

## Letting and Community Use Policy

### Introduction

The Governing Body regards the schools premises and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the School in providing the best possible education for its students, and any lettings of the premises to outside organisations will be considered with this in mind.

The School's delegated budget (which is provided for the education of its students) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the School in respect of any lettings of the premises.

### Definition of a Letting

A letting may be defined as "any use of the School premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of 'Weight Watchers')". A letting must not interfere with the primary activity of the School, which is to provide a high standard of education for all its students.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of students supervised by School staff, fall within the corporate life of the School.

### Charges for a Letting

The Governing Body is responsible for setting charges for the letting of the Schools premises. A charge will be levied which covers the following:

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) - including "on-costs";
- Cost of administration;
- Cost of "wear and tear"

The charges levied will be reviewed annually, during the spring term, by the Director of Business for implementation from the beginning of the financial year. Current charges will be provided in advance of any letting being agreed.

### Management and Administration of Lettings

The Headteacher is responsible for the management of lettings. Where appropriate, the Headteacher may delegate all or part of this responsibility to other members of staff, whilst retaining overall responsibility for the lettings process.

## The Administrative Process

Organisations seeking to hire the School premises should approach the Director of Business (or other designated member of staff), who will identify their requirements and clarify the facilities available. An Application to Hire Form (a copy of which is attached to this model policy) should be completed at this stage. The Governing Body has the right to refuse an application, and no letting should be regarded as “booked” until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

Once a letting has been approved, a letter of confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the hire agreement. The letting should not take place until the signed agreement has been returned to the School. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body’s current scale of charges. (The school may wish to seek payment in advance in order to reduce any possible bad debts.)

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

All lettings fees which are received by the School will be paid into the School’s individual bank account, in order to offset the costs of services, staffing etc. (which are funded from the School’s delegated budget).

## TERMS AND CONDITIONS FOR THE HIRE OF THE SCHOOL PREMISES

All terms and conditions set out below must be adhered to. The “Hirer” shall be the person making the application for a letting, and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

## GOVERNING BODY OF LLANWERN HIGH SCHOOL

In consideration of your granting us a license to use part of  
**LLANWERN HIGH SCHOOL**

We the undersigned, JOINTLY AND SEVERALLY UNDERTAKE to abide by the following regulations numbered 1-27

1. The term “Room” in these conditions shall be taken to mean the particular accommodation or facility which the hirer has contracted to use  
**(The hirer must not enter any other part of the building, only the room contracted for use)**
2. The person by whom the application is signed shall be considered as the “Hirer”. Where a promoting organisation is named, the organisation shall also be considered the hirer and shall be jointly and severally liable with the person who signs the application form.

3. All fees must be paid in advance of the hiring unless otherwise agreed by the Head teacher. Cheques for hire should be payable to **Llanwern High School**.
4. The school operates a 30 day payment policy where the hirer is required to settle all outstanding monies within this period. Failure to comply with this will result in future bookings being cancelled until accounts have been settled in full. The school has the right to offer space to members of the community on becoming available.
5. The Hirer shall at the expiry of the period of hiring leave the Room and adjacent premises in a clean and orderly state properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions replaced.
6. The school must be vacated within fifteen minutes after the agreed period of hiring and arrival should be no earlier than fifteen minutes before booked time.
7. Notice of cancellation of booking(s) must be made to the School within 72hrs of the allocated booking time, failure to cancel during this period will result in a cancellation penalty of 50% of the booking fee
8. The Governing Body will not be liable for any loss due to breakdown of machinery, failure of supply of electricity, leakage of water, fire, Government restrictions or act of God which may cause the Room or any part thereof being rendered unfit or unavailable for the use for which it has been hired. School functions have priority and if a booking has as a result, to be cancelled reasonable notice will be given.
9. The Governing Body reserves the right to cancel at any time during the Hirer's period of booking any unexpired booking for the period in the event of failure to observe and perform any of these Conditions of Hirer or non-use or misuse of the Room and/or adjacent premises of the Council by the Hirer as a result of hiring.
10. The Hirer shall not use the Room and adjacent premises for any purposes other than that described in the application form and shall not sub-hire, or allow the premises to be used for any unlawful purpose or bring onto the premises anything which may involve increased risk of damage, fire or invalidate any policy of insurance in respect of these premises.
11. The Hirer is not entitled to use or enter the Room at any time other than the specified hours for which the Room is hired unless prior arrangement is made with the Head teacher.
12. **The hirer shall be responsible for any damage which may occur to the Room and adjacent premises during the period of hire or while persons are entering or leaving the Room pursuant to the hire, and shall indemnify the governing Body for the repair of such damage which arises from any act of omission on the part of the Hirer, his servants, agents or any person resorting to the Room by the use of the Room by the hire. The Governing Body advises that groups/clubs take out an insurance policy to cover this indemnity.**

13. Newport City Council and the Governing Body are under no liability whatsoever in respect of personal injury, loss or damage incurred by the hirer and others attending the School. Again, the Governing Body recommends that groups/clubs take out an insurance policy to cover this indemnity.
14. The Hirer shall be responsible that good order is kept in the Room during the period of hire.
15. The Governing Body reserve the right to end any entertainment or meeting not properly conducted.
16. No bolts, tacks, screws, bits, pins or other like objects shall be driven into any part of the Room nor shall any advertisement of notice be placed on walls.
17. All doors giving access to the Room shall be kept unfastened and unobstructed and immediately available for exit during the whole of the period of hire.
18. No Additional lights or extensions from existing electric lights are to be installed.
19. No electrical equipment e.g. Disco-musical instruments, kettles etc. to be brought onto the premises for use by the hirer unless a valid electrical test certificate has been produced to the booking secretary prior to the hire date.
20. The Council accepts no responsibility for any property left on the premises after the hiring.
21. The right of entry and exclusion from the premises is reserved to members of the Governing Body and the Head teacher or his/her representative at the time during the period of hire.
22. It is the Hirers responsibility to ensure that approved footwear is worn. No outdoor footwear must be worn in the Gym. No blades of any description are allowed on the 3G pitches. Astro or normal trainers only are permitted.
23. Raffles, prize draws and the selling of goods must not take place in the school.
24. At the commencement of each session, the hirer must report to reception to book in.
25. In accordance with school policy, all areas are designated NO SMOKING at all times.
26. Failure to adhere any of the above will mean that no part of the school will be let in future to the person(s) in default.
26. Dressing rooms are a shared facility and used by all hirers on site
27. Vehicles are brought on site at your own risk.
28. No equipment to be left on school premises in between periods of hire.

### **Vacation of Premises**

The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult. In the event of an emergency, occupants must leave the School by the nearest exit and **assemble either at the front or the back of the school**. The Hirer must have immediate access to participants' emergency contact details, and may use the telephone in the school office in the event of an emergency. Hirers are responsible for familiarising themselves with emergency exits and must ensure that participants are aware of evacuation procedures.

### **What we have to offer:**

#### **Lecture Theatre**

The Lecture Theatre has fixed tiered seating for up to 100; this is an ideal area for public meetings, conferences and presentations.

#### **Atrium**

The Atrium is a large airy double heighted space that could be used for a variety of functions.

#### **School Hall**

Large hall equipped with stage, lighting and sound system that is ideal for concerts, theatre productions, conferences etc. Has seating in theatre style for 350

#### **Sports Hall:**

The school has a full sized sports hall which is available for all indoor sporting activities including, 5-A-Side Football, basket-ball, netball, badminton, keep fit, Zumba, volley ball etc. The Sports Hall can be hired as a full facility or a half facility.

#### **Sports Pitches:**

- 3G Pitches- One  $\frac{3}{4}$  size pitch for football or rugby and one smaller pitch ideal for junior teams
- 3 Netball/Tennis/Basket Ball courts
- 1 x Rugby pitch, 1 x football pitch, 1 x floodlit football pitch

#### **Dance/Activity Studio:**

The School has a professionally equipped dance studio with a wall of mirrors and a sprung floor.

#### **Fitness Suite:**

A complete fitness suite available to hire by groups for training sessions.

#### **Community Operating Hours:**

- Monday to Friday 4.00pm until 22:00
- Saturday and Sunday 8.30am until 5.00pm (extended opening by prior agreement with the Headteacher and Director of Business) For more information and prices with regard to hiring any of the School facilities, please contact 01633 411116

Llanwern High School Appl. No .....

**APPLICATION TO HIRE SPORT & LEISURE FACILITIES**

(Period 1<sup>st</sup> June 2018 - 31<sup>st</sup> May 2019)

Please complete in BLOCK CAPITALS

I, (Mr / Mrs / Miss / Ms)		
Of, Address		
Telephone No:	Home:	Mobile:

wish to apply to hire LLANWERN HIGH SCHOOL on behalf of:

FULL NAME OF ORGANISATION	
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Purpose of Use (please state exact purpose of use required e.g. Meeting, Training, Concert, etc.)

Day & Dates Required:	(Day):	(Dates):	From:	To:
Time Required:	Start:	Finish:		

**SECTION 1 Coaches / Instructors**

Any person/club/organisation applying to hire sport or leisure facility for a booking that will consist of coaching/instruction to juniors must fill in the section below:

Please list full names of all coaches/instructors who will be involved in your session/club activities:

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Please provide visual proof of the following documents per coach/instructor as listed above.

- DBS Document
- Relevant Qualification

Please provide the following documents on behalf of the club:

- National Governing Body of Affiliation
- Relevant Public Liability Insurance

**PLEASE NOTE:**

It is the responsibility of the Club/Representative Hirer to inform the Booking/Programming Team of any changes to the above list. Coaches/Instructors not listed above will not be permitted to coach/instruct as part of club sessions unless declared. Declaration of new coaches/instructors will require the relevant supporting documents per new coach/instructor.

**SECTION 2 If coaching/instruction is NOT undertaken during the hire period**

I confirm that no coaching/instruction will be given to third party participants during associated period of hire (please tick if applicable)

Signature: \_\_\_\_\_

Please return forms and supporting documents to:

Llanwern High School, Hartridge Farm Road, Newport, NP18 2YE Tel: 01633 411116 xtn 135 or e-mail [sduddridge@llanwernhigh.org](mailto:sduddridge@llanwernhigh.org)

- 1) Please allow sufficient time for the application to be considered (at least 2 weeks).
- 2) The undertaking attached to this application form, which details conditions of use must also be completed.
- 3) Please ensure all sections are completed and signed where requested

	RATE/ HR £
<b>Outdoor Facilities</b>	
<b>ADULTS</b>	
<b>3G Pitch</b> ( half pitch )	27.50
( full pitch )	52.50
Weekend Full pitch 2 hour match	57.50
<b>JUNIORS</b>	
<b>3G Pitch</b> ( half pitch )	20.00
( full pitch )	37.50
Weekend Full pitch 2 hour match	42.50
<b>Small 3G Pitch</b>	20.00
<b>Grass Pitches</b>	
Floodlit grass Pitch 1 (per 2hr match) including showers	100.00
Floodlight Pitch 1 Hourly	50.00
Football/rugby pitch (including showers)	40.00
<b>Tennis court</b> (per hour)	6.00
<b>Indoor Facilities</b>	
<b>Sport Hall</b>	
(half)	16.50
(full)	27.50
<b>Badminton court</b> (per hour)	6.00
<b>Dance activity hall</b>	16.50
<b>Fitness suite</b> (1 hour group booking)	20.00
<b>Free weights room</b>	20.00
<b>Classroom</b>	12.50
<b>Conference room</b>	25.00
<b>Darkroom</b>	16.50
<b>Drama suite</b>	16.50
<b>Hall</b>	35.00
<b>I.T. plus standard VAT</b>	16.50
<b>Atrium</b>	20.00
<b>Lecture theatre</b>	33.33
<b>Library</b>	20.00
<b>Music suite</b> (jam-pod)	33.33
<b>Photography studio</b>	25.00
<b>Photography studio &amp; classroom</b>	37.50
<b>Training rooms</b> (SO 18 – SO 17 – SO 15)	25.00
<b>Photocopying</b>	
Black & white (per copy) plus standard VAT	0.05
Colour (per copy) plus standard VAT	0.10

**Details of Event**

To include all equipment, chairs, room layout, staffing, etc.

Please use as much detail as possible and continue on a separate sheet if required.

**ALL RELEVANT DETAILS MUST BE INCLUDED**

Catering Requirements (if applicable)

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**VAT CHANGES**

*Following the decision of the Court of Justice for the European Union (CJEU) in London Borough of Ealing , HMRC accepts that certain supplies of sporting services made by local authorities can be treated as exempt from VAT. Therefore, the following VAT charges apply:*

- 1) Hire out of Sports Facilities-Supplies of sporting facilities any hire (let) of land or premises e.g. pitches, courts , internal halls, sports halls and rooms for the purpose of sporting activities are now treated as vat exempt
- 2) Hire out of Rooms only-VAT Exempt
- 3) Hire out of Rooms with additional service provisions e.g. refreshments, catering or non fixed equipment- Standard VAT Rate.



**LLANWERN HIGH SCHOOL  
 FACILITIES INVOICING DETAILS**

**Invoicing / Payment Details**

Name and address of person to invoice

Name	
Address	
Post Code	
Telephone Number	
Mobile Number	
E-Mail Address	

Invoice Frequency (please tick)      1 Invoice       Monthly Invoice   
 Purchase Order Number (if required) \_\_\_\_\_

**DIRECT PAYMENT**

Block booking – pay per booking       One off booking / payment

**Please note ALL one off bookings must be paid in advance of the hire.**

**NOTE**

***Notification of cancellation must be made within 72 hours of the allocated booking time.  
 Failure to cancel during this period will result in a cancellation penalty of  
 50% of the booking fee.***

I agree to abide by the Terms and Conditions of Hire if my application to hire is granted. I also agree that this signed document, countersigned by the Manager of Llanwern High School facility, for which I am making an application to hire, will form a contract between myself and Llanwern High School on the terms set out in this document.

N.B. You must be aged 18 or over to sign this form.

Please return all completed forms to the Steve Duddridge at:

**Llanwern High School Hartridge Farm Road, Newport, South Wales, NP18 2YE**

Print Name: \_\_\_\_\_ Signed (Hirer): \_\_\_\_\_

Date: \_\_\_\_\_

I/We have received a copy of the conditions of hiring and scale of charges.

I/We have read the conditions for hiring and fully accept them

Dated this.....day of.....20.....

Name (Block Letters)	Signature	Address
1.....	.....	.....
2.....	.....	.....
3.....	.....	.....