



**CARISBROOKE HIGH SCHOOL
LETTING PROCEDURE**

1. Introduction

- 1.1 Procedure based on the Isle of Wight Council's Model Procedure on Lettings in School Administration section (March 2007) www.eduwight.iow.gov.uk (LA/school handbook). Also via school Website Link
- 1.2 Carisbrooke High School will endeavour always to comply with the spirit and principles within the Health & Safety at Work Act 2004 and all ancillary legislation. The Health & Safety at Work etc Act 1974 requires employers to prepare, publish and keep a revised written policy in respect of health and safety at work

2. Management of Lettings

- 2.1 All schools are free to control lettings of their premises and to set levels of charge, if any. Schools also control access to their premises and may choose to which organisations, if any, they wish to let.
- 2.2 This is because, under formula funding, all schools have the cost of lettings (energy, caretaking, wear and tear) charged against their budgets and will therefore receive all consequent income.

3. Subsidised Use. Full Subsidy

- 3.1 In the case of the following organisations, schools will retain control of access to their premises and will be able to claim from the Authority partial reimbursement of their costs.
 - The British Red Cross
 - St. John Ambulance Association
 - The Deaf Association
 - MENCAP (associated with Medina House School)
 - The Spastics Association (associated with Medina House School)
 - The Isle of Wight Recreational Club for the Handicapped (associated with Watergate School)
 - Physically Handicapped Able Bodied (PHAB) Club
 - Parish Councils
 - WEA
- 3.2 These organisations have been approved specifically by the Education, Community Development & Lifelong Learning Committee for fully subsidised use.
- 3.3 In respect of lettings to any of the organisation above, the school will notify the LA of use by means of letting document L2 and the resulting reimbursements will appear as income in school budget monitoring statements.

4. Use of Schools as Polling Stations

- 4.1 Schools may occasionally be requisitioned, by the Council, for use as polling stations. In such a case the school is authorised to charge the current full subsidy reimbursement rate

including caretaker charge. Since this cost will be borne by the Council and not by the LA, the letting form L1 will be used.

5. Swimming Pools

- 5.1 The school does not own or operate a swimming pool.

6. School Charge Levels

- 6.1 Schools are free to set their own charges for any groups other than Subsidised Users. Schools may wish to bear in mind their community role as well as their desire to maximise income. There may be some local community groups where schools may not wish to charge in the interest of school/community liaison. In determining levels of charge for remaining users, schools may wish to use the Authority's subsidised user rates as an initial guideline.
- 6.2 Current pricing and conditions of use can be found within the school charging policy available upon request.

7. Administration of Paid Lettings

- 7.1 Schools should follow current billing procedures using lettings form (L1) and to check that payment has been made before granting access. Income will be shown on monthly monitoring statements.
- 7.2 The Authority will give consideration to proposals from schools for alternative arrangements eg payments direct to schools, in the light of experience.

8. Insurance

- 8.1 Schools are strongly recommended to join the insurance scheme provided by the LA's insurers, which, for a blanket charge of 10% of all letting fees, will give a substantial indemnity to the user. It covers bodily injury to Third Parties and/or loss or damage to the property. Since the additional cost can be added to letting fees there need be no extra cost to schools.

9. Use of School Kitchens

- 9.1 Under contract arrangements, Governors, Friends of Schools and similar non-commercial groups may provide refreshments at events organised for the benefit of the school. No charge will be made to them unless the kitchen facilities are used, in which case the Contractor may charge for a service to protect the Council's and his own interests with regard to the security of buildings, equipment and foodstuffs, and to Health & Safety. The charge rates to be determined centrally.
- 9.2 Where catering is provided for other purposes, the Council expects the organiser to invite the Contractor to tender for the work, and to accept the bid which gives the best value for

money. If the business is awarded elsewhere the Contractor will be required to provide, and charge for, a security service as noted above.

10. Use of Playing Fields

- 10.1 Schools must be mindful of the stipulation in the playing fields contract that pitches must not be used for more than 9 hours per week. The 9 hours is also, of course, subject to the suitability of the pitches for play.
- 10.2 For lettings within the 9 hours usage the playing fields contract will cover the cost of maintenance and there will be no additional cost to the school and therefore no reimbursement for any use of fields made by Subsidised Users.
- 10.3 Lettings which would increase use of pitches to over 9 hours per week should only be considered in exceptional circumstances when the Head is confident that the pitch will be able to withstand it. For any such lettings schools may charge if they wish, at a rate to be determined by them. This will apply to all groups. Any such use must be by arrangement with the Contractor and any charges made by the contractor will be payable by the schools. (Use Form L1).

10. Conditions of Use (Playing Fields and Grounds)

- The hirer will be held responsible for his own legal liabilities in respect of any damage caused to any part of the Authority's property and should carry appropriate insurance.
- The hirer shall leave the premises in a tidy condition after use.
- No car parking is allowed on the fields and grass verges.
- All marquees and tents are to be pitched away from the main playing area in locations agreed with the Grounds Maintenance Contract Manager.
- Permission for and siting of any fires must be agreed separately following consultation with the Grounds Maintenance Contract Manager.
- Dogs are not permitted on playing fields or school grounds except by special arrangement.
- The hirer must be at least 18 years of age.
- The hirer must be aware and enforce that smoking is not permitted anywhere on the site or surrounding grounds.

11. Licensing of School Premises

- 11.1 Governing Bodies are authorised to approve application to the Licensing Justices for occasional licences for the sale of alcoholic liquor in connection with any function to be held on school premises, whether organised by a school organisation or any other organisation.
- 11.2 The Head should submit each application together with any recommendation, to the Governing Body, for approval. This responsibility may be delegated, by the Governing Body, to the Chairman.
- 11.3 It is not to be assumed that this facility would automatically be available to all users of the premises and the actual application to the Licensing Justices would have to be made by the hirers at their own cost.

12. Forms L1 and L2

- 12.1 Are available as part of this procedure document appendix A and B, the school website, the school (main office, Tel: 01983 524651) and from the Council's Chief Financial Officer (Income Office, Tel: 01983 823616)