

# BRECON HIGH SCHOOL YSGOL UWCHRADD ABERHONDDU



## Lettings Policy and Procedures

Author	Powys County Council/AC
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**GWASANAETH ADDYSG POWYS EDUCATION SERVICE**

**BRECON HIGH SCHOOL**

**POLICY ON USE OF PREMISES AND FACILITIES OUT OF SCHOOL HOURS  
AND SCHOOL LETTINGS**

**A. INTRODUCTION**

Section 150 of the 1996 Education Act, in connection with the use of school premises, states that:-

- (1) The occupation and use of the premises of a voluntary school shall be under the control of the governing body, subject to:-
  - a) any directions given by the Local Education Authority under sub-section (2) (in the case of a controlled school) or section 152 (3) (in the case of an aided to special agreement school);
  - b) any transfer of control agreement entered into by the governing body under section 151; and
  - c) any requirements of an enactment other than this Act or regulations made under it.
- (2) The Local Education Authority may give such directions as to the occupation and use of the premises of a controlled school as they think right, subject to section 152 (1) and (2).

Section 152 indicates:-

- (1) The governing body may determine the use to which the premises of a controlled school (or any part of them) are put on Saturdays when not required:-
  - a) for the purposes of the school, or
  - b) for any purpose connected with education or with the welfare of the young for which the Local Education Authority desire to provide accommodation on the premises (or on the part in question).
- (2) The foundation governors may determine the use to which the premises of a controlled school (or any part of them) are put on Sundays.

The Secretary of State for Wales has given further emphasis to the making of school facilities available to the local community and Powys Education Service has sought to encourage this wider use of school facilities.

Governing bodies may not use their delegated budget share to subsidise non-school activities. They may, however, charge some organisations more than others but community use must, at least, cover its own costs.

## B. **PRIORITIES**

The governing body will, in accordance with the Authority's expectations, give priority to the needs of the School. Such priority is to be seen in terms of traditional needs arising from the curriculum and pupil welfare including the following types of activities:-

- meetings of school governors and formal parent meetings called by governors;
- curricular activities falling outside normal school hours;
- extra-curricular activities involving pupils substantially such as concerts, pupil social functions, school games and clubs;
- meetings of or with parents called by the Headteacher;
- meetings of teachers employed in the school.

Subject to the needs of the school, the governing body will observe the following priorities in dealing with applications for the use of facilities out of school hours:-

- a) use for Authority organised or sponsored activities;
- b) use for meetings of the Friends of the School;
- c) use by cultural, educational and sporting clubs and the Powys County Council;
- d) use for fund-raising activities organised by the Friends of the School or similar bodies included in priorities a-c, above, and meeting regularly in the school. Such activities may take the form of concerts, dances, sales of produce etc., and should be accommodated if this can be done without interfering with the normal working of the school; and
- e) use for functions or activities open to the public and not associated with the school or one of the local organisations which regularly meets at the school. Such activities can include dances and private parties, concerts, social, party political and commercial meetings.

In the event of the school premises being required for the educational activities of the school itself, the governors will give as much notice as possible, normally no less than 2 weeks, to any organisation which would otherwise be using the school premises, that they are required.

## C. **CHARGES**

In the light of the fact that the school's delegated budget is provided for the education of children at the school and cannot be used to subsidise community activity, governors will levy the following charges in order to recoup the cost of non-school use:-

- a) Use for school activities – free of charge;
- b) use by the Authority - the appropriate fee to cover the cost to the school budget, of use;
- c) meetings of Powys County Council - the appropriate fee to cover the cost to the school budget, of use;

- d) use for all other meetings and activities - a higher letting fee to enable the school to gain some income from the let.

**D. SPECIFIC ORGANISATIONS USING THE SCHOOL PREMISES**

a) **Community Groups involving Brecon High School pupils**

The governors recognise the significance of the close link between the Brecon community and the school, particularly in relation to the voluntary controlled status of the school, and, therefore, it is considered essential for these organisations to be able to use the school premises, out of school hours, with a fee set at a level merely to enable the school to recoup its costs (Appendix A).

b) **Powys County Council**

The governors are aware of the importance of the role that a school can play in its local community and this is reflected in the decision of the governing body to enable Powys County Council to hold their meetings at the school subject to a charge set at a level to enable the school merely to recoup its costs from the let.

**D. LETTING PROCEDURES**

All those wishing to make use of school premises outside of normal school hours will be required to complete the appropriate letting form (Appendix B) at least 14 days prior to the intended date of the let. No lets will be permitted without the completion of the necessary letting form in order to ensure that appropriate insurance arrangements are in hand. The above period of notice is essential so that arrangements can be made for the Caretaker to open and close the school and undertake any necessary cleaning following the let.

**E. SUPPLY OF ALCOHOLIC DRINKS**

The sale or provision of alcoholic drinks to those attending a function or activity, at the school, requires the approval of the Headteacher/governing body.

**F. LICENCING**

The school or the person delegated will ensure that appropriate licences are held or obtained to cover functions or activities taking place on school premises.

**G. SECURITY AND SUPERVISION**

In dealing with matters relating to the use of school premises out of normal hours, the governing body will consider the need to protect the fabric, equipment and furniture of the school, together with the need to ensure the premises are properly secured when not in use. In the event of any group abusing the privilege of use, the school governors shall be entitled to suspend use by that organisation, either temporarily or on a permanent basis. It is not

normal practice to require care-taking staff to be present on the premises when they are in use after school hours for the duration of the let but, if the governing body considers that it is essential that a member of the care-taking staff does remain present throughout the period, the cost of this service will be included in the charge to the organisation letting the school premises as an additional fee.

#### H. **SCHOOL CANTEEN**

The use of school meals equipment and facilities, other than access to facilities for boiling kettles and washing up, will not be approved without separate permission in writing from the school meals service. It will be a condition of use, when approved, that a cook or other member of the canteen staff will be present throughout the letting and the hirer will be required to pay the cost of the person involved and also to make other appropriate payment in respect of the equipment and services.

#### I. **CONCLUSION**

The above arrangements for letting of the school premises are put in place to ensure that safe and effective use of the premises is made, the interests of the school are protected and the quality of the facilities is maintained. They are not, in any way, intended to restrict the use of school premises to the detriment of the community.

**Letting charges from 01.01.2017**

<b>Room</b>	<b>Hour</b>	<b>Half Day(4 hrs)</b>	<b>All Day (8hrs)</b>
Hall	£21.00	£78.75	£147.00
Gym	£15.75	£57.75	£105.00
Classrooms	£10.50	£36.75	£78.75
Car Park		£26.25	£52.50
Playing Fields		£26.25 (Adult) £15.75( Children)	£47.25 (Adult) £31.50( Children)
Playing Fields (Perimeter)		£15.75	£31.50

At weekends there will be a minimum charge of 3hrs for any letting re Hall, Gym or classroom.

## For Information

Leisure Centre Charges as at Nov 17.

<b>Sports Hall</b>	
Main Hall Hire - Adult (per hour)	£48.00
Main Hall Hire - Junior (per hour)	£23.70
Badminton / Short Tennis - Adult per hour	£8.90
Badminton / Short Tennis - Junior per hour	£5.90
Badminton / Short Tennis - Off Peak	£2.30
Table Tennis	£2.50

# BRECON HIGH SCHOOL

## Booking Form

Brecon High High School, Penlan, Brecon, Powys. LD3 9SR.

This booking form must be completed and returned to **Alan Canning, School Business Manager.**

(Tel: 01874 622361 - Fax: 01874 624855 acanning @brecon-hs.powys.sch.uk )

NAME OF GROUP OR ORGANISATION \_\_\_\_\_

NAME & ADDRESS OF ORGANISER \_\_\_\_\_

TEL NO \_\_\_\_\_ E-MAIL \_\_\_\_\_

DESIGNATION (e.g. Secretary, Chairperson etc.) \_\_\_\_\_

TYPE OF EVENT (e.g. Weekly Training, Match, Coaching Courses, Concert etc.) \_\_\_\_\_

FACILITIES/EQUIPMENT REQUIRED \_\_\_\_\_

### DATES/TIMES

Start Date.....Start Time.....Finish Time.....

Finish Date.....Start Time.....Finish Time.....

Will you be using the facility during the school holidays YES-/ NO Fee Agreed...

I undertake on behalf of myself/the Organisation to indemnify Brecon High School against any claims from anybody including myself, which may arise as an Organisation, and to abide by the regulations attached. Any damages to premises or injuries must be immediately reported to the school.

I confirm that I have read and understood the terms and conditions of hire.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE:

Counter Signed (Staff) \_\_\_\_\_ Date received \_\_\_\_\_

Date confirmed \_\_\_\_\_ Diarised \_\_\_\_\_

Caretaker Advised \_\_\_\_\_ Sports Centre Advised \_\_\_\_\_

Access arrangements \_\_\_\_\_ Invoiced \_\_\_\_\_

# **BRECON HIGH HIGH SCHOOL**

## **CONDITIONS OF HIRE**

These terms and conditions of hire form part of the agreement between the above organisation and the hirer. Any breach of these conditions will be deemed as a breach of contract and as such will terminate the agreement and will make liable the hirer for any expenses specifically referred to in this document. A breach of conditions may also stop the applicant from making any further applications for hire.

### **1.0 Method of application**

- 1.1 All groups must fill in a booking form agreeing to these conditions of hire.
- 1.2 Brecon High School reserves the right to refuse bookings.
- 1.3 Brecon High School can add to the *conditions of hire*.

### **2.0 Payment**

- 2.1 The hire fee will be invoiced and must be paid within 30 days of invoice date.

### **3.0 Safeguarding**

- 3.1 The hirer/organiser agrees that no child or vulnerable adult will be left unsupervised at any time.
- 3.2 With regard to Safeguarding checks, including DBS checks, the hirer will ensure that they comply with any requirements that the School insists upon and will also comply with any requirements that any organisation/group/society they represent also require. Copies of current DBS certificates must be made available for inspection if required.
- 3.3 Brecon High School has adopted a "Preventing Extremism & Radicalisation Policy". By signing these Conditions of Hire, the Hirer/Organisation agrees that Brecon High School may make appropriate checks at any time before or during the hire period. Usage of the school premises will be monitored and in the event of any behaviour not in keeping with this policy, the school will inform the appropriate authorities and cancel the hire agreement.

### **4.0 Accidents and Damage**

- 4.1 All users must report any injury sustained at the school and complete an accident form.
- 4.2 Any damage to the school or equipment must be reported to the School Business Manager. Users will be liable for repairs or replacements.
- 4.3 No equipment will be used without approval. The installation of the any equipment must be carried out by competent personnel. Electrical equipment must carry a current PAT test label.
- 4.4 All users are responsible for providing their own first aid equipment and medical treatment.
- 4.5 It is the responsibility of the Hirer to complete all necessary risk assessments for the event.

### **5.0 Liability of loss/damage**

- 5.1 Brecon High School accepts no responsibility for loss of or damage to any personal property. The Hirer further agrees to indemnify Brecon High School 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 School, its servants or agents.

### **6.0 Safety**



- 6.1 All fire and safety procedures set out by Brecon High School must be followed.
  - 6.2 The Hirer should familiarise himself/herself with the position of telephones, escape routes, fire alarms and fire-fighting equipment. Notices regarding the procedures in relation to action in the event of fire should also be studied and the information disseminated.
  - 6.3 Smoking is prohibited throughout the school premises.
  - 6.4 Do not damage the walls or fabric of the building as there is a low risk of asbestos being disturbed in some areas.
- 7.0 **Cancellation**
- 7.1 Brecon High School must be informed of any cancellation **prior** to time of the activity.

**If users do not inform Brecon High School of cancellation, the hire fee will be payable.**  
**Brecon High School reserves the right to cancel activities without notice.**

Brecon High School would like to thank-you for taking the time to read these conditions of hire and following the guidelines given. We will be happy to answer any questions that you may have regarding the booking form and conditions of hire.

Alan Canning - School Business Manager

