

# STEYNING GRAMMAR SCHOOL

## LETTINGS POLICY

ADOPTED BY BUSINESS COMMITTEE: 13<sup>TH</sup> JANUARY 2010

LAST REVIEWED BY BUSINESS COMMITTEE JUNE 2016

### **Purpose**

- To promote maximum usage of school facilities throughout the year for school and community benefit;
- To operate school and community services in a cost effective manner;
- To generate income in order to improve facilities and services.

### **Implementation**

The Governing Body is responsible for setting the rates that will apply for the letting of school premises to external hirers.

#### *Reasons for Refusal:*

- Any group, organisation or individual whose presence or whose aims stated or implied, would conflict with the ethos and/or reputation of the school;
- Any group, organisation or individual whose presence or whose aims would conflict with school policies on, for example, race and equal opportunities;
- Any group, organisation or individual not able or willing to comply with health and safety legislation and requirements relating to the letting.
- Any group, organisation or individual whose presence would be likely to put at risk the fabric and/or resources of the school.

#### ***The final decision about lettings rests with the Headteacher.***

There are a number of different organisations that lettings apply to:

#### **Use of School Premises by Education Services**

Standard charges have been set by West Sussex County Council for the use of school premises by the West Sussex Education Services including Aspire Limited (formerly Adult Education) and Music Support for out of hours use. These charges are effective from

1<sup>st</sup> September 2015 and are mandatory for all schools. Details of these charges are attached at Annex A.

#### **Use of School Premises for Electoral Use**

The scale of charges for Electoral Use of school premises effective from 1<sup>st</sup> September 2015 is attached at Annex B. These charges are mandatory for all schools.

#### **Affiliated Groups**

Where a hirer wishes to book the same venue throughout the year for a regular activity, the school will consider accepting them as an 'Affiliated Group'. There is currently an Affiliation Fee of £50 per annum, with groups benefitting from the non commercial hire rate for facilities.

### External Hirers

Non affiliated groups are subject to the standard rates detailed at Annex C – these are reviewed annually in September.

### Artificial Turf Pitch (ATP)

Separate rates apply in relation to the hire of the Artificial Turf Pitch – these are detailed at Annex D.

### Conditions of Hire and Application for the Hire of School Premises

The Conditions of Hire and Application for Hire of School Premises (Form SL1) set out the minimum requirements for any letting of school premises to a third party – completion of these forms is mandatory if facilities are to be hired from the school. Additional Conditions of Hire for the Artificial Pitch apply when this facility is being requested. Copies of these forms are attached at Annex E.

In accordance with the school's Child Protection Policy, the school will ensure the suitability of adults working with children on school premises at any time. Those authorised by the school to work with children on school premises should enter into a formal commitment to comply with the school's child safeguarding responsibilities. Community users organising activities for children will be made aware of the school's child protection guidelines and procedures and will confirm their commitment to abide by them.

### Insurance

Non-commercial hirers who have no existing Public Liability Insurance with a preferred minimum limit of indemnity of £10 million (although £5 million is acceptable subject to approval from the Litigation, Insurance and Risk Management Section), must, as a condition of the proposed hiring, take out the Hirer's Insurance arranged by West Sussex County Council. The premium is charged at 9% of the basic hire charge, plus Insurance Premium Tax (IPT) which is charged at 6% of the premium.

### Review

This policy will be reviewed annually in the Summer Term by the Business Committee.

**STANDARD CHARGE FOR THE USE OF SCHOOL PREMISES  
BY WEST SUSSEX EDUCATION SERVICES FROM  
1<sup>ST</sup> SEPTEMBER 2015**

	<b>Primary</b>	<b>Secondary</b>
Fixed charge per session per site	£29.00	£36.00
Hall/Gym charge	£6.20	£7.30
Room Charge	£3.60	£4.15
ICT Room	£6.20	£7.30
Heating supplement per session per site	£8.80	£46.50

These charges will apply to West Sussex education services using school sites and facilities.

Please note that the definition of a session is a morning, an afternoon or an evening. For morning and afternoon sessions during the school day, education services would not normally be charged for heating and opening and closing charges since such costs are already publicly funded through the school budget share. The Music Education Hub provides instrumental tuition for pupils during the school day and will not be charged for the use of premises during the school day but can be charged the standard charge for use of premises out of school hours.

A service level agreement between regular local authority service users of school premises and schools will set out the level and quality of service that is covered by the standard charge and arrangements to meet any costs that fall outside the standard charge structure.

**Note to Heating Supplement:**

The use of different fuel mixes between Primary and Secondary schools is reflected within the heating supplement.

**USE OF SCHOOL PREMISES – CHARGES FOR ELECTION PURPOSES FROM  
1<sup>st</sup> SEPTEMBER 2015**

**THESE CHARGES ARE MANDATORY AND SCHOOLS WILL RETAIN THE  
INCOME FROM THE ELECTORAL USE OF SCHOOL PREMISES.**

1.

Estimated cost of caretaking £19.60 plus an additional £6.70  
if polling continues after 10.00 p.m.

**Plus**

2.

For one polling station on the site, an additional payment  
Of £3.60 for the cost of caretaking and £9.80 in respect  
Of the school's expenses;

**Or**

3.

For two or more polling stations on the site, (a) an  
additional payment of £7.20 for the cost of caretaking,  
and (b) £9.80 per station in respect of the school's expenses.

### Steying Grammar School Hire Charges 2016 -17

At Steying Grammar School, we have a variety of rooms and facilities available for hire:  
**Price List**

<u>Facility</u>	<u>Community Use/Non Profit Making Organisations</u>	<u>Commercial/Profit Making Organisations</u>
<u>Shooting Field</u>	<u>Per Hour</u>	<u>Per Hour</u>
Drama Hall	£30	£35
Foyer	£10	£15
Drama Studio	£15	£20
Assembly Room	£20	£25
Common Room	£15	£20
Russell Centre (Whole)	£35	£40
Russell Centre Kitchen	£15	£20
General Classroom	£10	£15
Music Practice Room (small rooms)	£7.50	£10
Large Music Rooms	£15	£20
IT Classroom/Art Rooms	£15	£20
Food Tec Rooms	£20	£25
The Octagonal/LRC	£20	£25
Cuthman Centre	£25	£30
The Octagonal Kitchen	£20	£25
Sports Hall	£30 per hour	£40 per hour

Gym	£17 per hour	£25 per hour
Large Hardcourt *	£25 per hour	£30 per hour
Small Hardcourt *	£10	£12.50
Badminton Court	£6.00 per court	£8.50 per court
Car Park	£35 one off charge	£50 one off charge
<b><u>Church Street</u></b>		
Drama Room	£10	£15
Gym	£17 per hour	£25 per hour
Chatfields	£10	£15
Big School/Long Dorm IT Classrooms	£15	£20
The Memorial Hall/Mulberry Room (Bolton)	£25	£30
Learning Resource Centre	£15	£20
<b><u>Grass Pitches</u></b>		
Per Pitch	£36.50	£45.75

Prices do not include VAT and insurance. If you are a regular hirer/have a block booking, VAT is not payable.

\*These charges are without floodlights. If floodlights are required, these will be charged at an additional £4 per hour.

### **Other Charges**

- If the caretaker is required to lock up after 12pm, there will be an additional charge of £20 per hour.
- We have a Performing Arts Technician who is available at a cost of £20 per hour to assist with lighting and sound – the number of hours required for pre rigging and performance will be agreed with the hirer prior to the hire.
- Holding Fee of 2 hours room time per day to keep exhibitions etc. set up between usage times

- Contribution to the Entertainment Licence £25

If you wish to use the lighting/sound system or other equipment, a quotation can be provided at the time of enquiry.

### **Other Drama Hall charges**

- |                                       |                    |
|---------------------------------------|--------------------|
| • Standard Lighting Rig/Lighting Desk | £50 per day        |
| • Sound Desk                          | £30 per day        |
| • Smoke/Haze Machine                  | £20 per day        |
| • Overhead projector/Screen           | £20 per day        |
| • Mics                                | £5 per mic per day |
| • Lectern                             | FOC                |
| • <b>Piano</b>                        | <b>£25</b>         |

### **Bar**

- |                |                                    |
|----------------|------------------------------------|
| • Glasses Hire | 10p per glass hired (inc cleaning) |
| • Cutlery Set  | 10p per set (inc. cleaning)        |
| • Napkin       | 10p per napkin                     |
| • Tablecloths  | £2.50 per tablecloth               |
| • Urn          | FOC                                |

### **Caravan Rally**

- **£4.40 per van per night plus Vat**
- **£3 electrics per van (Non Vatable)**

## Steyping Grammar School Artificial Pitch Hire

The Artificial Pitch is sand-dressed, suitable for hockey and football. The pitch can be divided by nets into 3 x 5-a-side sized pitches, each with its own gate.

The pitch is available at the following times:

	<u>Term Time</u>	<u>Holiday Time</u>
Monday – Friday	5pm – 10pm	9am – 10pm
Saturday	9am – 10pm	9am – 10pm
Sunday	10am – 5pm	10am – 5pm

The pitch will be unlocked, floodlights turned on, if required, and pitch division net(s) in place, if applicable. Moving any equipment required, which is stored in a recessed area of the court, will be responsibility of the hirer – please ensure you return the equipment to the original layout at the end of the session.

### Hire Charges

	<b>Casual Rate per Hour</b>	<b>Block Booking Rate per Hour</b>
Full Pitch	£60.00	£50.00
Full Pitch (with Floodlights)	£78.00	£65.00
2/3 <sup>rd</sup> Pitch	£48.00	£40.00
2/3 <sup>rd</sup> Pitch (with Floodlights)	£60.00	£50.00
1/3 <sup>rd</sup> Pitch	£30.00	£25.00
1/3 <sup>rd</sup> Pitch (with Floodlights)	£36.00	£30.00

The minimum period of hire is one hour and lettings are in units of ½ hour thereafter. These prices do not include changing facilities – if these are required, they are available through the school or the Leisure Centre depending on which facilities you wish to utilise. (Please note that VAT is payable on any casual bookings.)  
 Changing Rooms £35 casual rate and £30 Block Booking Rate per hour. (No Vat)



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### Hire Charges

	<b>Block Booking Rate for Existing Community Groups – 01/09/15</b>	<b>Block Booking Rate for Existing Community Groups – 01/09/16</b>
Full Pitch	£46.00	£50.00
Full Pitch (with Floodlights)	£61.00	£65.00
2/3 <sup>rd</sup> Pitch	£36.50	£40.00
2/3 <sup>rd</sup> Pitch (with Floodlights)	£46.00	£50.00
1/3 <sup>rd</sup> Pitch	£22.00	£25.00
1/3 <sup>rd</sup> Pitch (with Floodlights)	£26.50	£30.00

The minimum period of hire is one hour and lettings are in units of ½ hour thereafter.

These prices do not include changing facilities – if these are required, they are available through the school or the Leisure Centre depending on which facilities you wish to utilise.

Please note that VAT is payable on any casual bookings.

Changing Rooms are available for a one off charge of £35 for casual bookings and £30 for block bookings.