



Blenheim

Lettings Policy

Committee: Finance, Audit, Facilities and Staff

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The Governors and School, in keeping with their declared policy to work in close liaison with the community, will be happy to share some of the school's facilities by offering them for hire to the community.

This policy should be read in conjunction with the Child Protection and Safeguarding Policy.

Supporting Notes

The facilities available will be the Sports facilities, the Assembly Hall, the Dining Hall with credenza unit, and the Conference room. Other areas of the school could be made available on request, subject to the agreement of the school's management and the Governors.

When considering a hiring, full consideration must be given to all without prejudice. However, when there is a high risk of damage to the school or its property on occasions such as 18th birthday parties or weddings, then the management of the school has the option to decline and will choose to do so when it sees fit. There could also be problems with other groups and the care of the fabric and environment of the school is paramount.

Hiring Fees

When lettings are being considered, fees will be charged according to the following criteria:

Band A: Where the letting is to a charitable or educational group or one which is run for altruistic reasons

Band B: Where the letting is to a community organisation.

Band C: Where the letting is to a private or profit-making organisation.

Charges for lettings must cover overheads and make a full contribution to the school's running costs. All profits will go towards the requirements of the school to enhance the students' experience, develop the curriculum or improve the fabric of the building or site. Within the school's finances, human resources will be costed as part of the lettings.

The hirer will be required to put down a deposit or bond against which any damage to the school property or premises (during the period of hire) can be made.

The hirer will be expected to hold a current public liability insurance policy. For an individual this may not be the case, and in these circumstances an additional premium will be charged to cover the letting through the school's insurance

Conditions of Hire

- **The entire SCHOOL SITE IS A NO SMOKING ZONE (THIS IS NON-NEGOTIABLE)**
- **We reserve the right to close any function which, in the school's opinion, may pose a threat to persons, premises, equipment or any part thereof or that might jeopardise our partnership with the community.**
- **All documents signed by hirers prior to lettings will have a Child Protection disclaimer.**
- Hiring is subject to availability and the school's own requirements
- The school reserve the right to cancel any hiring due to exceptional circumstances outside their control
- All lettings are to be made through the Business Manager/Finance Officer.
- All lettings are subject to a charge, and this must cover any costs incurred by the school including fair wear and tear.
- Hire charges will be determined by the Finance Committee or their delegated authority.
- The hirer of any of the school's facilities must have 'third party' insurance cover and free the school of any claims.
- Payment of letting charges will be due in advance of the event.
- Sub-letting will not be permitted
- Hirers are required to ensure their group are aware of exit points and fire evacuation procedures
- The use of correct footwear must be followed when using the sports facilities.

Sale of Alcoholic Drinks

The running of a licensed bar is at the school's discretion. However, the presumption should be that a license will not be issued.