

# **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 letting's 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 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) January 2023 (Date)

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

Review date February 2024

## LETTINGS AND HIRING PROCEDURES

### **Safeguarding:**

1. The hirer is fully responsible for safeguarding of children (under the age of 18) and vulnerable adults where the parent or guardian of the child is not present during the hire.
2. The hirer must have safeguarding policies that govern their organisation, including having a trained safeguarding lead, and ensure they adhere to those policies at all times and deal with any safeguarding issues that may arise according to the relevant central and/or local government guidelines.
3. In line with Keeping Children Safe in Education 2022, where governing bodies hire or rent out school facilities/premises to organisations or individuals they should ensure that appropriate arrangements are in place to keep children safe. The school must 'seek assurance' that the correct safeguarding policies and procedures are in place for lettings. To ensure the school meets this requirement we will need to see your child protection / safeguarding policy on an annual basis.

### **Facilities, Health and Safety, 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
  - 3) The Sports Hall
  - 4) The Changing Rooms
  - 5) The Gym
  - 6) Drama Studio 1
  - 7) Main Concourse
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 your booked facility 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 5.30 p.m. – 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 or concourse. The toilets to be used during your letting will be confirmed with you by the Lettings Administrator.
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. Any equipment brought onto the premises by the hirer must be suitable, free from defects and have been PAT tested for safety within the previous 12 months. All equipment must be disconnected or removed following the hire session.
14. If you play recorded music during your hire you will normally require a license from PPL PRS Ltd. Hirers are responsible for ensuring that any license is obtained relevant to their activities. For more information please contact PPL PRS Ltd (<https://pplprs.co.uk/legally-play-music/>)

15. The Hirer must ensure that when professional or specialist coaching is provided for the activities relating to the hire, those individuals are suitably trained and qualified.
16. The school will not be liable for the death of or injury to any person attending the activity which is the subject of the hire or any losses, claims, demands, actions, proceedings, damages, expenses or other liability incurred by the hirer except where any of the above is due solely to the negligence of the school, their servants or agents.
17. The parking of vehicles on the school site during a letting is at the owner's risk and as such the school will not be liable for damage to vehicles.
18. 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.
19. The rates per hour for the lettings will be reviewed annually and increased in line with the rate of inflation or at the discretion of the Board of Trustees.

Charging Policy:	Rate per hour	
	Adult	Junior
4 Court Sports Hall	£35.00	£26.00
Gymnasium	£26.00	£21.50
Netball/Tennis courts	£17.00	£12.00
Football per pitch (2)	£26.00	£20.50
Rugby per pitch (2)	£26.00	£20.50
Cricket Pitch	£26.00	£20.50
Cricket Net	£9.50	£7.00
Track / Field	£26.00	£20.50
Drama Studio	£21.00	£21.00
Dining Hall	£21.00	£21.00
Kitchen/Catering Classroom	£29.00	£29.00
Additional Cleaning Charge for Holiday/Weekend use	£13.50	£13.50
Security charges – unlock and/or lock up per day over weekend. Check this with the Lettings Administrator as it may not apply.	£21.50	£21.50

Contact details: - **lettings@cirencesterkingshill.gloucs.sch.uk**



*Striving for Excellence*

# Cirencester Kingshill School

*Head: Christine S. Oates*

## **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. **Under no circumstances** must doors 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 by the given deadline, 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*

**2022/2023 Booking Form APPLICATION FOR  
THE HIRE OF FACILITIES AT CIRENCESTER  
KINGSHILL SCHOOL **SPRING TERMS 3+4**  
(Jan-Apr)**

Contact Name: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Invoice Address: \_\_\_\_\_ Tel (home): \_\_\_\_\_  
 \_\_\_\_\_ Tel (mobile): \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Facilities required** (available Monday - Friday 6.00 p.m.-10:00 p.m.):

Sports Hall ☐ Gym ☐ Courts ☐ Pitches ☐ Drama Studio ☐ Dining Hall ☐

For the purpose of (training, fixtures etc): \_\_\_\_\_

**Please circle on the calendar below the days you wish to book** **Black** represents school holidays/weekends/events when *no* facilities will be available. **Red** represents days when the Sports Hall will be unavailable due to exams / events. **Blue** represents days when the Gym will be unavailable due to events

**Green** represents days when the Dining Hall will be unavailable due to events.

**Orange** Represents days when the Drama Studio will be unavailable due to events.

**JANUARY**

Mon	2	9	16	23	30
Tues	3	10	17	24	31
Wed	4	11	18	25	
Thur	5	12	19	26	2
Fri	6	13	20	27	3
Sat	7	14	21	28	
Sun	1	8	15	22	29

**FEBRUARY**

Mon	6	13	20	27
Tues	7	14	21	28
Wed	1	8	15	22
Thur	2	9	16	23
Fri	3	10	17	24
Sat	4	11	18	25
Sun	5	12	19	26

**MARCH**

Mon	6	14	20	27
Tues	7	14	21	28
Wed	1	8	15	22
Thur	2	9	16	23
Fri	3	10	17	24
Sat	4	11	18	25
Sun	5	12	19	26

**APRIL**

Mon	3	10	17	24
Tues	4	11	18	25
Wed	5	12	19	26
Thur	6	13	20	27
Fri	7	14	21	28
Sat	1	8	15	22
Sun	2	9	16	23

**Junior time:**

\_\_\_\_\_ to \_\_\_\_\_  
 estimated attendance \_\_\_\_\_

**Adult time:**

\_\_\_\_\_ to \_\_\_\_\_  
 estimated attendance \_\_\_\_\_

Evidence of public liability  
 for at least £5million  
 attached? **YES/NO**

**If NO, are you purchasing  
 our insurance at 10% of  
 the overall hire charge?  
 YES/NO**

Additional information / school equipment required:

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please fill in both copies: return one to the Lettings Administrator and keep one for your own records* Nov  
2014