

# HEADINGTON QUARRY FOUNDATION STAGE SCHOOL

## SCHOOL HIRING POLICY AND PROCEDURES DOCUMENT 2017

### **Introduction**

The purpose of this document is to summarise the policies adopted by the Governing Body in order to discharge its responsibilities for the sound and effective letting of premises and facilities of Headington Quarry Foundation Stage School within the financial regulations, standing orders and schemes for the local management of schools issued by Oxfordshire County Council.

This policy document will be used in conjunction with the Financial Manual of Guidance (LMS). Compliance with this manual is mandatory and any contravention of procedures must be brought to the attention, in the first instance, of the Headteacher:

- Financial regulations for income generated in schools with delegated budgets;
- Control in financial systems and administration in schools – a guide to good practice;
- Local Authority Scheme for Financing of Schools, Section 5 of Section 48 of the School Standards and Framework Act 1998 (SSAF) see appendix 1

### **Financial Standards**

The governing body is able to approve the occasional use of the school and retain any income generated from this use. Non-occasional lettings use is agreed with the knowledge OCC subject to the approval of the Head teacher. Headington Quarry Foundation Stage School may also cross subsidise lettings for community and voluntary use with income from other lettings, provided there is no net cost to the individual school budget share. Holy Trinity Church holds a regular Sunday school within the school and as Oxfordshire Local Authority pays a peppercorn rent to the Diocese, the governors have decided not to charge the Sunday School for the use of the building or the utilities. The general principle will be to charge only for profit-making classes/meetings etc.

Income generated from lettings is paid into the public funds of the school and included in the annual budget statement approved by Oxfordshire Local Authority.

Headington Quarry Foundation Stage School is liable for any additional costs and responsible for any arrangements associated with external use of their premises to include:

- Arrangement for appropriate levels of insurance cover;
- Necessary licence provision as appropriate;
- Repair and maintenance of the facilities.
- All risks are reviewed annually to ensure that cover is adequate.

Rates of hire of premises and facilities of Headington Quarry Foundation Stage School are reviewed on an annual basis to ensure the effective management of lettings ensuring that external use of the school premises does not create a net cost to the school budget share.

Current rates and conditions of hire are notified to the Hirer on the booking form completed prior to use of the premises. All use of school premises are subject to the agreement of the Headteacher prior to use. (See appendix 1)

As the school does not have a caretaker, only agreed Key Holders should open and shut the school and may not remain on site during the event.

Please refer to our Site-User form for the requirements for Safeguarding Children on school premises if children are involved in any event.

**Appendix 1**

**Copy of Hire Booking Form**

**RATES OF CHARGES AS FROM SEPTEMBER 2016**

Facilities	Administration Charge	Hourly Rate
New Room	-	£10
Canteen	-	£10

Hirers are requested to make firm applications for hire and submit payment with the official booking form at least 21 days prior to commencement of their booking to **Headington Quarry Foundation Stage School, Quarry School Place, Headington Oxford OX3 8LH**. Hirers are advised not to make any further arrangements regarding their booking until the booking has been confirmed.

**Cheques should be made payable to Headington Quarry Foundation Stage School Insurance**

Hirers of Headington Quarry Foundation Stage School premises are required to possess Third Party Insurance cover in respect of the hirer's liability to the public and their liability to Oxfordshire County Council with a limit of indemnity of at least £5,000,000. A copy of the certificate of insurance must be provided to Headington Quarry Foundation Stage School before the booking takes place.

Hirers that do not possess individual insurance cover must take out insurance arranged by Oxfordshire County Council at an additional charge of 10% of the hire fee. This insurance will provide the hirer with indemnity for all sums up to a maximum of £5,000,000, which the hirer becomes legally liable to pay as compensation arising out of accidental bodily injury and/or illnesses to members of the public or accidental loss or damage caused to property, not owned by the hirer, which arises out of the use of the premises. There is an excess payable by the hirer for each claim.

**VAT**

Hire of school premises are not generally subject to VAT. Halls and classrooms used for educational purposes are exempt.

**HEADINGTON QUARRY FOUNDATION STAGE SCHOOL IS A NO SMOKING AREA. Hirers are asked to ensure their members respect this policy.**

Name of Organisation:				
Type of Use:				
Name and Address of Person Responsible for Hiring			Contact Telephone Numbers: Home: Work:	
Type of Accommodation Required:				
Days and Dates of Letting:				
No. of Occasions	Times From To	Administration Charge	Hourly Charge	Charge
		0		
Hirers may be liable to a cleaning/utilities charge of £10 per booking if necessary		Total Hiring Charge		
		Public Liability Insurance Fee 10% of Total Hiring Charge (if applicable)		
		TOTAL CHARGE		

I have read and undertake to observe Oxfordshire County Council's general conditions of letting and fire precautions (copy is obtainable from School) and to be responsible for making good any loss or damage to the premises or equipment of the school due to its use by me, and will ensure that the premises are left in good order.

In the case of public performances, dances, sale of alcohol etc, I will accept full responsibility for ensuring that any necessary licence is held (if applicable) and all restrictions are observed.

**Please tick as required:**

I have arranged public liability insurance cover for a minimum of £5,000,000. I enclose a copy of the certificate of insurance and/or licence (if applicable).

OR

I agree to pay the additional fee for public liability cover arranged by Oxfordshire County Council.

Signed: ..... Date: .....

I approve this hire on behalf of the Governors of Headington Quarry Foundation Stage School and confirm that any necessary licence and insurance cover are held.

Signed: ..... Date: .....