



The Governing Board of the Isle of Wight Education Federation

## Lettings Policy

Author	Peter Prismall
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## **Introduction**

The Governing Board regards the Federation's buildings and grounds as community assets and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Board is to support the colleges in providing the best possible education for all students, and the delivery of activities as part of the formal extended colleges' provisions. Any lettings of the premises to outside organisations will be considered with this in mind.

The Federation's delegated budgets are provided for the education of students and 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 colleges in respect of any lettings of the premises. The exception to this will be where a letting is deemed to have a direct education benefit to students of one of the colleges, and the decision as to whether a letting qualifies to be considered as such an exception has been delegated to the Executive Headteacher. As a minimum, the actual cost to the college of any use of the premises by an outside organisation must be reimbursed to the respective college's budget.

## **Definition of a Letting**

A letting may be defined as "any use of the school premises (buildings and grounds) by either a community group or a commercial organisation". A letting must not interfere with the overriding aims of the Governing Board. Use of the premises for activities such as staff meetings, parents' meetings, Governing Board meetings and extra-curricular activities of students supervised by Federation staff fall within the corporate life of the colleges. Costs arising from these uses are therefore a legitimate charge against the college's delegated budget. Beyond the overriding aims of the Governing Board, priority will be given to community lettings.

## **Charges for a Letting**

The Governing Board is responsible for setting charges for the letting of the Federation's 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";
- Cost of use of college equipment (if applicable);
- Profit element (if appropriate).

There are three categories of lettings and associated charges:

**Category A:** College lettings for activities for students or their parents/carers that provide educational benefit to students which the Governing Board wishes to subsidise.

**Category B:** Community Lettings for other community activities which should be made on the basis of full cost recovery.

**Category C:** Commercial lettings which will be charged on a cost plus an income margin for the college.

The specific charges will be reviewed annually by the Governing Board. Any profit generated shall be used solely to benefit the education of students who attend the respective college.

## **VAT**

In general, the letting of rooms is exempt from VAT apart from sports lettings which are subject to VAT.

## **Management and Administration of Lettings**

The Executive Headteacher is responsible for the management of lettings, in accordance with this policy. The Executive Headteacher has delegated the responsibility for the administration of lettings to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Executive Headteacher has any concern about whether a particular request for a letting is appropriate or not, he will consult with the Chair of Governors who is empowered to determine the issue on behalf of the Governing Board. Appeals on refusals will be submitted to the Governing Board.

## **The Administrative Process**

Organisations seeking to hire the school premises should approach the nominated member of the administrative staff, who will identify their requirements and clarify the facilities available. An internal Initial Request Form will be completed at this stage.

The Governing Board reserves the right to refuse any lettings it may choose i.e., those whose organising bodies' aims or objectives conflict with the ethos of the Federation. The hirers must be willing to meet with Federation officials if asked and provide details of their aims and objectives. 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 College. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Board's current scale of charges.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address where applicable. This avoids any 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 College will be paid into the College's individual bank account, in order to offset the costs of services, staffing etc (which are funded from the College's delegated budget).

## **Public Liability and Accidental Damage Insurance**

The Governing Board has arranged appropriate public liability insurance to cover all legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. A pro-rata cost of the insurance premium will be included in the hire charge. Neither the Federation, nor the IW Council, will be responsible for any injury to persons or damage to property arising out of the letting of the premises.

## **Conditions of Letting**

**1. Damage.** The hirer will pay the full cost of repair, or replacement of any fixtures or fittings that become unserviceable or unsuitable for use through damage caused by any person attending the function, whether deliberate or otherwise. Damage caused to the buildings or grounds including that caused by car parking will also be charged to the hirer. The hirer must ensure they have their own Liability Insurance cover.

**2. Behaviour.** The hirer is responsible for the behaviour of all persons organising or attending any function as part of the letting, and to be liable for any costs incurred by the colleges, or any third party, that results from any actions of any person organising or attending any such function.

**3. Alcohol and Drinks.** Unless a licence has been applied for and granted, and express permission granted by the Governing Board, alcohol may not be resold. Alcohol may however be brought by persons attending the function for their personal consumption outside of school hours.

**4. Smoking.** Smoking is not permitted within any College buildings at any time, or on the College site during school hours.

**5. Safety.** Hirers have the responsibility to ensure that all activities are safe and to safeguard their membership from violence or any avoidable harm. Hirers must ensure that DBS checks are in place when necessary, and meet any associated costs.

Hirers are responsible for ensuring the safe evacuation of all people on site as a result of the letting in the event of a fire or any other reason. The need for evacuation should be signalled by the activation of the College's fire alarm system which is the continuous ringing of the fire bells. The evacuation procedure for each site is shown on the appropriate appendix.

Hirers should ensure that any equipment that they bring into the College or use in the College is safe and suitable for the use to which it is put. No equipment should be plugged into the College's power sockets unless it has been PAT tested by the College first. Any potential hazards must be made known to the Caretaker on duty.

If anyone is injured whilst on the College site this must be reported to the Caretaker on duty so that the necessary first aid/medical and reporting procedures can be initiated. Hirers need to arrange suitable insurance to cover any damage to the premises, furniture or fittings and to indemnify the College and IW Council against all actions relating to personal loss, damage or injury.

Hirers who arrange an activity that is potentially dangerous will require a separate agreement to the usual lettings process and must ensure that any instructors or leaders are suitably qualified.

**6. Condition of premises.** It is the responsibility of the Hirer to ensure the premises are left in the same condition in which they were found. Food and drink should not be consumed in any areas within the College's buildings, except the College dining rooms for which there will be a separate hire charge if it is required.

**7. Responsible person.** A nominated responsible person must be present throughout the duration of the letting and shall, if required, admit the duty member of College staff at any time to ensure that the conditions of this policy are complied with.

**8.** The College shall have the right to cancel any booking, whether confirmed or not, without prior notice, if it suspects that any of the above conditions have been broken by the hirer, or any person organising any function or event, or any conditions printed on the booking form are likely to be broken, by any person attending any function or event, or connected with the function or event in any way.

## **Appendix A – Carisbrooke College**

**The Carisbrooke College site will be available for external use at the discretion of the Executive Headteacher.**

## Appendix B – Medina College

CHARGES AS FROM 1<sup>ST</sup> SEPTEMBER 2023 TO 31<sup>ST</sup> AUGUST 2024

Facility	Category A	Category B	Category C
Classroom	<i>At Governing Board's discretion</i>	£18.80 per hour	£38.00 per hour
Year Bases	<i>At Governing Board's discretion</i>	£25.50 per hour	£45.60 per hour
Dining Area	<i>At Governing Board's discretion</i>	£25.50 per hour	£45.50 per hour
Drama Studio	<i>At Governing Board's discretion</i>	£128 per session	£195 per session
Dance Studio	<i>At Governing Board's discretion</i>	£38.50 per hour	£55 per hour

A 'session' is: From 9:00 until 12.30  
From 13:00 until 17:00  
From 18:00 until 21:30

A 50% supplement will be charged for Sunday and bank holiday bookings.

The Medina College site will not be available for hire for two weeks either side of the annual Isle of Wight Festival, four weeks in total.

## EMERGENCY EVACUATION PROCEDURE

In the event of a fire or other emergency requiring evacuation, the following instructions should be followed:

- If you discover a fire activate the nearest fire alarm break glass point and leave the building through the nearest exit.
- Upon hearing the continuous ringing of the fire bells all occupants should close, but not lock, all doors and windows, leave the building by the nearest exit, remain calm and promptly proceed to the appropriate evacuation assembly area immediately.

### Procedure to be followed out of school hours:

- The designated assembly area is the far car park (**area B**) and in the event of additional space being required assembly may take place on the overspill car park on the adjoining front field.
- The responsible adult for each group of people should report the names of any known missing persons to the Emergency services upon their arrival.
- Should it be necessary to evacuate to a point of safety further away from the school buildings then the grass area at the entrance to the site alongside Fairlee Road should be used, via the footpath.

## ADDITIONAL EMERGENCY INFORMATION



## **Fire Alarm Testing**

The fire alarm system is tested each week, usually at 8 am on a Monday morning unless the school is closed on that day in which case 8 am on the first available morning that week. If the alarm rings continuously and for more than 10 seconds at this time you should assume that it is not a test and evacuate the building immediately. Any changes to these arrangements will be communicated accordingly.

## **Communication of Emergency Evacuation Procedure**

The responsible adult for each group of people should mention the fire procedure to all visitors at the commencement of meetings or other occasions when visitors are on site. This information is contained on the visitor passes.

A copy of this procedure together with the site map should be displayed in all classrooms, offices, meetings rooms in the school buildings and within the H&S policy document.

## **General Fire Precautions**

- The School Buildings are no smoking areas.
- Fire doors must not be propped or wedged open at any time.
- Fire-fighting equipment must not be moved or tampered with at any time. Anyone spotting any equipment, e.g. fire extinguishers, which have been tampered with must report it to either the Premises Team or the main reception immediately.
- All electrical equipment should be switched off and unplugged overnight, except computers, radio charging units or fridges/freezers.
- Personal electrical equipment should not be plugged in unless they have the appropriate test certificate (PAT)
- Combustible or flammable materials must not be stored in corridors and entrance areas. Stocks of such items should be kept to a minimum.
- Substances hazardous to health should be stored in the original containers and in an appropriate secure storage location, marked with the appropriate signage. Safety data sheets should be readily available and a copy should be kept in the COSHH register in the main reception.
- Corridors or other exit routes must not be blocked and should be kept clear of trip hazards, loose furniture and rubbish etc. at all times.





## Appendix C – The Island VI Form

CHARGES AS FROM 1<sup>ST</sup> SEPTEMBER 2023 TO 31<sup>ST</sup> AUGUST 2024

Facility	Category A	Category B	Category C
Classroom	<i>At Governing Board's discretion</i>	£18.80 per hour	£38.70 per hour
Hall	£18.80 per hour	£25.90 per hour	£52.00 per hour

These costs are based on key-holder arrangements only, with no additional cleaning. Additional costs will be charged for caretaker and cleaning if required of £10 per hour for each.

A 50% supplement will be charged for Sunday and bank holiday bookings.

## EMERGENCY EVACUATION PROCEDURE

In the event of a fire or other emergency requiring evacuation, the following instructions should be followed:

- If you discover a fire activate the nearest fire alarm break glass point and leave the building through the nearest exit route.
- Upon hearing the continuous ringing of the fire bells all occupants should close, but not lock, all doors and windows, leave the building by the nearest exit, remain calm and promptly proceed to the appropriate evacuation assembly area immediately.

### Procedure to be followed out of school hours:

- The designated assembly area is Church Litten park located at the rear of the IV Form Campus.
- The responsible adult for each group of people should report the names of any known missing persons to the Emergency Services upon their arrival.

### **Fire Alarm Testing**

The fire alarm system is tested every week, usually at 8 am unless the Campus is closed on that day in which case 8 a.m. on the first available morning that week. If the alarm rings continuously and for more



than 10 seconds at this time you should assume that it is not a test and evacuate the building immediately. Any changes to these arrangements will be communicated accordingly.

### **General Fire Precautions**

- The Campus Buildings and site are no smoking areas.
- Fire doors must not be propped or wedged open at any time.
- Fire-fighting equipment must not be moved or tampered with at any time. Anyone spotting any equipment, e.g. fire extinguishers, which have been tampered with must report it to either the site Caretaker or the main reception immediately.
- All electrical equipment should be switched off and unplugged overnight, except computers, radio charging units or fridges/freezers.
- Personal electrical equipment should not be plugged in unless they have the appropriate test certificate (PAT)
- Combustible or flammable materials must not be stored in corridors and entrance areas. Stocks of such items should be kept to a minimum and stored appropriately.
- Substances hazardous to health should be stored in the original containers and in an appropriate secure storage location, marked with the appropriate signage. All substances hazardous to health must have a COSHH risk assessment and the appropriate Safety data sheets should be readily available and a copy should be kept in the COSHH register at the main reception.
- Corridors or other exit routes must not be blocked and should be kept clear of trip hazards, loose furniture and rubbish etc. at all times.