

# CIRENCESTER KINGSHILL SCHOOL

## LETTINGS AND HIRING POLICY

### Purpose

Cirencester Kingshill School wishes, wherever possible, to make its premises available for community use, in order to maximise the use of the buildings outside of school hours, and to foster further links with the local community. The School welcomes the opportunity to work with partner organisations in extending the range of opportunities to help children and young people achieve their full potential by engaging with services meeting the wider needs of children, young people, families and the local community. The letting of School premises shall not detract from the primary objective of the School as an educational establishment to provide a high standard teaching and learning environment for all its pupils. Whilst the links to the community and other organisations are important to the School, any lettings will be organised so that there is no disruption to the delivery of the curriculum and at no cost to the School.

### Responsibilities and Accountability

The Governors of the School are responsible for the School's Lettings and Hiring Policy, for agreeing the lettings charges and for reviewing them annually.

The Business Manager is responsible for reviewing and managing the lettings protocols outlined within the lettings agreement, for promoting and developing letting opportunities and is accountable to the Headteacher.

A member of the finance team is responsible as 'Lettings Administrator', for liaising with the clients, arranging lettings and invoicing for them, keeping a Lettings Diary, keeping copies of the public liability insurance and liaising with the Site Manager as appropriate. They will also complete the induction briefing with all new clients. He/she is accountable to the Business Manager.

~~The Site Manager and~~ The Lettings Administrator or Finance Officer are responsible for showing the accommodation to the client prior to the letting. During the letting, the Site Manager is responsible for overseeing the use of the premises and ensuring the buildings are secured after the lettings through the programmable systems in conjunction with the Lettings Administrator and security company. The Lettings Administrator will make arrangements with the security company for opening before and lock ups after the lettings. Both the Lettings Administrator and the Site Manager are accountable to the Business Manager.

The Governing Body have adopted terms for letting agreements which are included in this Policy.

# CIRENCESTER KINGSHILL SCHOOL

## LETTINGS AND HIRING POLICY

Reviewed by S Gardiner (Business Manager) / L Rose (Finance Officer) September 2018 (Date)

Adopted by Governors \_\_\_\_\_ (Sign) \_\_\_\_\_ (Date)

Review date November 2018

## LETTINGS AND HIRING PROCEDURES

### Facilities, Booking, Income and Charges

1. All bookings must be made using Cirencester Kingshill School Booking Forms (examples attached) and accompanied by a signed copy of the Letting Agreement (example attached) and proof of adequate public liability insurance. This can also be purchased using the school's insurance. Please use the contact details at the bottom of the page to obtain the current forms.
2. The hirer must be in possession of a key fob which will be the sole way of gaining access to
 

1) The Front Door	2) The Sports Hall Store	5) The Gym	7) Main Concourse
3) The Sports Hall	4) The Changing Rooms	6) Drama Studio 1	
3. Each fob will be programmed to provide access to the areas requested on the booking form. Access will be granted from 10 minutes before the time of the hired period to 10 minutes after it finishes. This extra time is for the use of the changing facilities only. **You cannot gain access to the Sports Hall or Gym until your allocated slot.**
4. The fob must be swiped at each session even if the door is already open so that we have a reliable record of who is on site at all times.
5. The front door must not be wedged open as this removes any security which the fob system provides. Hirers must devise a system for overcoming any problems this raises.
6. Each hirer will be issued one free fob at the start of their booking and may order additional fobs from the Lettings Administrator at a cost of £5 each. Fobs will only be released when the name and contact details of the fob holder are submitted and agreed. Fobs must be returned at the end of the agreed hiring period. If the fobs are not returned they will be charged at £5 per fob.
7. The availability of Cirencester Kingshill School's sports facilities and other agreed areas is Monday to Friday 6.00pm – 10.00 p.m. throughout the year, including school holidays. We do operate a complete two week shut down during the Christmas holidays.
8. Facilities are available for general lettings on weekends. Please enquire for full details as security and cleaning charges may apply.
9. Sports hall lighting is time controlled and will switch off automatically at the end of each hiring session.
10. All hirers will have access to the toilet facilities in the sports hall.
11. Muddy footwear must be removed prior to entering the sports building, toilets and changing rooms.
12. Hirers are asked to leave the area they are using tidy at the end of each session, including the changing rooms, and to check for any items of lost property.
13. We are now able to offer on-site storage for our lettings. There is an annual storage fee for this. Please contact us should this be of interest.

<b>Charging Policy:</b>	<b>Rate per hour</b>		
	<b>Adult</b>	<b>Junior</b>	
4 Court Sports Hall	£30.50	£22.50	
Gymnasium	£22.50	£18.50	
Netball/Tennis courts	£14.50	£10.50	
Football per pitch (2)	£22.50	£17.50	
Rugby per pitch (2)	£22.50	£17.50	
Cricket Pitch	£22.50	£17.50	
Cricket Net	£8.00	£6.00	
Track / Field	£22.50	£17.50	
Drama Studio		£17.50	

Dining Hall		£18.00	
Kitchen/Catering Classroom		£25.00	
Additional Cleaning Charge for Holiday/Weekend use	£12.00		
Security charges – unlock and/or lock up per day over weekend. Check this with the Lettings Administrator as it may not apply.	£19.88		

Contact details: - [lettings@cirencesterkingshill.gloucs.sch.uk](mailto:lettings@cirencesterkingshill.gloucs.sch.uk)



## **LETTING AGREEMENT**

### ***CIRENCESTER KINGSHILL SCHOOL OPERATES A NO SMOKING POLICY ON THE SCHOOL PREMISES.***

#### **Conditions of letting:**

1. The premises must be left in the same condition as they were found at the beginning of the letting. A responsible adult must check that all doors are secured and equipment is put away safely at the end of your session.
2. In the event of any breakages, maintenance requests, health and safety concerns or injuries an email should be sent as soon as possible to the Lettings Administrator [lettings@cirencesterkingshill.gloucs.sch.uk](mailto:lettings@cirencesterkingshill.gloucs.sch.uk).
3. Organisations using the school premises are required to make good any damage or loss, which may be occasioned to the school property.
4. The Lettings Administrator must be informed in advance of any alterations to the times arranged otherwise all lettings will remain chargeable.
5. The Lettings Administrator must be informed of any deliveries or the removal of any equipment from the school associated with the letting.
6. The school reserves the right to cancel a letting should the room be needed for a school activity – as much notice as possible will be given.
7. The school reserves the right to permanently cancel a letting should there be any reason for complaint.
8. The premises are let subject to the condition that no alcoholic drink is served or consumed on the premises.
9. It is the responsibility of the hirer to ensure that they have adequate public liability insurance of at least £5m to cover their activity. A copy of this must be forwarded to the Lettings Administrator. Only the stated activity should be participated in when in the hired facility or adequate insurance purchased through the school.
10. As a club user of the facility you are wholly responsible for the conduct, access and safety of the adults and children attending for the duration that you are on the premises.
11. Hirers' only access to the hired facility is through the supplied key fob system. Hirers must ensure that the adult who is opening up has the key fob. Fob key doors must under no circumstances be propped open. The site manager should only be disturbed in an emergency. All other issues need to be directed to the Lettings Administrator.
12. Lettings will run on a termly basis. A new completed Booking Form and Letting Agreement must be received prior to each term. Existing hirers will have priority over booking the facilities. However, if completed paperwork has not been received two weeks before term begins, Cirencester Kingshill School reserves the right to let the slot to another hirer.

***Please remember pupils will use all rooms the next day.***

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We from \_\_\_\_\_ Club  
agree to abide by the terms and conditions of Cirencester Kingshill School's Letting Agreement and Lettings and Hiring Policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Position: \_\_\_\_\_

*Please sign both copies and return one to the Lettings Administrator*