



Welcoming | Involving | Evolving
Oxhey Early Years Centre

Lettings Policy



Prospective hirers – please refer to LT01 and LT02

Purpose

The purpose of this policy is to ensure that the most effective use is made of the HCC educational premises. We believe that our Centre should be a place for lifelong learning and a resource for our children, parents and the wider community. We recognise that the facilities could generate resources for the Centre. This policy sets out the criteria for making decisions on requests for use by external organisations. The use of our premises for Centre functions will always take priority over lettings.

Who was consulted?

The LA and staff were consulted when formulating the policy. Relevant DfE guidance has also been considered.

Relationship to other policies

This policy should be read in conjunction with the Equality Policy and the Centre's Health and Safety policy.

Roles and responsibilities of Head of Centre, Centre Business Manager, other staff and Governors

The Head of Centre & Centre Business Manager will:

- establish a central booking system (managed by a member of the Admin Team)
- apply the criteria including pricing agreed by the governing body and consult the governing body Finance & Premises Committee on requests for bookings which do not meet them or where there is a potential conflict of interest.
- arrange for formal Service Letting Agreements to be drawn up where necessary for ongoing arrangements.
- arrange for site security and cleaning.
- ensure the Centre retains income derived from lettings.
- ensure monies are paid into the Centre's General Account.
- inform all persons hiring the Centre premises that they are expected to conform to the relevant Health and Safety regulations.
- Inform hirers they must comply with the no-smoking rule for the site.
- ensure the Centre premises are not let for functions where a Public Entertainment Licence is required.

The governing body, with advice from the Head of Centre & Centre Business Manager, will:

- balance the desire to generate income against the desire to support “worthy” worthwhile groups within the community.

- agree the criteria to be used when deciding which groups are to be allowed to use the premises and consider requests for bookings against those criteria. These could include educational focus, charitable causes, benefit to the community, etc
- take a positive approach to enhancing learning opportunities for the whole Centre community through promoting community use of the Centre.
- ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by the children.
- consider issues of political balance.
- consider the implications of all requests received for the health, safety and security of children and staff.
- consider additional workload of all staff of any decisions it makes.
- Take advice from the LA on charges to be levied.

Arrangements for monitoring and evaluation

The Finance & Premises Committee of the governing body will receive reports from the Head of Centre and Centre Business Manager on the letting arrangements/schedule of use from named groups and the net profit from such activities.

Issues that required intervention by the CBM or Head of Centre will be noted, together with the action taken and the outcome. The committee will consider whether the additional use of the Centre premises is achieving the purposes set out at the start of the policy.

DAMAGE

Hirers will be expected to respect the Centre's property and honour all Centre rules and regulations. If damage is caused, the Chair of Governors will be notified and action taken after consultation with the Head of Centre.

INSURANCE

The Centre is covered by Hertfordshire County Council's (HCC) Public Liability Insurance THIRD PARTY HIRERS (TPH) on an annual basis, whereby all hirers can be covered on payment of 10% of the cost of the hire. In the case of low level letting fees the insurance premium must never be less than £1.00 per session. The Centre collects the premium which is added onto the hirer's invoice. This is recorded and held 'in trust' for HCC's Insurance Section. At the end of August every year, this is then paid to HCC by cheque.

Each individual hirer can take out their own Public Liability Insurance in which case they must show a copy of their current cover note to the Centre Business Manager or Head of Centre who will retain on file. This must be for a minimum of £5 million (current County standard).

It is not necessary for hirers entitled to Free Lettings to take out their own Public Liability insurance. Free Lettings are automatically covered by the County Council's blanket policy.

FUNCTION ROOM OCCUPANCY CAPACITY

Rainbow Room (72.63 sq mtrs)	Maximum Standing = 160 Maximum Seated (no tables) = 72 Maximum Seated with tables (dining room style) = 48
Green Room (17.8 sq mtrs)	Maximum Standing = 38 Maximum Seated (no tables) = 16 Maximum Seated with tables (dining room style) = 12

RAINBOW ROOM KITCHEN

The small kitchen facilities may be used after due consultation with the Caretaker.

FINISHING TIME

The Centre building and grounds must be vacated no later than 9pm.

All hirers will be given a copy of:

- LT01 Application to Hire Accommodation & Services – 1 copy to be returned to us for file.
- Terms and conditions of hire booklet – LT02 can be viewed upon request (available on website)

Calculating Charges

The Governors determine their own charges for all lets taking into consideration basic running costs, e.g. heating, caretaking and cleaning, etc. These rates are reviewed by the Finance & Premises Committee on an annual basis, usually as part of the budget setting process, and the new rates approved through the Governing Body as recorded in their minutes. The new rates are normally implemented from the start of each academic year.

The Centre is expected to apply the Governor approved rates for all hirers to the school. However, to promote community use, the Centre Business Manager or Head of Centre may use their discretion to give a discount. This must be recorded with the hirers' records/service level agreement.

The Governing body reserves the right to increase charges for the use of the accommodation at any time prior to the hiring after giving one month's notice in writing of its intention to do so. After such notice, the Hirer shall be entitled to terminate the hiring by notice within one week of receiving the notice of increase.

Charges are based upon the length of time the Centre is required to be available to the hirer, including preparation and cleaning. A deposit will be required for all one off bookings, ie parties, training etc....

VAT is not chargeable. This is only charged if the apparatus in a school hall is used which is not applicable at Oxhey Early Years Centre.

Cancellations

Two weeks' notice must be given, in writing, for any changes and cancellations. Refunds will not be given unless the minimum notice is given.

In-house Procedures

Upon receipt of a request for a hiring the Centre's Letting Administrator will:

1. Advise the hirer of our letting charges + deposit
2. Provide a tour of the room/area when required
3. Submit the Hiring request to the Caretaker for approval
4. If approved - ask hirer to complete form LT01 + retain a copy for our file
5. Request a copy of the hirer's current insurance covering minimum of £5 million (public liability)- to be placed on file, or hirer to pay 10% of the letting charge in order to be covered under the Centre's HCC Insurance Policy
6. Advise hirer of further information regarding Letting Terms & Conditions – Booklet LT02 accessible through our website.
7. Prepare invoice and send to hirer and retain 1 copy for hiring file + 1 copy for invoice folder.
8. Take deposit (if applicable, ie one off hiring for party, training etc....)
9. Record hirers on our internal lettings form
10. Ensure invoice paid in full prior to letting taking place – at least 1 week before booking takes place.
11. Record all lettings onto the SLT Outlook Calendar as soon as enquiry made noting “tbc = to be confirmed” or “paid/confirmed”.
12. Liaise with Caretaker and handover all relevant paperwork to Caretaker, ie room layout, contact details prior to event.
13. Prepare year end HCC 10% reimbursement for insurance purposes and submit retaining a copy on file.