



Lettings Policy 2024-25

Last reviewed:	Approved by:	Next Review due by:
03.10.2022	Finance and Resources	October 2023
29.06.2023	Finance and Resources	June 2024
18.07.2023	Community Lettings Administrator	June 2024
24.06.2024	Finance and Resources Committee	June 2025

Lettings Policy and Conditions of Hire

The use of our school premises is permitted by the Governing Body on the understanding that the following rules are adhered to at all times.

- a) Once you, the Hirer, have signed the agreement to use the school premises, you are automatically bound by all terms and conditions of usage of the premises. The Governing Body have the right to vary these terms and conditions at any time.
 - b) The person signing the application form, on behalf of their organisation, (then known as the Hirer) is personally responsible for ensuring that all terms and conditions of our Lettings Policy are adhered to.
 - c) The requirements of the school Governing Body on or in connection with the issue of licenses for public dancing, music or any public entertainment must be strictly fulfilled. As those licenses lay down stringent regulations, the hirer must study the regulations of the Local Education Authority on the issue of licenses for such purposes. A copy of the regulations and requirements can be obtained from the relevant body e.g. the Local Authority.
 - d) If a hirer is uncertain as to the application of any of the licensing regulations, they should obtain further information from the Licensing Office of Cambridgeshire County Council. A hirer who is organising events for children must have regard for the requirements of the Children Act 1989.
 - e) A copy of such licences may be requested.
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1. Bookings

All applications for the hire and use of the school facilities must be made with the school in which your activity / event is to take place. Booking forms are available from the school offices. Completed booking forms must be returned to the appropriate school office within 14 days of making a provisional booking otherwise the facilities may be offered to a new enquiry. A booking is only confirmed when the booking form is returned and authorised. Please note below, that reference to the 'school office' is to the office in whichever school your event will take place. Applications are taken in the order in which they are received.

Block Bookings

Enquiries for regular use will be referred to the Lettings Manager to assess requirements and availability. Block bookings are reviewed annually to ensure that the use of the premises is in line with priorities for the local area and school policies. If it becomes necessary to terminate a block booking, groups will be given a minimum of one months' notice unless it is due to misuse of the premises when it will be with immediate effect. However, a three month assessment period will be in place for all new lets. Invoices will be issued each term, payment will be due within 14 days.

2. Booking Times

Times must be strictly adhered to and must include any time required for setting up, cleaning and putting away equipment afterwards. Any changes to the booking times must be made with the Lettings Manager and in agreement with the Caretaker.

The premises are subject to the normal Sunday trading laws for the time being in force and only restricted items may be sold on a Sunday. Details of these may be obtained from the District Council offices.

The Governors have the absolute right to refuse any application for hire.

3. Hire Charges

Hire charges are reviewed annually and are effective from 1st September each year and the hirer shall pay the revised charges. For social and commercial bookings, full payment prior to the booking date will be required. Otherwise hirers will be asked to make full payment within seven days of the event or on receipt of an invoice. Please make payments by bank transfer to Queens Federation:

Bank name: NatWest

Bank account name: Cambridgeshire County Council - Queen Emma Primary School

Account number: 25739220

Sort code: 52-10-46

Charges are made **from the time access is required until the area is cleared after use**. A minimum of hour charges are made and rounded up as appropriate.

- 3a.** A minimum of a 2 hour booking is required

4. Cancellation

Hirers must give 2 weeks' notice in writing to the Lettings Manager for the cancellation of one-off bookings. If two weeks' notice is not given, the hirer will pay the balance of the charges that are due. The Governors reserve the right by notice to the hirer to terminate the hiring at any time for reasons outside their control and to return to the hirer any monies paid by way of deposit but the Governors shall not be under any liability to the hirer for any loss or damage they may sustain out of such a termination. Regular groups must, where possible, give at least 24 hours' notice to the school office or caretaker if they are not coming in for a booking, otherwise charges will be incurred. It is also important for security of the building that the office and caretaker are made aware if a group is not coming in on a particular day.

5. Contact details

Please inform the Lettings Manager of any changes to the contact details of the hirer, organiser, club secretary or treasurer.

6. Licensed bars

The hirer is responsible for obtaining a licensed bar for social bookings. Proof of license must be shown to the Lettings Manager at least one week prior to the event and displayed at all times during the event along with the bar price list. Bar facilities must close by 11 pm and at least half an hour before the end of the booking. Failure to provide a copy of the license will result in the bar being refused.

7. Health and Safety

Users of premises are reminded of their responsibilities under the Health and Safety at Work Act 1974.

Please observe safety regulations and read the notices displayed on the wall or notice boards in the room, toilets and communal areas in the vicinity of your let. Do not block or lock any fire exits. Fire drills will be undertaken from time to time. Please evacuate the building whenever the alarm sounds and assemble in the appropriate assembly point. Details of the assembly point are provided in the fire evacuation procedures for each school – a copy will be provided with your letting confirmation. The hirer is responsible for ensuring compliance with all fire procedures required by the school.

All hirers are expected to plan for a critical incident.

No persons shall intentionally interfere with or misuse anything provided in the interests of the health and safety or welfare in line with the relevant statutory provisions.

8. First Aid

All lettings should have their own first aid supplies. Please make sure all group members are aware of this. All accidents, no matter how insignificant, must be recorded in the hirer's accident book situated in the School Office, which can be accessed by contacting the Site Manager on the number provided on your booking confirmation. Hirers must ensure they have access to a full charged mobile phone in the case of an emergency.

9. Smoking & Vaping

There is a no smoking and no vaping policy for the whole site. Smoking and vaping is not allowed in the school or anywhere within the grounds.

10. Electrical appliances

All portable electrical appliances on site must have a valid safety certificate and this must be provided at the time of booking. If regular groups use any of their own equipment, please inform the Lettings Manager and this can be included in the bi-annual portable appliance test (PAT). The school have the right to refuse any equipment on site that appears to be sub-standard or without a certificate. The hirer is responsible for inspecting and certifying the safety of non-electrical equipment brought onto the premises by them or their agents.

11. Insurance

Groups must have their own insurance to cover public liability, equipment and damage as appropriate along with any necessary licences. Copies of these must be shown when making a booking.

Cambridgeshire County Council operate an insurance scheme which can be requested at the time of the booking. The premium for the hirer's liability insurance is 15% of the hire charge, with a minimum of £2.50 per hire. In the event that there is no hire charge the minimum premium is £2.50. All premiums are subject to Insurance Premium Tax of 12% (IP

Tax levied at current rate as decreed by the Government), this should be included in the cost to the hirer. This Policy carries an excess of £100 each and every claim for damage to the premises or contents caused other than by fire or explosion and the hirer will be liable for the payment of the excess fee.

12. Security

Please do not leave the building unattended. There must be a handover to another group or the caretaker. The caretaker on duty's contact details will be provided. Please also ensure individuals look after their own personal property and do not leave them on display in parked vehicles. The school and governing body cannot be held responsible for any loss or damage to property or accidents occurring during the occupation of the premises.

13. Accessibility

Accessibility to our services and facilities is important. There are disabled access toilets and the buildings are wheel-chair accessible.

14. Safeguarding and Child Protection

Under the Education Act 2002, schools must 'make arrangements to safeguard and promote the welfare of children'. The Queens' Federation is fully committed to safeguarding and promoting the welfare of children, and all our policies and procedures are designed with this in mind.

Therefore any organisation hiring school premises in order to provide activities for children must have in place appropriate safeguarding and child protection policies and procedures compatible with those of the school, which we reserve the right to see before agreeing to any hire.

Any individual hiring school premises in order to provide activities for children must accept and agree to follow the school's safeguarding procedures which we will discuss and share with you. This includes insuring:

- all activities are designed to ensure the safety of children
- appropriate levels of supervision are in place
- first aid arrangements are in place
- evacuation procedures are made clear to attendees.

Any organisation or individual hiring school premises for activities involving children must agree to report any safeguarding concerns which may arise to the school as soon as possible, and in any case within 24 hours. The Designated Safeguarding Lead can be emailed on head@queensfederation.cambs.sch.uk

15. Car parking

Parking facilities are available but are limited during the school day. For the safety of the children access is not permitted at certain times. At Queen Edith the school gates are closed between 8.40 to 9.10 am and 3.15 to 3.50 pm. At Queen Emma the school gates are closed 8.30 to 9.00 am and 3.00 to 3.45 pm. Please leave the car park quietly as our schools are located in a residential area. Users of the car park use the site at their own risk. All vehicles must be removed from the site as the premises are secured at the end of the evening. The Governors reserve the right to restrict vehicle movements / parking on grassed areas if

weather conditions are likely to cause damage to the surface. Please observe the maximum speed limit of 5mph on the school sites. Failure to remove your vehicle from the site will result in the vehicle being locked on the premises until the next working day.

16. Cleanliness

Cleanliness is essential. Each group is responsible for cleaning up after their session, and leaving the room as it was found. All equipment must be cleaned and put away, with all surfaces wiped clean. Please ask for approval with the Lettings Manager if activities will include art, craft, food or any other potentially messy activities. If the area is not left in a suitable condition then additional charges for cleaning may be made and any future hires/lets will not be permitted.

17. Equipment

Please enquire with the Lettings Manager if you wish to use any school equipment. Use of school equipment must be agreed in advance of the event. Please take care of items and report any breakages to the caretaker as soon as possible.

18. Damage

Any damage discovered or caused must be reported as soon as possible to the Caretaker and there will be a charge for repair or replacement if caused by the hirers or their guests.

Please discuss any special arrangements and the use of the facilities with the Lettings Manager or Caretaker, such as decorations and bringing equipment on site. Please note that candles are not permitted as smoke detectors are fitted throughout the school.

19. Responsibility

The person hiring the premises or grounds will be held responsible for any damage or accidents occurring during the occupation of the premises. Hirers must take any necessary arrangements regarding insurance and licences to cover their activities and meetings. Reimbursements of any cost incurred will be required by the school. Please be considerate to our neighbours.

20. Provision of stewards

The hirer shall provide such number of attendants and stewards as may be necessary to secure the efficient supervision of the premises during the hiring, including:

- The orderly and safe admission and departure of persons to and from the premises and the orderly and safe clearance of the premises in case of emergency.
- The safety of the premises and the preservation of good order and decency therein.
- Ensuring that all doors giving egress from the premises are kept unfastened and unobstructed and immediately available for exit during the whole time the premises are in use.
- All Stewards (be they employed or volunteers) must be instructed in their duties by the hirers and not by any agent of the hirers.
- Stewards must be provided by the hirers at all times during the period of the booking for those options that are below:

- The emergency doors
 - The bar area
 - The foyer
 - The main hall
 - Ensuring glasses are collected and returned to the bar at regular intervals and at the end of the hiring.
 - Supervising the toilets
- People known to have caused any problems inside or outside on any previous occasion or are clearly intoxicated must be refused admission.
 - Advertisements should include the words “The organisers have the right to refuse admission.”
 - At no time must bottles and / or glasses be left lying about in any part of the premises.

21. Maximum Hall Capacity

The hirer is responsible for ensuring that the maximum room capacity is not exceeded.

Queen Edith School

Hall	Maximum Capacity	Hall Dimensions (Metre)
Small Hall	60	14.5 x 10.5
Large Hall	150	14.5 x 11.5
Community Room	39	6 x 6.5
Dining Hall	60	17 x 7.2

Queen Emma School

Hall	Maximum Capacity	Hall Dimensions (Metre)
Studio	80	10 x 8
Large Hall	200	20 x 10

22. General

The Governors reserve right of entry to every part of the premises, at any time when duly authorised so to enter.

The hirer must not either act or carry out anything which may cause the County Council or the School or the Governors to incur or become liable to pay any penalty damages, compensation costs, charges or expenses. This applies to the premises and the surrounding area

The hirer must comply in all respects with the provisions of any statutes and other obligations imposed by law or by any bylaws applicable to the hirers' use of the premises.

Individual Letting H&S Information

Date of letting	
Organisation	
Event (including number of people attending)	
Start time of hire Minimum 2 hours	
End time of hire	

Activity <i>(to be completed by Lettings Manager)</i>	Contact person & mobile number <i>(to be completed by Lettings Manager)</i>
Who will be opening the building?	
Who do I contact with any queries on: Room, resources, furniture, equipment?	
Who will be locking up?	

- Please ensure that you read the Conditions of Hire for your use of the room / site.
- Prior to the meeting / event, please ensure that you have read and familiarised yourself with the emergency fire procedures – which can be found on the wall as you enter the room.
- Please ensure that any damage to equipment is noted on the reverse of this sheet.
- Please leave the room tidy and clean, an additional charge may be levied if the school has to undertake a further clean of the room used (cleaning cloths etc. are available from the cleaner).

Please sign below to say that you agree to the above and that you have read the Terms and Conditions document.

Name: _____ Date: _____

Signature: _____

Damage Report

Damage caused	Equipment / furniture damaged

Booking Form

Hirers name:				
Address:				
Telephone number:				
Type or name of event				
Date of event				
Total duration of event	From:		To:	
Number of tables required		Number of chairs required		<i>(Leave blank if not applicable)</i>

Rate A – Commercial or profit making event		Rate B – Educational or community event	
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Section 1 – Base Tariff

Please enter total hours in the box next to the area you wish to book. Remember to include time for setting up and clearing away. All charges are rounded up to the nearest full hour.

Queen Edith School

Hours	Area	Rate A - Regular rate	Rate B – Regular rate
	Small Hall	£20 £35* £40**	£30 £35* £40**
	Large Hall	£35 £40* £45**	£35 £40* £45**
	Community Room	£25 £30* £35**	£25 £30* £35**
	Dining Hall	£25 £30*	£20
	Field	£25	£20

Queen Emma School

Hours	Area	Rate A – Regular rate	Rate B – Regular rate
	Studio	£30 £35* £40**	£22
	Kitchen facilities	£25 £30* £35**	£22
	Large Hall	£30 £35* £45**	£30 £35* £45**
	Field	£25 £30* £35**	£20

* Saturday rate

** Sunday rate

PTO

Section 3 – Insurance

Tick	Insurance type	Cost
	Optional school insurance under the SAIF policy	15% of the hire charge, with a minimum of £2.50 per hire.
	I have arranged my own insurance	n/a

Declaration

- I have read and agree to abide by the Lettings Policy and Conditions of Hire
- I understand that extra cleaning costs may be charged
- I am covered by a valid public indemnity insurance policy (delete if not applicable)
- I have obtained the necessary licences (delete if not applicable)
- I will comply with the school's request to evidence checks carried out on staff and helpers (*for an organisation only*)
- I will provide evidence of safeguarding policy and procedures (*for an organisation only*). Alternatively, I will adopt the school's safeguarding policy and procedures that have been provided to me.
- I will adopt the school's safeguarding policy and procedures that have been provided to me (*for an individual*).
- I will ensure that any third party attendee e.g. a party entertainer will not be left alone with children unless the necessary safeguarding checks can be evidenced.
- If I am concerned about the welfare of a child whilst on school premises I will report this to Children's Social Care or to the Designated Person for child protection in the respective school.

Signed: _____ Dated: _____

Once completed and signed, please return the form to the school office to secure your booking.

Appendix A

Statutory and Safeguarding Documents

I would like to adopt the Federation's safeguarding policy and procedures as detailed below:

- Safeguarding & Child Protection Policy 2022
- Keeping Children Safe in Education, Part 1 including Annex, September 2022
- Guidance for Safer Working Practice – February 2022
- Code of Conduct for all Adults 2022
- What to do if you are worried a child is being abused - 2015

These will be provided to you electronically along with a signature sheet which will need to be returned to Anna Biard in the school office. This information will be recorded on our Single Central Record (SCR).

Appendix B

Debt Escalation Protocol

The Queens' Federation is responsible for ensuring customers are aware of the payment terms and that the customer has the capacity to pay prior to an invoice being issued. The following process is based on the approach applied by the [Local Authority](#) to invoices that have not been paid by the due date:

Queens' Federation Debt Collection Timetable

- The debt collection process should commence four days after the invoice due date (to allow for any payment made right on the due date to clear and be applied) unless it is in excess of £5,000 in which case a telephone call should be attempted prior to the due date (providing telephone contact details have been provided and resources allow). The timetable below may alter depending on the individual circumstances of specific cases.
- Due date + 4 days - if no response or payment has been received, the customer is issued with a first reminder requesting payment.
- Due date + 12 days - if no response or payment has been received, the customer is issued with a final notice demand for payment.
- Due date + 22 days - if no response or payment has been received, the customer is issued with a formal letter before action stating that the school will look to commence legal proceedings if payment is not received within the next ten days.
- Due date + 34 days - the debt should be assessed to determine what action will be taken next.

- The Governing Body may write off debts to a limit of £500. For amounts greater than this, approval is required from the Section 151 Officer or delegated deputies.

- For all debts in excess of £500 attempts should be made to contact the customer by phone to discuss non-payment and make acceptable arrangements for the invoice to be paid, e.g. payment in full, set up a payment schedule. If no agreement can be reached or contact made then either legal action or referral to an external collection agent should be considered.

- For all debts between £250 and £500, where resources allow, attempts should be made to contact the customer by phone to discuss non-payment and make acceptable arrangements for the invoice to be paid, e.g. payment in full or set up a payment schedule. If no agreement can be reached or contact made, then either legal action or referral to an external collection agent should be considered. Legal action will only be considered in exceptional circumstances as the cost of the action will quickly outweigh the value of the invoiced debt.

Debts under £250 could be referred to external debt collections agents if they remain unpaid after 34 days.

V1.1 Published: April 2024

At all times, [The Queens' Federation will](#) adopt a fair and reasonable approach towards the customer taking account of their circumstances and ability to pay. Any disputes with customers that cannot be resolved should be escalated to governors in the first instance.

