

Bedford High School
A specialist Business and Enterprise College

To Care To Learn To Achieve

Lettings Policy



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| School Address | Manchester Road Leigh WN7 2LU |
| School Contact Number | 01942 486386 |

Document control

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| Current author | Daniel Meekin |
| Governing Committee | Asset |
| Electronic copies of this plan are available from | FROG VLN |
| Hard copies of this plan are available from | School Business and Finance Manager / Headteacher's PA & Senior Administrator |

Review/Changes History

| Version | Date | Description | Changes |
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1. The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any letting it may choose, and use of the premises for school functions will take precedence over hire from outside bodies.

2. The Hirer shall be responsible for and will keep the Governors of Bedford High School and Wigan Council, indemnified against all damage, loss, injury of every description and death which may occur to any person or persons using the premises hired, or to the property of any such person or persons, arising directly or indirectly from the use of the premises hired by the Hirer, whether such damage or injury shall arise accidentally or otherwise except liability for death or personal injury resulting from the negligence of the Education Authority.

3. The types of organisation and activities acceptable to the Governors' of Bedford High School are listed below:

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| Conference Centre: (Eric Guest Room) | L. A. meetings Wigan Borough Partnership meetings Company conferences Training courses Available to organisations/families associated with SEN e.g. dyslexia Association |
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| Sports Hall: | Sports activities including: football training netball aerobics Disabled sports activities including: Wheelchair basketball Tennis Curling Boccia |
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| Astro Turf pitch: | Sports activities including: Football training Hockey training |
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| Gym: | Sports activities including: karate aerobics |
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| Hall: | aerobics competitions dances social events workshops |
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| Classrooms: | workshops |
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social events
Available to organisations/families
associated with SEN e.g. dyslexia
Association

Outside areas: motor cycle training
 social activities

Any other activities to be at the discretion of the Headteacher. In the event of a school based activity lettings may be cancelled.

4. Hours of use:

- a. Hours of lettings are generally between 5.00 – 9.30 p.m. Use of the premises at other times, including weekends, to be at the discretion of the Headteacher.
 - b. Astro turf pitch lettings will be as demanded by the public e.g. during the school day, until 9.30 p.m. and during the week-end, (Saturday mornings initially)
5. It is a condition of the lettings that the hirer is covered by Third Party Insurance, a copy of which should be provided.
 6. The Hirer should ensure that the premises are left in a reasonable condition. Should any additional cleaning time be needed, after the letting, the Hirer will be charged at the current Caretakers' rate.
 7. The Hirer shall not assign or sub-let or part with possession of the premises.
 8. The Hirer shall be responsible for complying with the provision of the law, particularly in relation to the admission of persons to the premises during the letting, and for obtaining all necessary licences and consents.
 9. All functions must be open for inspection by Officers of the Education Authority and the Police.
 10. The premises are to be used only for the purpose for which the letting is given.
 11. The lettings shall only be granted in writing and, following submission of a written application giving all the necessary information. Help is available for dyslexics and others to complete these forms.
 12. Accounts will be issued in advance of bookings (or similar) and the hire charge is to be paid within one week of the issue of an account.
 13. Lettings charges will be determined by the governors Asset Committee prior to the commencement of the financial year.

14. It is the responsibility of the Hirer to ensure that any accident/incident which occurs during the period of hire is reported promptly to the Bedford High School staff on duty. If for some reason this is not possible e.g. the accident/injury does not come to light until after persons have left the premises, it must be reported to the school within 24 hours.
15. Clubs will be asked to point out the nearest exit in the case of fire to everyone involved in their letting and to ascertain the nearest fire alarm and fire extinguisher. They will also be required to keep a register to be taken to the assembly point in case of fire.
16. Smoking is not allowed on the premises in line with school policy.

17. Child Protection and the Prevent Duty

Any organisation submitting a lettings request involving working with children and/or young people must submit to the school a signed copy of their current Child Protection Policy.

All hirers must state the purpose of the hire. Each application will be vetted and any concerns will be reported to the headteacher prior to approval.

When determining whether to approve an application, the headteacher will consider the following factors:

- The type of activity
- Possible interference with school activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties with regard to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if it:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the headteacher, balanced or outweighed by freedom of expression or artistic merit).

The school business manager will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.

Where an individual or group is found to be promoting views in contravention of the school's Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, and liable on summary conviction to a fine. In addition, the school will contact the police who will remove the person or group from school premises.

Charges for lettings:-

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| Sports Hall | Under 16's | £17.00 per hour* | Over 16's £35 per hour |
| | Under 16's | £90.00 full day | Over 16's £110.00 full day |
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| Gymnasium: | Under 16's | £15.00 per hour* | Over 16's £18.00 per hour |
| | Under 16's | £75.00 full day | Over 16's £90.00 full day |
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| Drama Studio | Under 16's | £17.00 per hour* | Over 16's £18.00 per hour |
| | Under 16's | £75.00 full day | Over 16's £90.00 full day |
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| Classroom Hire | Under 16's | £15.00 per hour* | Over 16's £18.00 per hour |
| | Under 16's | £75.00 full day | Over 16's £90.00 full day |
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| Upper School Hall: | Under 16's | £20.00 per hour | Over 16's £35 per hour |
| | Under 16's | £75.00 full day | Over 16's £100.00 full day |
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| Car Parks: | £20.00 per hour | | |
| Conference Centre: | £58.00 half day / £115 full day | | |
| Bus pull-in | £58.00 per daily session | | |
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| M.U.G.A – Astro turf | | | |
| Full Pitch | Under 16's | £24.00 per hour | Over 16's £40.00 per hour |

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| Half Pitch | Under 16's | £15.00 per hour | Over 16's | £20.00 per hour |
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Football / Rugby Pitches
Subject to individual agreement

***Prices increased September 2014**

Review Date: September 2015