

## **SPT Lettings Procedure**

**To be used in conjunction with the SPT Hiring of Premises (Template) Policy.**

When an approach is made about a letting the following procedure should be followed.

### **Stage 1**

To be completed by a responsible member of staff.

1. Take details about the request in writing with contact numbers and further information as available.
2. Consult the Headteacher in the first instance in terms of the appropriateness of the letting.
3. Check school/lettings diary to ensure that the building/grounds are not already in use.
4. Seek the advice of the headteacher/premises supervisor.

### **Stage 2**

To be completed by the Administrative Manager (or delegated representative)

1. Check and confirm the details of the request.
2. Send the Hire Request Form to the applicant/organisation wishing to hire the premises and request they complete, sign and return the booking form.
3. Review the completed booking form and give copies to the Headteacher for approval.

### **Stage 3**

Processing the application

1. Where the application for a let is accepted, the applicant will be sent a letter provisionally confirming the let and invoicing to cover the cost of the let as appropriate.
2. Hirers will automatically be charged for public liability insurance as part of the booking charge unless proof of adequate equivalent insurance is shown to the school.
3. Any requests for amendment to the booking must take place at least 14 days prior to the let.
4. The let is entered in the lettings/school diary.
5. All parties affected, eg caretaker, cleaning staff, catering staff, are informed and arrangements discussed.

### **Stage 4**

Guidelines

1. The school has priority use of the property.
2. The school will always seek to at least cover its costs unless it is a direct beneficiary of a fund-raising activity.
3. The school will seek to treat hirers fairly.
4. Hirers will be expected to respect school property and honour all school and legal regulations which may be in force at any time.
5. The person signing the application form is responsible for all aspects of the let and must abide by all aspects of the Terms and Conditions.
6. The school will only allow hiring of the premises for purposes considered appropriate and suitable — The Headteacher will be consulted in cases of uncertainty.

### **Conditions of hire**

The following are conditions of hire.

1. Hirers must have left the premises by the end of the booked period.

2. Sufficient time must be included to allow for clearing away and for all participants to leave the premises by the end of the booked period.
3. Availability of premises is negotiable.
4. The school is a no-smoking environment.
5. The school accepts no responsibility for the loss of personal property brought into or left in the premises during the let.
6. The hirer accepts full responsibility for any damage to or theft of the school's property during the period for which the premises are hired.
7. The hirer must ensure that a responsible person will be present on the premises at all times during the period of the letting.
8. Any additional cleaning undertaken by the school will be charged to the hirer at the appropriate rate.
9. The hirer accepts that they should familiarise themselves with relevant health and safety information.

### **Lettings documentation**

The following lettings documents are available:

- Hiring of Premises Policy/procedure (includes cost framework and terms and conditions of hire)
- Hire Request Form
- Confirmation of hire – template letter

### **Complaints procedures**

The following comprises the complaints procedure for lets.

1. If the school has a concern about a let, the Headteacher or delegated representative will raise the concern with the hirer.
2. If the matter remains unresolved the hirer will receive written notice of termination of the booking agreement.
3. If the hirer has a concern they should talk to the Headteacher.
4. If this concern is still unresolved, they should follow the school's complaints Procedure.
5. If a third party complains, the Administrative Manager will at first deal with the complaint and attempt to resolve the situation.
6. If this is not successful, the concern will be taken to the Trust CEO.