

OAK LODGE SCHOOL

LETTINGS POLICY STATEMENT

Adoption

The school governors at their meeting on 28 March 2017 adopted the lettings policy and the scale of charges set out below:

Policy Objectives

The governors recognise the following principles:

- (i) that school premises represent a significant capital investment and should be fully utilised;
- (ii) are a valuable community resource;
- (iii) educational usage of education premises constitutes a natural priority;
- (iv) that a profit margin would be welcome when derived from private or commercial usage but are not the objective when facilitating education activity by designated users.

The governors have the following additional policy objectives:

- (i) To maximise the potential for publicity and marketing of the school and services through regular use by the public of the school premises.

Priority Usage

The governors have adopted the following categories of priority user:

- (i) with equal priority the following: students of Oak Lodge School, whether boarding or day pupils; students supported by the Deaf First services;
- (ii) activities which benefit hearing impaired youngsters and adults in general;
- (iii) activities which promote the use of BSL such as BSL classes and events;
- (iv) activities which benefit Wandsworth students;
- (v) non-profit and charitable organisations;
- (vi) private and commercial users.

Hire Charges (effective from April 2017 for new lettings, from September 2017 for existing lettings):

	Monday – Friday	Saturday	Sunday / Public Holiday <i>Minimum booking 3 hours</i>
School Hall	£35.00	£41.00	£46.00
Tennis Court	£30.00	£36.00	£41.00
Dining Room	£25.00	£31.00	£36.00
Classroom / training Room	£20.00	£31.00	£36.00

A discount of 20% on lettings rates will be available for all work experience partners and non profitable charitable organisations.

Conditions of Hire

Conditions of hire form Appendix 1 to this Policy Statement.

Authorisation

The governors recognise that it would be impossible for them to personally vet every applicant or organisation who wish to make use of the school premises. Accordingly they have delegated the authority to accept applications for hire to the following persons: Headteacher, Deputy Headteacher, Business Manager.

Variations

No member of staff is allowed to vary the terms and conditions from which the school premises are hired to either individuals or organisations nor to deviate from the governors published charging policy.

Lettings Documentation

All formal hiring of the schools premises, including those for which no charge, is made shall be properly documented. All hirers must complete a lettings agreement and are to receive a copy of the conditions of hire. The hire agreement is a contract which the governors may enforce at law.

Deposits

The governors reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating additional costs for cleaning, caretaking or other expenses.

Payment and payment methods

The governors are mindful of their responsibilities in safeguarding the school from bad debt. Therefore payment at the time of booking is expected. All payments must be received in advance of the letting taking place. Cheques or BACS payments are both acceptable and cheques should wherever possible be supported by a guarantee card. In all cases where cash or cheques are paid over then an official receipt must be issued.

Cancellations

A minimum of one week's notice is required for all cancellations otherwise the full rate remains payable. Governors will seek to recover any costs incurred by the school which are unavoidable and result directly from the cancellation of a letting. Details of the charges are shown in the scale of charges in the Letting Policy Statement..

Value Added Tax

The governors are constrained by law to apply value added tax to all transactions where this is appropriate.

Safeguarding

During the course of lettings and hire functions, the residential students will at all times be under the supervision of the residential staff and access to the residential area of the school will be restricted. Areas not accessible to the public include: the residential block, offices and staffroom.

Emergencies and Fire Activations

The governors will normally insist upon continuous caretaking presence at all times throughout the lettings period. The hirer must nominate a person responsible for first aid and a person who is to act as Fire Marshall in the event of a fire alarm activation. The Fire Marshall shall at all times be aware of the fire exit nearest to the hire location and the procedures to be followed following an alarm activation. The Fire Marshall shall be on site throughout the duration of the hire, maintain an up to date register of all people present on the premises and present the register to School staff and/or the Fire Brigade as necessary.

Review of Policy

The governors will review the policy each year and the scale of hire charges for the forthcoming year will also be reviewed and updated on the basis of any forecast increases in caretaking, cleaning and energy costs.

APPENDIX 1

WANDSWORTH BOROUGH COUNCIL - OAK LODGE SCHOOL

TERMS AND CONDITIONS OF HIRE

The Hirer must not use the premises for any other purpose other than the one stated on the application.

1. The Hirer will only access the facilities listed in the lettings permit / invoice document and will ensure that all persons under their supervision are not permitted to access any other areas or rooms within the school or residential blocks.
2. For health and safety reasons organisations providing classes for children will ensure persons dropping off and/or collecting children leave vehicles outside the schools gates. To ensure access is available at all times for emergency vehicles parking is available on one side of the driveway only.
3. The benefit and obligations of the hiring may not be transferred to any person/business not identified as the Hirer in the Application.
4. The Organisation and the Organiser whose names appear on the Application shall be deemed to be the Hirer and shall be responsible for compliance with all rules, regulations or requirements made or laid down from time to time by the Governing body in respect of the use of the premises and shall be deemed to be the responsible person nominated to be in charge for the control and supervision during any hire.
5. Organisations will be required to have public liability insurance to cover activities during the hire period. The school will require a copy of the valid insurance certificate.
6. Organisations will be required to give a copy of their Safeguarding Policy to the school.
7. On being notified that the application has been granted and the amount of the charges, the Hirer is required to pay within 30 days after receipt of the invoice, or in any event before the first date of the booking.
8. The Governing body reserves the right to alter and vary any fees or charges in respect of the hire of the premises and to impose any special conditions in respect of particular hiring.
9. In the event of any damage to the facility during the period of hire the expense of replacing or making good the same shall be borne in full by the hirer. The hirer will pay Oak Lodge for any damage caused within 30 days of receipt of invoice from Oak Lodge.
10. The Hirer shall ensure that all persons have vacated the premises by the time stated and all articles of equipment brought on the premises must be removed at the time of departure and taken off site. All equipment belonging to Oak Lodge must be replaced in the correct location before departure.
11. Oak Lodge School reserve the right of entry at all times to all parts of the premises.
12. Organisationa are required to have a nominated first aider.

13. Emergencies and Fire Activations: the governors will normally insist upon continuous caretaking presence at all times throughout the lettings period. The hirer must nominate a person who is to act as Fire Marshall in the event of a fire alarm activation. The Fire Marshall shall at all times be aware of the fire exit nearest to the hire location and the procedures to be followed following an alarm activation. **The Fire Marshall shall be on site throughout the duration of the hire, maintain an up to date register of all people present on the premises and present the register to School staff and/or the Fire Brigade as necessary / requested.**
14. Oak Lodge do not accept any responsibility for injury, damage or loss howsoever caused to any persons or in respect of any articles or goods brought onto the premises by the Hirer or any other person.
15. Oak Lodge School confirm that the booking dates as confirmed in the permit / invoices are fixed and will not be subject to change or cancellation unless caused by health and safety reasons or site emergencies.
16. Any defects should be reported to a Site Officer at commencement of booking otherwise such property should be deemed to have been undamaged at the commencement of the period of hire.

Hire Charges

(effective from April 2017 for new lettings, from September 2017 for existing lettings):

Area	Monday – Friday	Saturday	Sunday / Public Holiday <i>Minimum booking 3 hours</i>
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Signed: _____
(The Hirer)

Date: _____

Print name: _____

For and on behalf of (Organisation name): _____