



'A place where everyone flourishes'

Lettings Policy *@Willen*

Approved: Dec 2015
To be reviewed: Nov 2016

Lettings Policy

Introduction

The Governors of Willen Primary School are proud of their school and wish to ensure that those within the immediate community have access to the building for a range of activities. It also welcomes interest from the broader community of Milton Keynes who may be interested in using the facilities.

This document describes the facilities normally available for use by community groups, the procedures to be followed regarding the booking of a facility and the associated costs and security arrangements. The long-term lettings for Kidsplay, Chand institute of Taekwondo and Willen 1st Brownies also have a separate service level agreement (SLA) in addition to this policy and fees for long term lettings are reviewed as part of the SLA.

Facilities

The school is able to offer the following facilities:

- Hall space – this may be used for meetings with seating for up to 150 persons, tables may also be supplied (outside school hours only)
Music room seats 25/standing 50 (after 6pm only)
- Exterior Hardsurface Area (after 6pm, please note we do not have floodlights)
- Games Field (after 6pm, please note we do not have floodlights)

In making decisions about the use of the above spaces, consideration would need to be made about 'risk' to other materials and equipment normally stored in those areas. Security of other school areas will also be considered depending on particular requests. Toilet facilities will be made available to all users.

Telephone facilities are available within 150m of the school at the local centre. The school's telephone will only be available through the site manager when on duty.

Booking Procedures

Persons expressing an interest in use of the building will be invited to visit the site and discuss requirements with the Bursar/Site Manager. If the facilities sought are available the following will be given to the hirer:

- Standard Conditions of Hire of the School Premises
- General Rules Governing the Use of School Premises
- Hiring Agreement

Potential hirers will need to provide evidence of insurance for the proposed event/activity. If alcohol is to be sold they will be informed of the need to obtain a licence.

The completed Hiring Agreement is returned to the school and approval from governing body sought. In most cases the Headteacher will approve the letting on behalf of governing body. In cases where alcohol is to be consumed or the request comes from unknown groups or individuals, the chair of the Facilities committee will be requested to take action.

	WEEKDAY RATES	
	3.30pm – 6.00pm	6.00pm – 12.00am
For all facilities to groups/individuals not associated with educational purposes or children's groups	N/A	£50.00 first hour £30.00 subsequent hours
For voluntary groups approved by MKC Youth and Community Services	£25 first hour and £15 subsequent hours	
For hardsurfaces only	£20.00 per hour	
For playing field	£20.00 per hour	
For above with access to changing rooms	£10.00 per hour	

For weekend and other exceptional requests charges will be agreed individually. However, it can be anticipated that the above charges will form the starting point for any calculations.

Security

Within the charges above are allowances for cleaning and security. For any activities that generate an unusual amount of cleaning, extra charges will be made and a deposit of £150.00 may be requested. For all activities the Site Manager will be available at the start of the letting ensuring all is in order. The site manager will also be available at the end of the letting to see that the premises are vacated on time, left in good order and that the building is secure. For some lettings the site manager will be present throughout.

Enquiries

Further information is available from the school office during school working hours.

Telephone: 01908 690098

Email: office@willen.milton-keynes.sch.uk