




Lettings Policy

School	Ysgol Treffynnon
Date this policy was approved by the School's Governing Body	21 March 2023
Review frequency	This policy will be reviewed <u>every 3 years</u> or if any amendments occur in legislation or in consideration of changes in working practices which may stem from accidents or incidents.
Review Date	21 March 2026
Chair of Governors	

Accessible Formats

This document is available in English and Welsh in Microsoft Word and pdf formats in Arial font size 12 as standard. This document is also available in large print. To request a copy of this document in an accessible format contact Miss Lynette Evans (01352 710011).

The governors at Ysgol Treffynnon are committed to utilising the buildings and grounds for the benefit of the local community.

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1.0 Introduction

The school and the Local Authority are already involved in a joint use agreement with Holywell Leisure Centre for the use of the grounds & buildings for leisure activities, chiefly associated with the use of the all-weather sports area and the sports hall.

The school also has a tradition for being an outreach centre with a community focus and is open to hosting a variety of evening classes if there is appropriate demand.

Whenever possible, lettings are generally restricted to the evenings and weekends when the school is not being used by the pupils for educational purposes.

2.0 Charges

Exemptions

The organisation/group is non-profit making and where no charge for admission is made. (Appropriate evidence must be provided in order to qualify for this exemption).

Groups, which are granted free use of rooms, are listed on Flintshire County Council guidelines for the hiring of educational establishments.

(Appropriate evidence must be provided in order to qualify for this exemption).

Tariffs

A hire charge will be levied on all other groups without exception.

If a group is granted permission to use the premises when the school is not normally open, the levy highlighted below will cover the cost of room hire, caretaker time and use of the facilities which includes heat and light (utilities):

- Classroom £25.00 per hour
- Meeting Room £25.00 per hour

3.0 Conditions

- a) Any loss or damage which results from the use of the school facilities must be reported to the caretaking staff on duty and made good by the Hirers (at their own cost).

- b) Under no circumstances may alcohol be brought onto the school premises without formal approval by the Governing Body and appropriate licence approval prior to the event.
- c) There is a 'No Smoking' rule in operation across the whole site.
- d) An application to hire is granted on the understanding that Flintshire County Council/Ysgol Treffynnon Governing Body are indemnified against all claims in respect of personal injury (whether fatal or otherwise) and loss or damage to property and any other loss, damage and expense however caused or incurred which, but for the granting of these facilities, would not have arisen.
- e) The Hirers must have a valid certificate bearing witness to their public liability insurance.
- f) A 'form of application for hiring' of school premises/educational grounds must be completed in full before the letting can be authorised. See Business Manager.
- g) Ysgol Treffynnon will not approve any application to hire or use any part of the premises from an organisation or individual, which in it's opinion, may incite racial tension or lead to, or result in, public disturbance or disorder (see Appendix 2).

Appendix 1 - Application Form For Hire of School Premises

APPLICANT

Applicant's Name/Organisation Name (organisation company, charity number)

.....

Address.....

Telephone.....

FACILITY REQUIRED

.....

Date(s) of Hire

Time of Hire: From To (include setting up and clearing down time)

Purpose of Hire.....

Number of people attending

Will food be consumed on the premises? **YES/NO**

Prepared on or off the premises?

Will music be played on the premises? **YES/NO**

(Relevant licences must be produced)

Will electrical equipment be brought onto the premises? **YES/NO**

(If yes, equipment must be Portable Appliance Tested)

Will inflatables be brought onto the premises? **YES/NO**

(If yes, adequate insurance must be obtained and a copy provided)

APPLICATION

I hereby apply for use of the premises in accordance with the information provided above.

I agree to abide by the terms and conditions of hire and safety instructions provided to me.

I agree to pay the sum of £25 deposit to secure the booking.

I agree to pay the sum of £25 per hour upon receipt of invoice in accordance with the School's payment terms for the above hire including VAT where applicable. I understand that hire charges are subject to annual review.

I agree to provide the indemnity required by the terms and conditions and will produce the insurance certificate prior to the date of hire. I understand that the hire may not take place if an insurance certificate is not produced.

I declare that to the best of my knowledge and belief, the information provided by me is correct.

Signed (Applicant).....

Date.....

Name.....

CONSENT FOR HIRE

This application for hire has been approved on behalf of the School:

Signed.....Date.....

Appendix 2: Venue Hire Procedural Guidance

Ysgol Treffynnon will not approve any application to hire or use any part of the premises from an organisation or individual, which in it's opinion, may incite racial tension or lead to, or result in, public disturbance or disorder.

The following questions will assist staff in determining whether a booking is considered controversial:

		✓ / x
Event Details Establish what the school will be used for and what type of event the organiser is wishing to hold.	Details of the hiring party including name of organiser / group, address, company or charity registration. Activity /event information i.e. agenda, format, name of speakers, who will be invited, seating arrangements etc. If the organiser is not a local resident, establish why they are holding an event in this area. Copies of promotional literature / social media marketing (confirm booking only once received).	
Research Establish whether the name given is linked to any community group or organisation.	Check Online- using a variety of sources to find information on event/speaker or organisation. Consider Primary & Secondary source data** – is it valid, reliable? Local knowledge from council staff / Councillors/ Local police etc. Ask the organiser if they have used any other venues in the county. If yes, contact the previous venue(s) to establish what the event was.	
Assessment	Is there evidence of the speaker / organiser previously promoting messages of hate or intolerance? Ensure the speakers / organiser have not been banned or prohibited from speaking elsewhere. Speak to the organiser and obtain further details if you do not have sufficient information to assess. Ensure a record is made of this process and the findings	
Decision Making	Use the information that you have found to answer the following – if you are struggling to provide a response, this may suggest a gap in the information that you have gathered: Does the event have the potential to advance equality and promote good relations? Has the information identified a predominantly negative or positive impact to the wider community?	

	<p>Does the event have a greater impact on one protected group from the community over others? Moreover, is this consistent with the overall aims of the event?</p> <p>If the event was to go ahead, would it deliver potential benefits for protected groups in the community?</p> <p>Have you found that some groups are less satisfied than others with the activity as it is currently described?</p> <p>Is there any part of the proposed activity that has the potential to discriminate unlawfully?</p> <p>Where negative impacts have been identified, have you discussed those? If so, who with?</p> <p>Are these discussions documented and what is the view of the other party? If further clarification is required in relation to the information gathered or if there are any concerns identified, internal or external partners should be consulted for advice and guidance.</p>	
Outcome	<p>If there are no concerns raised – the event activity is acceptable to go ahead and to continue with booking arrangements.</p> <p>OR</p> <p>If the event/activity has been identified as not conducive to promoting cohesion and equality or is a risk to Public Order:</p> <p>Discuss the case with Head teacher / Chair of Governors/ LA* and come to an agreement.</p> <p>Notify the organiser and explain the reasons for the decision.</p> <p>Inform relevant stakeholders – consider impact or likelihood of the event being held elsewhere in the area etc.</p> <p><i>*as required</i></p>	

*****Primary Source Data and Secondary Source Data***

Primary data is any data written by the original author, straight from the person or group that you are interested in. Examples include a book or journal written by the original person, the person's own Facebook account, a clip of the person talking or the band playing

Secondary data is any information which may make use of the original author's work. Examples include any newspaper article which discusses an author's work but is written by someone else, any information which may talk about the group that you are interested in, but is not written directly by them.

If you are concerned with the answers provided, speak to your DSP / Headteacher in the first instance. Notify North Wales Police if your concerns are founded or for any further advice:

Telephone: 01745 588814 ext 88814 Email: Prevent@nthwales.pnn.police.uk