrey.sch.uk\)](https://reigateschool.surrey.sch.uk/child-protection-safeguarding-policy-sept-2023.pdf)

**Policy Review Date: December 2024**