



**Cranborne Middle School**

**Lettings Policy**

**2023-2024**

Headteacher – Mr Richard Stevens

Assistant Headteachers – Mr Simon Gillott & Mrs Andrea Williams

Review Date:	Reviewed by:	Approved by F&P Committee	Next Review Due:
July 2023	Finance Officer & Headteacher	Date:25.9.23	May 2024

## Introduction

The Governors have agreed to supplement the budget by encouraging the letting of the school premises where possible, provided that any letting must not be detrimental to the school or its pupils.

## Guidelines

- All lettings will be at the discretion of the governing body or its representatives, who may refuse lettings if they consider it in the interests of the school to do so.
- Lettings after midnight will not generally be permitted.
- All hirers must comply with the regulations set out on the application form.
- All hirers must be aged over eighteen.
- All hirers must secure insurance cover for the letting specific to their activity, including for public liability.
- All school buildings and associated premises are non-smoking areas.
- The school is not responsible for any loss of or damage to vehicles parked on its premises, or their contents
- Due to the rural location of the school it is the responsibility of the hirer to check that the playing surface is fit for the intended purpose.
- It is the responsibility of the hirer to ensure that DBS /Safeguarding checks are in place for the lead individual if required.
- For lettings to persons/organisations whose activity involves children under 18, it is a requirement that the hirer has a child protection/procedure in place and that child protection training has been attended by the group leader.
- The hirer is not to use or permit or suffer the Property or any equipment at the Property to be used in any manner or for any purpose which facilitates encourages or promotes extremism or terrorism or which allows access to or the dissemination of information in any form relating to extremism or terrorism or which causes or might cause the Landlord to be in breach of any duty under the Counter-Terrorism and Border Security Act 2019 or guidance issued pursuant to that Act

## Charges

- Details of current lettings charges are included in appendix 2.
- All charges will be subject to periodic review by the governing body. The minimum increase will be in line with inflation.
- The calculation of charges will include consideration of the real costs of heat, light sewerage and water, and the cost of caretaking for the event.
- Other charges are agreed by the governing body and may include an element for profit above actual costs.

## The Application Process

- The hirer submits an application letter, which sets out the time and date of the proposed hiring and the precise definition of the premises and facilities to be hired, including changing rooms for sporting events, lavatories and kitchens.
  - The application is considered by the Finance Committee, or Head teacher on its behalf, and a decision is made whether to permit the hire.
  - The caretaker is informed. If the caretaker is not able to service the hiring, a key holder will be identified.
  - One copy of the application letter is returned to the applicant with a letter of confirmation setting out the terms of the hire, including insurance requirements.
  - An invoice is issued prior to the letting and must be paid in advance.
  - A receipt is issued.
  - A separate annual subscription form is required for Tennis Court Hire
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## Appendix 1: Capacity

The number of people permitted to attend an event will depend on the nature of the activity. This guidance reflects that given by Fire Prevention Officers for halls used for assembly functions.

- If the event has dancing and there are no chairs or tables set out, one person per 6 square feet (0.55 square metres)
- For a seated audience, one person per 6 square feet (0.55 sq metres)
- If the event has dancing and chairs or tables are set out, one person per 8 square feet (0.55 square metres)
- Where people are seated at tables (restaurant-style), one person per 10 square feet (0.92 sq metres)

## Appendix 2: Car Park

The car park capacity at Cranborne Middle School is for 45 cars. The charge detailed in appendix 3 is for each period of 24 hours. Parking is at hirer's risk – the school cannot be held liable for any damage or theft to/from vehicles. Parking will not be supervised by any staff member. Cars should be parked in marked bays only.

Car park charges only apply if the car park is hired separately. Hiring of the hall, gym, field, etc, include use of the car park.

## Appendix 3: Charges

Area to be Hired	After School (CMS Children only)	Before 6pm	After 6pm	Weekend	Day Rate for during School holidays	Equipment
Hall	62p per child for the first 2 months	£25.99 per hour	£25.99 per hour + lock and unlock (£10.50 each) Whole evening (6-11pm) £90.94 inclusive	£32.84 per hour + lock and unlock (£15.83 each)	£58.72	Data projection, Sound System, Kitchen facilities Microwave oven, kettle etc. available at extra cost. <i>Price on application</i>
Gym		£25.99 per hour	£25.99 per hour + lock and unlock (£10.50 each) Whole evening (6-11pm) £90.94 inclusive	£32.84 per hour + lock and unlock (£15.83 each)	£84.65	Sports equipment hire £13.03 ( 2 for £19.62) Shower Charge £13.03
Field		£13.03 per hour	£25.99 per hour Floodlighting, locking and unlocking included		£45.53	
Meeting Room (21) /ICT Room	£13.03 per hour	£19.65 per hour	£19.65 per hour+ lock and unlock (£10.50 each) Whole evening £31.03 inclusive	£19.65 per hour + lock and unlock (£15.83 each)	£45.53	ICT Resources £6.57 (each)
Playgrounds						£25.70
<b>Car park (only chargeable if hired separately. Costs for areas to be hired include any car parking)</b>					£72.19 per day	
Minibus	£1.00 per pupil for all journeys.					
Tennis Court Hire	Annual Subscription £27.25 (Adult Individual) £54.50 (Family all in same household) – Please see separate subscription form and Terms and Conditions					