



LETTINGS POLICY

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An academy within:



“Learning together; to be the best we can be”

Letting Policy

1. Introduction

- 1.1 The Headteacher of North Ridge Community School is keen to see that the premises at our school are used for the benefit of the whole local community. The education of children is the prime purpose of our school, however we believe education is a life-long process which should be open and accessible to all. This policy sets out the facilities available, the charges and the responsibilities of the Governors and the users when the school premises are hired.
- 1.2 The use of our school premises at all times other than during the school day is under the control of the Headteacher of our school. (Education Act 1986, sect.42 no.2)
- 1.3 The Sex Discrimination Act 1985 and the Race Relations Act 1976 apply throughout this policy and will be adhered to throughout all stages of our lettings procedures.
- 1.4 Having regard to our duty under the Race Relations Act 1976 (but without prejudice to our duties under the Representation of the People Act 1983) the Headteacher will not let the school premises to organisations whose purpose is, amongst other things, to encourage racial discrimination and/or disharmony between persons of different racial groups, or are otherwise involved in activities prejudicial to good race relations.
- 1.5 In deciding whether or not to let our premises the Headteacher will also have regard to the likelihood of any damage being caused to the premises, or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking.
- 1.6 In any event, the Headteacher reserves the right to require a reference from a Local Authority or other reputable hirer, before any booking is accepted.
- 1.7 We will consider letting to any group able to comply with the terms and conditions outlined in this policy. These terms and conditions are clearly stated in our Conditions of Usage and Booking procedures documents, which will be sent out with all application forms.
- 1.8 The final decision on compliance lies with the Headteacher.

2. Aims & Scope of Policy

- 2.1 This policy enables NRCS to adhere to strict rules and regulations around the letting of school property.

3. Conditions of Booking

- 3.1 The use of our school premises is permitted by the Headteacher on the understanding that the following rules are adhered to at all times.
- 3.2 Once the Hirer has signed the application form to use the school premises, he/she is automatically bound by all terms and conditions of usage of the premises. The Headteacher has the right to vary these terms and conditions at any time.

- 3.3 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.
- 3.4 The requirements of the Headteacher 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 Authority on the issue of licenses for such purposes. A copy of the regulations and requirements can be obtained on application.
- 3.5 If a hirer is uncertain as to the application of any of the licensing regulations, he/she should obtain further information from the Licensing Officer of Doncaster Metropolitan Borough Council
email: licensing@doncaster.gov.uk / telephone: 01302 737590 or 736671. A hirer who is organising events for children must have regard for the requirements of The Children Act 1989.
- 3.6 The hirer shall indemnify and keep indemnified the respective bodies and persons from and against all loss and damage which the Nexus MAT or the Headteacher or any property belonging to or under the control of the Nexus MAT or the Headteacher, may sustain or incur by reason of the permission to use the premises or otherwise arising out of or in connection with such user, including cost of replacement and reinstatement and the damage to the property of, or the bodily injury or death of any person or persons.
- 3.7 The Headteacher will not accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought on to the premises at the sole risk of the owner.
- 3.8 The hirer must make sure that all users are aware that they are solely responsible for the security of their personal property, and should put a sign up to this effect. If tickets are issued for any event, this statement should also be printed on the ticket.
- 3.9 The hirer is responsible for informing the Headteacher of any person sustaining injury or loss on the school premises during the period of the letting. This information must be presented in writing to the Headteacher within 24 hours of the event. Any further information required by the Headteacher must be made available on request.
- 3.10 No intoxicating liquor shall be brought or consumed on school premises or any part thereof except by recognised organisations. It is the responsibility of the hirer, on behalf of the recognised organisation, to obtain any necessary license for the sale of intoxicating liquor.
- 3.11 No musical works in the repertoire of the Performing Right Society may be performed in public on the premises except on payment to the Society of the appropriate fee.
- 3.12 No lecture, play, opera, dramatic or musical or other work in which a copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained by the hirer and all necessary fees paid. No performance of any gramophone or other record in which any copyright subsists shall be given on the premises unless the previous

- consent of the Phonographic Performance Ltd., or other owner of the copyright has been obtained by the hirer and all necessary fees paid. The hirer must make his/her own inquiries as to the existence of any such copyright as aforesaid. Proof of permission to use the piece of work must be shown to the Headteacher of the school at the time of booking.
- 3.13 The hirer and the guarantor shall indemnify and keep indemnified the Nexus MAT or the Headteacher from and against all costs, claims and demands which may be made against the Nexus MAT or the Headteacher for any breach or infringement of copyright.
- 3.14 Nexus MAT or the Headteacher may cancel any permission granted to use the premises:-
- If it should appear that the same or any part thereof will be required for public or official purposes whether of Nexus MAT or Headteacher or otherwise or by anybody or person having a statutory right of user.
 - If any damage has been caused to the premises or to any property of Nexus MAT thereon by reason of any previous use of the premises by the person or body now wishing to use the premises.
 - If breaches of the requirements of licensing conditions or of the Justices in connection with public dancing, music or other public entertainment's occur
 - If, for any reason, Nexus MAT or the Headteacher deem it necessary or expedient to cancel the license or permit.
 - If, for any reason, the school is closed, no compensation shall be payable by Nexus MAT or the Headteacher, to the hirer or any other person by reason of any such cancellation.
- 3.15 No person under the age of 16 years is permitted on the premises without adequate adult care and supervision.
- 3.16 The right of access to all parts of the school premises whether or not included in the permission for user is reserved to Nexus MAT, Headteacher or any officer authorised by them or any of them and the hirer shall not obstruct or interfere with this right.
- 3.17 No alterations or additions to the electrical installations at the school may be made.
- 3.18 No additional staging, curtaining or scenery may be erected without the previous consent in writing of the Headteacher and any such alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of Nexus MAT and shall be returned to their original state immediately after usage, at the expense of the hirer.
- 3.19 Where any use involves the erection and/or dismantling of a stage, this will be carried out by the hirer at his/her expense under the supervision of a representative of the Headteacher.
- 3.20 All such curtaining or scenery shall be rendered non-inflammable. Stage scenery and other effects must neither be brought on to the school premises nor taken away while the school is in session except with the express permission of the Executive Head and Headteacher.



- 3.21 Furniture, including chairs, must not be removed from the school premises nor for use either on the playing field or playground or in any other building outside the school, unless prior permission has been applied for and granted by the Headteacher.
- 3.22 No advertising may be placed in any area of the school premises without the direct permission of the Head Teacher or Office Manager of the school.
- 3.23 The use of any preparation or material for the purpose of preparing a floor for dancing is not allowed, as this may make the floors dangerous for normal use. The safe condition of the floors shall be deemed acceptable to the hirer after inspection and will remain the hirer's responsibility during the letting.
- 3.24 If the terms and conditions of hiring are contravened in any way, the Headteacher reserves the right to cancel any permission for further use and will inform the hirer in writing. In such event, the hirer will not be entitled to any compensation or refund of any payment made in respect of such use
- 3.25 It is the responsibility of the hirer to ensure that any area of accommodation used in the course of the letting is left in the condition in which it was found and is maintained in a safe condition during the letting.