



## **READINGSCHOOL**

### **Lettings Policy and Procedures**

#### **Lettings Policy**

In this document the term "Reading School" means the company incorporated and registered under the Companies Act 2006 and registered as an academy trust with the Charity Commission, and "the school" means Reading School. The terms "Governors" and "Governing Body" mean the company directors of Reading School being also the trustees of its academy trust. The "school's facilities" means those parts of the school site which are shown in the current version from time to time of the relevant schedules annexed to this policy.

It is the policy of the Governors to maximise the use of school site for the benefit of the local community without detriment to the core mission, values, reputation and premises of the school.

The Governors have resolved that groups and individuals may hire certain of the school's facilities, subject to availability and in accordance with the terms and conditions for hire as determined by the Governors.

The Governors have delegated the management of the hire of school facilities to the Headmaster who has established the following process for booking, payment and administration.

#### **Lettings Procedures**

##### **1. Application to Hire**

All lettings enquiries should to be made to the Estate Bursar's Office.

A letting application form should be completed and returned to the Estate Bursar's Office at least seven days prior to the requested hire commencement date.

Detailed terms and conditions are included in the application form and the hirer will be bound by them.

The school reserves the right to withdraw the facilities at short notice without recompense in the event of an emergency.

##### **2. Facilities available for hire and hire charges**

During term times Reading School students have exclusive use of school facilities between 8am and 5.30pm Mondays to Fridays excluding bank holidays. School facilities other than the Boarding Houses may be sought for hire during term times between the hours of 5.30pm and 10pm on weekdays and between 9am and 5pm at weekends and on bank holidays.

Boarding Houses are for the exclusive use of Boarding students and staff at all times during term time.

Availability of school facilities out of term is at the discretion of the Estate Bursar's Office, taking account of other school and non school events and repairs and maintenance.

**A schedule of facilities available and hire charges in the school year 2018/19 is set out in an Appendix to this policy.** These will be reviewed and approved annually by the Governors' Property and Projects Committee.

### **3. Payment**

Regular lettings will be invoiced termly in advance, and must be paid within 30 days of the date of the invoice.

Casual lettings are payable in their entirety together with the deposit seven days in advance of the letting date.

A separate security deposit of 25% of the hire charge will be required in addition to the hire fee. This deposit will be refunded without interest within 28 days following completion of the hire period provided that the facilities have been left (in the reasonable opinion of the Estate Bursar's Office) in good order and have been properly cleaned and subject to any excess charges for overstaying the hire period. Excess charges and expenses which the school incurs to return the facilities to good order will be deducted from the deposit and any shortfall will be invoiced to the hirer for settlement within 30 days of the date of the invoice.

Where applicable, Value Added Tax is payable in addition to the hire fees and charges.

**IF FULL PAYMENT IS NOT RECEIVED BY THE DUE DATE THE HIRE WILL BE CANCELLED WITHOUT RECOMPENSE.**

**The Governors reserve the right to take whatever legal action they deem necessary to recover outstanding debts.**

### **4. Cancellations**

Hirers giving not less than 3 clear days written notice of cancellation of the hire shall be refunded their hire fee and deposit subject to a deduction of 20% of the total hire fee and deposit. No refund shall be made in respect of any other cancellation.

### **5. Insurance**

All external hirers must carry an appropriate level of insurance cover (currently £5m public liability).

Hirers shall provide a copy of their public liability insurance certificate with their lettings application. This must be received by the Estate Bursar's Office at least seven days prior to the proposed commencement date.

Alternatively, hirers can request to be included within the school's public liability cover. If such cover can be obtained hirers will be charged an additional fee of an amount commensurate with the cost of including the hirer on the school's public insurance liability policy. A copy of the policy will be provided to hirers on or before the commencement of

the hire period. Hirers shall perform and be bound by the obligations on the part of the school under the terms of the policy.

## **6. Licences**

The Hirer is responsible for obtaining any licences which may be necessary for the proposed event. The Hirer must provide the Estate Bursar's Office with a copy of each licence at least seven days prior to the proposed hire date. The school reserves the right to cancel the hire in accordance with paragraph 4 if the appropriate licences have not been obtained.

The hirer will be responsible for obtaining a temporary event licence from Reading Borough Council if alcohol is to be **sold** on the premises as part of the hire. The maximum number of temporary event licences allowed per venue, under current regulations, is twelve per year and no event involving the sale of alcohol will be permitted once the maximum number has been reached. The Estate Bursar's Office shall maintain a record of the number of temporary event licences used each year, as part of its management and regulatory obligations.

## **7. Smoking**

Smoking is not permitted on any part of the school site.

## **8. Health and Safety**

All users of the school site including hirers must comply with Section 8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Responsibility for health and safety of all activities connected with the hire shall for the duration of the hire period be that of the person named as the hirer in the lettings agreement and shall include, where the hirer is a group or a body (corporate or otherwise), the person signing the letting agreement for or on behalf of the hirer.

Where school premises or facilities are being used out of normal school hours for a school-sponsored activity, the organisers of that activity whether or not one or more is a School employee will be treated as the hirer and shall familiarize themselves with and be bound by the terms of this policy.

Hirers will be provided with a copy of this policy together with the school's emergency evacuation policy on or before commencement of the hire.

Hirers shall ensure that they and their employees agents contractors and others using the school facilities are familiar with these policies and made aware that they must comply with all safety directives of the school.

Hirers shall be responsible for ensuring that unless they have obtained the prior written consent of the Estate Bursar's Office neither they nor their employees agents contractors and others using the school facilities in connection with the hire:

- a) Introduce equipment for use on the school site;
- b) Alter fixed installations;

- c) Take any action that may create hazards for the persons using the site or the staff or pupils of the school.

Management of health and safety matters during the hire period is the responsibility of the school's site co-ordinator under the supervision of the Headmaster. The site controller is authorised to take any necessary action to protect the school's interest during a letting.

Hirers shall comply with instructions given by the site controller to ensure that hirers and all others who use the school site conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

In the event of an emergency during the hire period, the hirer will be responsible for ensuring that the schools emergency evacuation procedures as relate to the persons on site in consequence of the hire are followed. A copy of the evacuation procedures will be issued to the hirer on or before the commencement of the hire, and these include contact information on the emergency procedure map.

The hirer is responsible for ensuring that all vehicles coming onto the school site in connection with the hire are parked with due attention to safety and access for other site users. Fire exits must be left unobstructed and clear access for emergency vehicles must be maintained at all times.

## 9. Security

Hirers may only access the designated room(s)/area(s) and MUST NOT attempt to access any other areas. Hirers MUST NOT access or seek to access confidential material or documents which are on the school premises. In the event that they inadvertently see any such material or documents, they should inform the Estate Bursar's Office of the circumstances.

## 10. Cleaning

All hirers are required to leave the school facilities used in connection with the hire in a clean and tidy state. An additional charge will be levied for cleaning and maintenance to return them to a full standard of safety and cleanliness.

<b>Approved by:</b>	Property and Projects Committee
<b>Date:</b>	26 <sup>th</sup> November 2019
<b>Revision Schedule:</b>	Annually and/or in accordance with legislation



Head Master  
Mr A M Robson

**APPENDIX TO POLICY P10**

**READINGSCHOOL**

**Schedule of Facilities for Hire and Hire Charges – 2018/19**

**Facilities available and hire charges**

The following indoor facilities are available for hire. Discounts are available for termly lets of 10 weeks or more.

Facility	Seated Capacity / Size			
		Per Hour	Half Day Max 5 hours	Full Day Max. 10 hours
Big School	150-220	£60	£200.00	£375
Refectory (catering must be quoted separately)	250-300 seated	£100.00	£350.00	£575.00
Junior School	80-100	£35	£120.00	£220.00
Classroom	25	£20	£65.00	£120.00
Gymnasium	n/a	£35	£130.00	£240.00
Lecture Theatre	50-60	£30	£100.00	£180.00

The following outdoor sports facilities are also available, where the requirements of the school sporting calendar allow: -

Facility	Hire Period	Period Rate
* Cricket Square, including use of cricket pavilion for changing	Per Full day	£110
* Rugby/Football Pitch, including use of cricket pavilion for changing	Per 90 minute game	£65
* Rugby/Football Pitch, including use of cricket pavilion for changing	Per full day	£110

The premises must be vacated promptly at the end of the letting period. Otherwise, an additional charge will be made for every 15 minutes or portion thereof that the letting period is exceeded.

Any requirement for room set up prior to or after the letting period will be charged at £10 per half hour.

VAT is payable on equipment. Items subject to VAT will be shown separately on invoices. Regular lettings where equipment is used may be exempt from VAT. Please contact the Estate Bursar for details.

**Additional Costs**

A charge of £20 per hour will be charged for any additional setting up and clearing up required by the hirer. If the room is not left in good order, any additional cleaning, and repair costs will be added to the hiring fee, and the hirer will be invoiced accordingly.

**Discounts**

The following discounts are available on non-residential facilities only: -

- Reading School Staff: 65% discount\* to advertised rate, for non-profit making purposes only.
- Community Groups and charities: 30%discount\* to advertised rate – the support of Reading School must be acknowledged in all publicity for the event or activity.
- Old Redingensians: 65% discount\* to advertised rate.

\* Hirers will also be required to meet the cost of any staff overtime incurred in connection with the hire.

**Residential Lettings**

Depending on the School maintenance schedule and staff availability, Reading School may also be available for residential lets over the Easter Holidays, outside of Bank Holidays. Below are facilities and rates that may be available for lettings on application to the Estate Bursar’s Office: -

Facility	Per Day	3 Nights/Days
Boarding Houses – accommodation only – maximum of 40 people per house	£1,000	£2,500
Catering	To be quoted according to requirements	To be quoted according to requirements
Big School (additional to residential letting)	To be quoted according to requirements	To be quoted according to requirements
Refectory	To be quoted according to requirements	To be quoted according to requirements
Junior School	To be quoted according to requirements	To be quoted according to requirements
Gymnasium	To be quoted according to requirements	To be quoted according to requirements
Classrooms	To be quoted according to requirements	To be quoted according to requirements