



## **Chertsey and Dorking Nursery Schools and Mole Valley Family Centre**

### **LETTINGS POLICY**

#### **AIMS**

The aim of this policy is to provide guidelines for the use of facilities for the benefit of the organisation and its community. The Governing Body has drawn up the following policy.

#### **POLICY STATEMENT**

1. The Governors will prioritise the allocation of lettings to services that are consistent with the agenda and ethos of the schools and family centre.
2. The Governing Body has the right to refuse any request for hiring.
3. All lettings administration must comply with our terms and conditions which follow Section M (Community Use of Schools) of Surrey County Council Finance Manual.
4. If a letting is for a partner and for the benefit of our families then it is free, in all other cases it is chargeable (e.g. health team meetings).
5. The Centre will vet external hirers through open source research to explore the safeguarding risks to the families who access the Centre and record this on the 'Hire facility' checklist in Appendix 1.
6. If there are any concerns about the suitability of a hirer, then this will be reported to the Education Safeguarding Team.

#### **LETTINGS POLICY**

1. Hirers must apply on the Centre's booking form (Appendix 2) and must sign to confirm that they have read and agreed the terms and conditions.
2. A letting will only be confirmed on receipt of the completed booking form and subject to suitable open source research.
3. Payment for all lettings shall be made in advance within 1 month of the receipt of invoice or termly in advance where appropriate. No refunds will be given if the hirer is unable to fulfil his part of the lettings agreement.
4. All non-Education users must be covered by appropriate insurance. If the hirer is not in possession of his/her own insurance policy, then the SCC requirement is that an insurance charge is made as a percentage of the letting fee to ensure current SCC recommended public liability cover.
5. Charges for lettings will be reviewed annually. Further information regarding fees and lettings procedures can be obtained from the office.
6. All hirers will be given a copy of the Safeguarding Leaflet and are expected to adhere to this.

**Approved by the Governing Body:** November 2019

**To be reviewed by:** November 2021

This policy is relevant to:

Nursery staff - yes	Centre staff - yes	Parents - yes
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Appendix 1



**Chertsey and Dorking Nursery Schools and Mole Valley Family Centre  
Hire facility checklist**

Name of individual/agency/organisation:	
Address of individual/agency/organisation:	
Name and address of individual/agency/organisation confirmed:	YES/NO (delete as appropriate)
Proposed use of facilities (tick as appropriate):	Conference Room Therapy Room Goodwyns Road Other
Open source research completed: By: Date completed:	YES/NO (delete as appropriate) Please list open source references below
Individual/agency/organisation assessed as suitable based on open source research:	YES/NO (delete as appropriate) If 'No' please outline reasons below

## Appendix 2

PLEASE COMPLETE THIS FORM USING **BLOCK CAPITALS**

ROOM REQUIRED (PLEASE TICK): CONFERENCE ROOM  
THERAPY ROOM

DATES OF HIRE:

FROM (STATE TIME): TO (STATE TIME):

YOUR NAME: POSITION:

NAME OF ORGANISATION:

ADDRESS:

TEL. NO: E.MAIL:

WILL YOU BE PRESENT DURING THE HIRING PERIOD? YES/NO

IF NOT, PLEASE TELL US ABOUT THE PERSON WHO WILL BE RESPONSIBLE:  
NAME OF PERSON:

ADDRESS (if different from above):

TEL NO: E.MAIL:

TYPE OF FUNCTION:

NUMBERS ATTENDING: ADULTS: CHILDREN:

LAYOUT OF ROOM:

EQUIPMENT (please tick if required):

Projector for laptop presentation Flip chart

REFRESHMENTS:

ARE YOU PLANNING TO PROVIDE ANY FOOD/DRINK OF YOUR OWN? YES/NO

DO YOU REQUIRE US TO PROVIDE TEA/COFFEE? YES/NO

IF SO, AT WHAT TIMES:

DO YOU HAVE ADEQUATE INSURANCE? YES/NO

(A condition of hire is written evidence of £5 million public liability insurance. Private hires can be provided with insurance for an additional 15%.)

HIRING FEE: REFRESHMENT FEE:

I accept the terms and conditions of hire (as attached).

I undertake to keep a register of all attendees present throughout the hire period for use in the case of evacuation of the premises, eg in the event of a fire.

Signature on behalf of

Date: