



Lady Manners School

Lettings Policy

Policy No:	047
Reviewed by:	JSL
Approved by:	Governors' Finance and Personnel Committee
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Through our shared school values, we aim for all students to thrive, feel included and aspire to grow as individuals who contribute to society with empathy, integrity and positivity.

This document will be reviewed annually by the Governors' Finance and Personnel Committee and sooner when significant changes are made to the law.

Guidance from the Department for Education about school policies can be found here:
<https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>

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EQUALITIES STATEMENT OF INTENT

Lady Manners School welcomes a diverse population of both students and staff. In order to consolidate and build upon this diversity, equality of opportunity and the absence of unfair discrimination is at the core of all the school's activities. The school will not unfairly discriminate in the recruitment or general treatment of staff or students.

The school is committed to promoting and developing equality of opportunity in all its functions and will seek to do this by:

- communicating its commitment to equality and diversity to all members of the school community;
- maintaining systems for implementation, monitoring, evaluation and review;
- treating acts of discrimination and other contraventions of this policy as a disciplinary offence.

The Governing Board has responsibility for ensuring that the school operates within the legal framework for equality and for implementing the policy throughout the school. In addition, each member of the school community is responsible for preventing unfair discrimination or harassment or victimisation which it is within their control to prevent; and challenging or reporting such inappropriate behaviour if it occurs.

Section 42 of the 1986 Education Act provides for the Governing Body to have control over use of the school's premises outside school hours, subject to directions by the Local Education Authority (further detailed in the 1988 Education Act) and to the statutory requirements of any other Act and having regard to the desirability of use by the local community.

The Governing Board:

- agree that the use of premises outside of the normal school day for community activities and other appropriate commercial activities (eg as a film location) is very positive and to be encouraged.
- wish to ensure that every opportunity is afforded to encourage and enable access for activities by local groups and for 'out of hours' activities promoted by the school.

- reserve the right to refuse any letting should it be deemed inappropriate.
- has delegated approval of lettings to the Headteacher, with summaries of lettings use presented to the Finance and Personnel Committee on an annual basis.

Letting fees will be reviewed annually and published on the website.

PROCEDURES

All enquiries will be made on Actihire bookings system. Actihire will check the availability of the facilities, liaising with the Premises Team if needed.

Actihire will set up the facilities for use by the hirer. Staff should ensure there are no documents in sight that would contravene the GDPR regulations.

Prices

Please see attached for facility prices. The Headteacher will have the delegated authority to approve the waiving or reduction of the lettings fee as appropriate.

Hirers will be charged for the time they wish to use the premises, and if they wish to have access to the premises earlier to prepare for functions a further hiring charge will be made.

Heating

All lettings are provided on the understanding that no additional heating is provided to the hirer other than is being used to heat the premises for normal school use. If additional heating is required by the hirer, this will be charged for separately

Cleaning

An appropriate charge will be made for any additional cleaning that is necessary if the facility is not left in the same condition as at the start of the letting.

VAT

All prices are quoted exclusive of VAT. In general, lettings of rooms are exempt from VAT. However, sports lettings are standard rated, unless booked in a series of ten or more consecutive sessions (which can include a break of 14 days). In addition, outdoor events attract VAT.

Premises Licence Licensing Act 2003

Our premises licence covers regulated entertainment to be provided for people other than those associated with the school, for example hire of the sports hall to local football teams or hire of the hall to choral groups for concerts where tickets are sold to the general public.

Our licence does not cover the sale or supply of alcohol. This should be covered by a Temporary Event Notice (TEN) to be obtained by the Hirer. A maximum of 5 TENs per year are permissible per hirer. Other licencing requirements are detailed in the conditions for hiring school premises on the attached lettings form.

Cancellation Policy

In the event of the hirer cancelling or failing to take up any period booked, the hirer shall be liable to pay the charge for that period booked unless cancellation is made with a minimum of 24 hours notice of the booking.

Appendix 1**CONDITION OF HIRING OF SCHOOL PREMISES**

1. The use of the premises must be restricted to the purposes and the accommodation agreed by the school.
2. The hirer shall be required to pay for any breakage, loss or damage arising out of or during the letting. The hirer must ensure that any facility used is left in the same condition as at the start of the letting.
3. The school governors shall not be responsible for the loss or damage to any property whatsoever or death of or injury to any person whatsoever (except for the death of or injury to any person caused by any negligent act or omission or wilful misconduct of the school governors or their servants or agents) during the letting.
4. The sub-letting of the premises is prohibited.
5. Gambling on the premises is prohibited.
6. Where provision is made for those under the age of 18, the hirer shall have appropriate policies and procedures in place with regard to safeguarding children and child protection. The hirer shall have responsibility for carrying out all the necessary recruitment and vetting checks on their staff and volunteers under Safeguarding Children and Safer Recruitment regulations.
7. If the school receives an allegation relating to an incident that occurred whilst using the school's facilities we will follow our usual safeguarding procedures, including informing the Local Authority Designated Officer.
8. The hirer shall secure necessary licences in respect of:
 - a) Performing plays (Theatre Act 1968);
 - b) Public dancing, music or similar public entertainment (Local Government [Miscellaneous Provisions] Act 1982);
 - c) Intoxicating liquor (subject to Condition 10 below).
9. The hirer shall obtain any necessary permission from the owners of copyright in musical, dramatic, literary and other works as required by the Copyright Act 1956 and indemnify the school governors in respect of any infringements of such copyright.
10. Intoxicating liquor shall not be sold or consumed on the premises without the express consent of the Headteacher.
11. Special preparations, such as those required for the purpose of cleaning, must not be applied without the express consent of the Headteacher.
12. Where the kitchen is required for the preparation and cooking of food, a member of the school catering team may be present and the hirer may be required to pay an additional charge.

Please be aware we operate our kitchens as nut free environments. We have students with allergies in the school and request that anyone letting out our kitchens or Food Technology rooms has someone who is trained in Food Hygiene regulations up to date with allergens. If a trained person is not possible, there may be an extra charge for a member of our staff to come in to clean to ensure there is no risk of allergen contamination.
13. All dogs, with the exception of registered Support Dogs, are prohibited from the school site.
14. Any cancellations with less than 24 hours' notice will incur a full fee charge.
15. The Headteacher reserves the right to cancel any letting at any time without any penalty.
16. The hirer will comply with the latest Government guidance with respect to Covid-19.

Appendix 2**FACILITY PRICE LIST**

Price Group	Price per hour excl VAT
Classrooms	£15.75
Drama Hall/Rutland Studio/Food Tech	£26.25
Art Room/New Gym/Dance Studio	£26.25
Main Hall with stage	£31.50
Library	£31.50
Sports Hall	£36.75
Badminton Court	£10.50
Table tennis tables	£10.50
Football/Rugby Pitch	£27.30
Football/Rugby 2 hour match fee	£27.30
Football/Rugby plus changing rooms	£39.90
Changing rooms only	£12.60
Rutland Hard Standing	£21.00
Tennis Courts	£10.50
Kitchen(Full)	£31.50
Kitchen(Boilers only)	£10.50

Appendix 3**ARTIFICIAL TURF 3G PITCH****Pricing Strategy**

The following pricing strategy has been discussed with the Football Association and SportEngland and is included in the Community Use Agreement which was required as part of the planning permission conditions for the pitch. The prices have also been compared to charges made for the use of other local facilities. The fees were increased by 5% in 2023

Pitch Requirements	Fees	Fees
1/3 pitch per hour	£25	£26.25
2/3 pitch per hour	£40	£42.00
Full pitch per hour	£50	£52.50
Weekend Match Fee (2 hours)	£75	£78.75
Full week	POA	POA

Planning permission has been granted for the pitch to be made available 9am to 9pm during weekdays and 9am to 6pm at the weekends

The prices will be reviewed in March 2025 and any changes implemented from 1 April 2025.