



Holly Hill  
Church School

## **Lettings Policy**

### **2024**

*As a Christian school our vision is to promote 'Life in All its Fullness.' Our ethos is based on our 12 Christian values of hope, honesty, patience, joy, forgiveness, tolerance, thankfulness, respect, kindness, friendship, gentleness and love. It is within the vision and the ethos that this policy is written and will be implemented.*

Dated Issues: July 2024

Review Date: July 2025

Approved at FGB: 15<sup>th</sup> July 2024

A handwritten signature in black ink, appearing to be 'A. B.', followed by a long horizontal flourish.

Signed:

Head Teacher

## **Introduction**

Holly Hill recognises that the school premises constitute a valuable asset for the community as a whole both within and outside school hours. We acknowledge that the use of the premises is ultimately a matter for the Headteacher who will positively encourage the utilisation of the school building and land in a manner which is consistent with the general charitable and Christian Values of the school. Allowing the school premises to be used outside school hours is not without its costs; this policy is designed to ensure that the school is covered financially when doing so.

This policy should be read in conjunction with the:

*Health and Safety policy.*

*Safeguarding and Child Protection policy*

*PREVENT No Platform Policy*

*Risk assessment for school reopening – Coronavirus.*

*Latest Government guidelines for Covid <https://www.gov.uk/coronavirus>*

## **Lettings**

Hiring rates legislation requires that any costs of hiring premises which are charged to the school's delegated budget must be repaid to that budget from income received, for example costs of electricity and heating before allocating income to anything else. Any surplus will be available for use in the school budget.

## **Booking Arrangements**

All bookings are to be made through the school bursar, Michelle Evans, email [m.evans@hollyhill.bham.sch.uk](mailto:m.evans@hollyhill.bham.sch.uk) or telephone 0121 675 8700. Booking applications should be made on the Booking form (Appendix 2).

The charges decided by the Governors depend on the time, duration and purpose. Bookings should be made at least 10 days in advance to enable the premises to be prepared

## **Payment**

Payments must be made in full in advance to the school Office. Cheques to be made payable to Holly Hill School.

The school's Bursar will account all monies in connection with school lettings. She will co-ordinate all correspondence and maintain all records required for lettings.

A diary of all lettings, shall be kept by the Bursar, in line with Records Management procedures.

## **Hire Periods and Charges**

The Headteacher may enter into an agreement to let the school hall by arrangement, to any group or organisation whose activities are considered suitable. Priority shall be given to groups whose activities will benefit the children and the community.

The School Governors' will have responsibility for the setting of fees which will be reviewed on an annual basis.

The Headteacher is authorised to charge a lower fee when appropriate provided that no financial loss is incurred.

The Headteacher or Bursar shall advise the proposed hirer of the cost of the let and that additional costs will be payable, for call outs to the alarm of if the premises are damaged or not restored to the condition in which they were originally let.

The Bursar is required to report on all lettings to the Building Services Supervisor.

## **Insurance**

The School shall not be responsible to or be liable for any person who suffers injury or loss or damage to his property whilst on the premises.

All users that hire the premises regularly must carry sufficient public liability insurance and a copy of this must be supplied at the booking and a copy taken.

## **Responsibility of the Hirer**

The Hirer will be responsible:

- for all damage caused to the premises or to any property on the premises.
- for ensuring the school is only used for the purposes specified in the Letting Agreement.
- for completing a booking form prior to the letting (or series of lettings) and full payment must be made in advance.
- to see that no nuisance or disturbance is caused and that all regulations and laws governing the use of the premises will be complied with.
- that any equipment or property brought into the School will be removed at the end of the hiring.
- for ensuring that at the end of the hiring the premises will be left neat and tidy (please refer to Conditions of use).
- for ensuring that the premises are not used for the sale of alcohol for any purpose.
- for not allowing gambling of any kind, or for trade for gain on a Sunday nor for any purpose contrary to the Standing Orders of the Methodist Conference in force at the date of the lease or license unless the Connexional Property Committee agree that this

condition may be waived. Please be aware there are also guidelines for holding a raffle on the premises. Please speak to the school office.

- for complying with all legislation currently in force with regard to disability discrimination, equality and the safeguarding of children and vulnerable adults.
- for being present at all times during the period of hire and should not assign or sublet the permission given to use the School premises.
- All users that hire the premises regularly must carry sufficient public liability insurance.
- All uses must follow government guidelines in keeping safe during coronavirus epidemic, including school visitor code of conduct (Appendix 4). Any person showing symptoms of Covid-19, or is isolating must not enter the premises. The user must let the bursar know if an event had to be cancelled due to Covid-19.

### **Unsuitable Lets**

The school will retain an absolute discretion to determine what is an unsuitable let. In all instances, the decision as to suitability will rest with the Head Teacher.

### **Cases of Disorder**

If a member of the hire party is deemed to be under the influence of drugs or exhibiting drunken behaviour or is verbally or physically aggressive, they will be asked to leave the premises by the Site Manager. If they refuse, the police will be involved.

### **Site Manager**

The Building Services Supervisor should be informed of all lettings, whether or not he will be on duty for the letting.

If the Building Services Supervisor is not on duty, the person responsible for managing the letting must know the procedures to be followed in the event of an emergency, e.g. the whereabouts of first aid supplies, emergency telephone, fire extinguishers and emergency exits. He/she must also know the procedure for reporting any damage to property or premises and ensure that a report is submitted.

### **Security and Keys**

The Head Teacher will decide who may have access to keys to the premises. 1 set of keys is to be provided to each Group booking and School will hold name, address and telephone number of the holder. It is important that the correct procedures are followed or any claim on insurance could be jeopardised.

### **Emergency Procedures**

All leaders and helpers of groups or private bookings must familiarise themselves with routes of escape in case of emergency. This is particularly important if the school grounds are being used

for any reason and case must be taken to ensure all users are brought to safety if an emergency takes place.

All hirers must take notice of the fire safety notices and escape routes.

### **Site Capacities**

The school has a legal responsibility to comply with the maximum figure allowed under health and safety requirements for their premises. The capacity for our school hall is 210 people.

The hirer must provide the Administrator with an estimate of the number of people expected. If more than 200 people are on site an additional second member of staff must be present.

### **Review**

The Head Teacher will review this policy annually, or sooner if the need arises.

Review due: July 2025

## **Appendix 1**

### **Conditions of Letting**

#### **Safeguarding**

The hirer must confirm that in all its activities with children (age 0-17) and / or vulnerable adults it will comply with all current safeguarding legislation <sup>1</sup>and government guidance<sup>2</sup>. The School has its own Safeguarding and No Platform Policy, and a copy of which will be given to the lead Hirer. On signing the Letting agreement they confirm that all those who staff activities on the school premises understand and have agreed to follow these policies and have safely recruited.

The hirer understands that the school accepts no responsibility for failure to comply with the Safeguarding requirements.

#### **Emergency contact numbers**

The hirer must provide the site with 2 emergency contact numbers.

#### **Burglar Alarm**

Please note that once inside the school the front door should NOT be locked from the inside using the key. *Using the key will activate the burglar alarm system, therefore*, if the front door has to be secured then please use the bolts on the inner set of doors.

Should the burglar alarm be activated please contact our BSS immediately:

Simon Banks 07955 270 203

#### **Insurance**

The hirer must carry sufficient public liability insurance and a copy of this must be supplied to the school at the time of booking.

#### **Health and Safety**

The hirer is responsible for ensuring that all people using the school premises during the hire period are aware of exits and that hirer's staff know the location of firefighting equipment. No exits or corridors may be blocked or fire-fighting equipment removed.

The hire is responsible for ensuring government health and safety guidelines are adhered to in light of the coronavirus epidemic.

#### **Alcohol**

Alcohol may not be consumed on the school premises.

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<sup>1</sup> Protection of Children Act 1989, Children Act 1989, Safeguarding Vulnerable Groups Act 2006

<sup>2</sup> Working Together to Safeguard Children (Department for children, schools and families March 2010), What to do if you're worried a child is being abused (Department for Education and Skills 2006), and Recruiting Safely guidance from the Children's Workforce Development Council (2009).

### **Car Parking**

Please ensure all visitors adhere to public parking legislation when attending a letting at the school.

### **Smoking**

Smoking is not permitted anywhere on the school site.

### **Payment**

All fees, to be paid in advance.

Block bookings: payment to be made on invoice at the beginning of each term with full payment required by the half-term.

### **Fixtures and Fittings**

No fixtures or fittings or other objects shall be attached to the fabric or furnishings in the rooms.

### **Use of Furniture**

The movement of school furniture and equipment from room to room is not permitted. The use of all equipment and apparatus is subject to the prior written agreement of the Head Teacher.

### **Hirer's Apparatus and Equipment**

The hirer shall obtain the Head Teacher's written agreement to the bringing onto the school premises of any apparatus or equipment such as sound system. The hirer shall ensure that such apparatus or equipment is removed after the letting period. Any property not so removed may be removed by the school at the hirer's risk. The cost of such removal, together with any storage charges incurred by the school, shall be recoverable from the hirer.

### **Liability**

The school shall not be liable for any loss or damage caused to the hirer or to any other person as a result of:

- Any failure or defect or want of repair in any of the fixtures, fittings, furniture, equipment or appliances belonging to the school; or
- Any failure or interruption in the supply of water, gas or electricity to the accommodation; or any defect or want or repair in the premises or in the means of access to the premises; or
- Any theft or malicious or accidental damage to or loss of any property of any person taken or left at the premises.

## **Numbers**

The hirer must provide the Administrator with an estimate of the number of people expected.

## **Behaviour**

The hirer is responsible for ensuring good order is maintained throughout the period of hire.

## **Advertisements**

No advertisements, emblems or slogans shall be displayed outside the school premises without the prior written permission of the Headteacher.

## **Right of Entry**

The Headteacher, Leadership Team and BSS, shall have right of entry to the premises at any time during the hiring.

## **Reporting Damage**

Any damage to the premises or its contents by the hirer must be reported as soon as possible to the Bursar or the BSS. This must be followed by a written report on the damage caused.

## **Condition of Premises**

- The hirer is responsible for leaving the premises in the same condition as they were before the hire and for ensuring that everything is clean and tidy.
- Stack all tables and chairs against the wall to leave the room clear for the next user
- The floor space of each area used should be vacuumed, swept and mopped (if necessary)
- All rubbish should be moved to the area by the outside door - not left in the foyer.  
(Please supply your own black bags)
- If the staff room kitchen has been used for any reason all surfaces and the sinks should be left clean and the floor mopped.
- Please check that toilets and wash basins are left in a reasonable condition.
- No food or refreshments to be left on the premises.
- Make sure all windows and doors are properly secured and all lights turned off.
- The front door must be locked and the gate padlocked when you leave the premises, unless other people are in the building. Please inform them of your departure but do not lock the front door or the gate.

If your group finds the premises in an unsatisfactory condition or to report breakages please inform Michelle Evans (school office, or contactable via email [m.evans@hollyhill.bham.sch.uk](mailto:m.evans@hollyhill.bham.sch.uk)) immediately, leaving a message if necessary.



**Failure to abide by Conditions**

If, during the period of hiring, any authorised member of staff who may be present is of the opinion that any of these conditions have not been complied with or that disorder, damage to property or an illegal act has taken place or is threatened, that person may summarily terminate the hiring by oral notice to the hirer, or (in his/her absence) to any other person or persons apparently in control of the proceedings, whereupon the premises shall be vacated forthwith. The police will be immediately notified if there has been a serious breach.

**Additional Conditions**

The school reserves the right to impose additional conditions to those described above as and when they consider it appropriate to do so.

## Appendix 2

### Letting policy Application

Name of hirer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Venue: School Hall

Date of hire: \_\_\_\_\_

Time of hire: from \_\_\_\_\_ to \_\_\_\_\_

Approximate number of people attending \_\_\_\_\_

Emergency telephone numbers

Name \_\_\_\_\_ Tel no. \_\_\_\_\_

Name \_\_\_\_\_ Tel no. \_\_\_\_\_

#### Agreement to School policies

- I have read and understand the Health & Safety Policy and accept full responsibility for the health and safety of those using the premises during the hire period.
- I have read the Safeguarding and No Platform Policy and agree to comply with all legislation currently in force with regard to disability discrimination, equality and the safeguarding of children and vulnerable adults
- I had read the Lettings Policy and agree to comply with the Conditions of Lettings.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 3

### Lettings Agreement



Holly Hill  
Church School

*Life in all its Fullness*

Dear

This is to confirm that we have agreed to hire out our School hall

Date of hire: \_\_\_\_\_

Time of hire: from \_\_\_\_\_ to \_\_\_\_\_

We have received the hire charges payment of £ \_\_\_\_\_

Yours sincerely

Mark Carr  
Head Teacher

# Lettings Summary July 2024

## Lettings Charges

Room	September 2024
School Hall	£30 per session
School Hall, classroom, meeting room & outside space	£40 per session

- a session is morning / afternoon or evening
- price includes access to staffroom

School Hall – Guitar Club – Chrissy Baker

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*



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