

Ruskin High School

Lettings Policy

The school lets its facilities for community use. The following areas are available for hire purposes: Main Hall, Sports Hall, Classrooms, Dining Hall, Tennis/Netball Courts, Astro Turf and Training room (Nov '09).

Pricing Policy

Under the direction of the Governing Body, the School has devised a level of charges for each of the areas available for hire. The prices are comparable with other schools and Schools within Cheshire East. All bookings will be paid by invoice one month in advance. Failure to settle an account in full will result in the remaining bookings being cancelled and the School seeking financial redress.

All bookings must have a responsible person over 18 years of age as leader. Any leader in charge of persons under 18 years of age must be DBS checked and the school will request sight of this form. Any group wishing to hire a facility should contact our office who will send them a letting pack (see Appendix A). The group leader will be required to complete and sign all the necessary forms included in the pack for administration and insurance purposes. The school has devised its own conditions of hire and this will be used in conjunction with the Cheshire East 'Regulations for Use and Hire of Facilities' indemnity. All documentation must be completed and returned before a booking is confirmed. All lettings of sporting facilities will be at the discretion of the Head Teacher.

Staffing Organisation

Under the direction of the Governing Body, the Business Manager will have control of the day to day running of lettings. The main office will be the point of contact for all lettings in school. All invoices will be issued through the school's Finance department on a regular basis. All income from lettings will be paid into the lettings account in the delegated budget. Administration costs have been included in the pricing charge.

A member of the site team will be on site at all times during the booking period to comply with insurance regulations and ensure that the facilities are fit for purpose. Both the school representative and group leader must sign a declaration that states that the facility is in good order at the start and end of each session. This document will be retained in school for insurance purposes. Caretaking costs have been built into the pricing charge.

Provision for security has also been included in the pricing policy.

This policy will be reviewed and ratified by the Governing Body on an annual basis.



Signed
Chair of Governors

Date 14th May 2014



Ruskin Community High School

Lettings Pack includes:

School Premises Hiring Agreement / Booking Form / Tariffs
VAT Exemption Form / Declaration Form

Tariffs for lettings of facilities at Ruskin Sports School

	Per Hour	
Classrooms	£12	<p>School is open for Lettings between the following times</p> <p>Monday to Thursday (excluding bank holidays) 6.00-9.00pm</p> <p>Friday (excluding Good Friday) 5.30-7.00pm</p> <p>Saturday and Sunday 9am -2pm</p>
Subsequent Classroom	£4.35	
Main Hall	£25	
Sports Hall Full without changing	£25	
Sports Hall ½ without changing	£13	
Sports Hall Full with changing	£40	
Sports Hall ½ with changing	£20	
1/3 Astro Turf under 18's	£18	
1/3 Astro Turf adult	£25	
Netball Court	£12	

All bookings must vacate the school within 15 minutes of the end of the letting, failure to vacate the building within this time scale will result in an additional hourly rate being charged.

LETTING POLICY **CONDITIONS OF HIRE**

1. Application for hire of facilities must be made to the main office.
2. Registered users will be invoiced for their hire charges monthly in advance.
3. In the event of the charges not being paid in accordance with these conditions, all further periods booked by the hirer will be cancelled upon written notice given by the Business Manager, and the School will seek to recover the debt.

Please note that ***change over*** time is included in the sessions and it is the School policy that failure to adhere to these guidelines will incur a financial penalty of an hour charge.

4. There will be no sub-letting of facilities.
5. Hirers wishing to book facilities in order to provide private coaching to individuals must inform the office at the time of the application. The Business Manager will decide if such a booking is appropriate. Failure to comply will result in immediate cancellation of the booking.
6. The hirer must be 18 years or over.
7. *Cancellation by hirer.*
In the event of the hirer cancelling or failing to take up any period booked, the party shall be liable to pay the charge for that period booked.
8. Responsibility of the hirer for Good Order and Safety.
 - a. The hirer shall not use the facilities for any purpose other than the purpose for which they were hired.
 - b. Customers and visitors must adhere to the *School's Code of Conduct* at all times.
 - c. The named hirer is responsible for the conduct of visitors for that booking and as such shall be liable for any claims for damages that may arise that do not fall within the responsibility of the School itself.
9. Hirers must be aware that the person(s) in charge of anyone under 18 years of age must be DBS checked and provide us with proof of this. We reserve the right to refuse any application for hire if proof cannot be provided.

VAT EXEMPTION (if applicable)

VAT exemption for block bookings applies only to schools, clubs, associations and organisations representing affiliated clubs or constituted associations. In addition hirers must adhere to the following additional conditions.

1. Bookings must extend over a period of at least three calendar months and must occur at least every fortnight except during school holidays.
2. There must be a minimum of ten individual hire periods.
3. The club must have exclusive use of a defined area within the school.
4. Cancellations are not accepted, all dates must be paid for.

Please note the following information is required by Customs & Excise.

1. Do you require VAT exemption? Yes/No
2. Please indicate from the list which type of organisation you represent.

School	<input type="checkbox"/>
Club	<input type="checkbox"/>
Association	<input type="checkbox"/>
Organisation representing affiliated clubs	<input type="checkbox"/>
Constituted association	<input type="checkbox"/>

If you have ticked any boxes above please provide further details. For example, the name of the School, Club, Association etc. and where appropriate affiliation numbers etc. of the organisation.

(please print) _____

I / We agree to accept the above terms and conditions. The information provided is correct to the best of my knowledge.

Print name _____ Signature _____

Position _____ on behalf of: (Club/Organisation) _____

DECLARATION

I / We have read, understood and agree to abide by the conditions of hire.

Signed _____ on behalf of: (Club/Organisation) _____

Date _____

Block bookings are allowed from registered users only. Bookings will be paid by invoice, one month in arrears. Failure to settle an invoice in full will result in the booking being cancelled and the School seeking financial redress.

Please return this completed form by fax or post to:

Ruskin High School
Ruskin Road
Crewe
CW2 7JT

Tel : 01270 560514

Fax: 01270 650248

E-mail: enquiries@ruskin.cheshire.sch.uk