



January 2016
Review Jan 2018

Westhoughton High School

Lettings Policy

As part of being a community school, the school can open its facilities for after school and community use. There are a number of areas available for hire purposes including the Main Hall and classrooms.

Pricing Policy

Under the direction of the Governing Body, the school has devised a level of charges for each of the areas available for hire. The prices are comparable with other schools and colleges within the Bolton area. The pricing policy is designed to cover costs but to be non-profit making. It is envisaged that if there is any excess income or expenditure then this will be used to improve general facilities around the school. All facilities will be available to targeted, registered users such as schools, affiliated clubs and constituted associations. The aim is for these groups to block book for a minimum of ten individual hire periods over at least 3 calendar months. These bookings may then qualify for VAT exemption. All bookings will be paid by invoice one month in arrears. Failure to settle an account in full will result in the remaining bookings being cancelled.

All bookings must have a responsible person over 18 years of age as leader. Any leader in charge of persons under 18 years of age must be DBS checked and the school will request sight of this form. Any group wishing to hire a facility should contact the finance department who will send them a lettings pack (see Appendix A). The group leader will be required to complete and sign all the necessary forms included in the pack for administration and insurance purposes. The school has devised its own conditions of hire and this will be used in conjunction with the BMBC 'Regulations for Use and Hire of Facilities' indemnity. All documentation must be completed and returned before a booking is confirmed.

Staffing Organisation

Under the direction of the Governing Body, the Headteacher, Business Manager and Finance Manager will have control of the day to day running of lettings. All invoices will be issued through the school's finance department on a regular basis. All income from lettings will be paid into the appropriate account in the delegated budget. Administration costs have been included in the pricing charge.

The Facilities Manager or a Site Supervisor will be on site at all times during the booking period to comply with insurance regulations and ensure that the facilities are fit for purpose. Both the Site Supervisor and group leader must sign a declaration that states that the facility is in good order at the start and end of each session. This document will be retained in school for insurance purposes. Caretaking costs have been built into the pricing charge.

This policy will be reviewed and ratified by the Governing Body on an annual basis.

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Lettings Pack includes:

Tariffs for lettings of facilities / Booking Form
Conditions of Hire
Bolton MBC Regulations
VAT Exemption Form / Declaration Form

Tariffs for lettings of facilities at Westhoughton High School

	Per Hour
Charge for first hour of hire	£35
Additional hours	£35
Classroom	£25
Full day hire or long term agreements	By negotiation

Bookings will be confirmed when the booking, declaration and VAT exemption forms are returned to the finance office.

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BOOKING FORM

(Please return to Mrs C Evans, Finance Manager, Westhoughton High School)

Name of Organisation _____ *(please print)*

Facility	Dates	Purpose of hire	Additional information

Time Required	From: To:
Name of booking official/contact <i>(please print)</i> (must be over 18)	
Address for correspondence	
Telephone: Daytime Evening	

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CONDITIONS OF HIRE

1. Application for hire of facilities must be made to the finance office.
2. Registered users will be invoiced for their hire charges monthly in arrears.
3. In the event of the charges not being paid in accordance with these conditions, all further periods booked by the hirer will be cancelled upon written notice given by the Business Manager.
4. The hirer must be 18 years or over.
5. Responsibility of the hirer for Good Order and Safety.
 - a. The hirer shall not use the facilities for any purpose other than the purpose for which they were hired.
 - b. Customers and visitors must adhere to the School's Code of Conduct at all times.
 - c. The named hirer is responsible for the conduct of visitors for that booking and as such shall be liable for any claims for damages that may arise that do not fall within the responsibility of the school itself.
 - d. The hirer must be responsible for the health & safety of all visitors for the booking. The hirer must hold a register of all persons on site, in the event of an evacuation. This register must be of a standard that could be presented to the emergency services in the event of their attendance on site.
 - e. Any accidents which occur during the letting period must be communicated to the member of the Site Team who is on duty.
6. Hirers must be aware that the person(s) in charge of anyone under 18 years of age must be DBS checked and provide us with proof of this. We reserve the right to refuse any application for hire if proof cannot be provided.

Bolton Metro Borough Council regulations for the use and hire of facilities.

Definitions

In these regulations

‘Centre’ – means Westhoughton High School

‘Hirer’ means the person signing the application form for the hire of facilities at the School. Where a promoting organisation is named in the application for hire that organisation shall also be considered the hirer and shall be jointly and separately liable thereon with the person who signs the form.

‘Manager’ – means the manager of the facility or any person acting on their behalf.

General conditions

1. A Hirer shall indemnify the Bolton Metropolitan Borough Council against any claim for or in respect of accident to, loss of or damage sustained by any person or property on the premises during such time as the premises are in use by an Individual, Club or Organisation, except in the case of accident, loss or damage caused by the negligent act or default of an Officer or servant of the said Council acting as such or insofar as this cannot be required under the provisions of the Unfair Contract Terms Act 1977. An Individual, Club or Organisation shall not commence activities until an indemnity form has been signed by the Hirer.
2. Any damage done to the premises, fittings, conveniences, accessories, or any other property of the Centre during such time as it is used by an Individual, Club or Organisation and not arising from the act or default of the said Council or an Officer or servant thereof shall be made good at the expense of the Individual, Club or Organisation.
3. The management reserves the right at all times to refuse or restrict entry to the Centre or any part of it. It also reserves the right to specify on what days and at what times entry to the Centre and the use of its facilities and equipment will be available to declare facilities or equipment unfit for use and to decide the opening and closing times for the Centre and each facility within it. The Management further reserves the right to evict from the Centre any person refusing to comply with the regulations or misconducting themselves or in any way causing danger or annoyance to other persons.
4. Smoking is not permitted in any area of the centre.
5. The hirer shall not use the facilities for any purpose other than that specified in the agreement.
6. The hirer acknowledges the right of the Council, through the Manager to enter upon the Centre and/or activity area at any time during the period of the hiring and cancel the hiring forthwith in the event of breach of any of the conditions specified or if they are of the opinion that the hiring is likely to prove of an objectionable or undesirable character, and may return any booking fee paid by the Hirer, but in the event the Council shall not be liable to pay any compensation to any person in respect of the cancellation.
7. The hirer is responsible for maintaining acceptable standards of behaviour and noise levels by their patrons both inside and/or outside of the facility being used.
8. An Individual, Club or Organisation hiring a facility shall ensure the presence of suitable persons to carry out proper supervision for all elements of safety.
9. A Hirer shall not unless expressly authorised:

- a bring any food or drink or any dangerous or obnoxious substance into the premises.
 - b sell or supply to other persons any goods of any description whatsoever.
 - c the hirer shall ensure that no gaming or unlawful act is permitted during the function.
11. The hirer will ensure that the accommodation and equipment used is left in a clean, tidy and orderly condition at the end of the period of use.

VAT EXEMPTION (if applicable)

VAT exemption for block bookings applies only to schools, clubs, associations and organisations representing affiliated clubs or constituted associations. In addition hirers must adhere to the following additional conditions.

1. Bookings must extend over a period of at least three calendar months and must occur at least every fortnight except during school holidays.
2. There must be a minimum of ten individual hire periods.
3. The club must have exclusive use of a defined area within the school.
4. Cancellations are not accepted, all dates must be paid for.

Please note the following information is required by Customs & Excise.

1. Do you require VAT exemption? Yes/No
2. Please indicate from the list which type of organisation you represent.

School	<input type="checkbox"/>
Club	<input type="checkbox"/>
Association	<input type="checkbox"/>
Organisation representing affiliated clubs	<input type="checkbox"/>
Constituted association	<input type="checkbox"/>

If you have ticked any boxes above please provide further details. For example, the name of the School, Club, Association etc. and where appropriate affiliation numbers etc. of the organisation.

(please print) _____

I / We agree to accept the above terms and conditions. The information provided is correct to the best of my knowledge.

Print name _____ Signature _____

Position _____

on behalf of: *(Club/Organisation)* _____

DECLARATION

I / We have read, understood and agree to abide by the conditions of hire.

Signed _____

on behalf of: *(Club/Organisation)* _____

Date _____

Block bookings are allowed from registered users only. Bookings will be paid by invoice, one month in arrears. Failure to settle an invoice in full will result in the booking being cancelled and the school seeking financial redress.

Please return this completed form by fax or post to:

Westhoughton High School
Bolton Road, Westhoughton
Bolton
BL5 3BZ

Tel : 01942 814122

Fax: 01942 817792

E-mail: whsoffice@westhoughton-high.bolton.sch.uk