



Lettings Policy April 2014

1 Introduction

- 1.1 The school recognises that its facilities, buildings and grounds are a valuable asset to the community and so wishes to make them accessible to groups, organisations and individuals as appropriate. However, governors have a responsibility to ensure that the school premises are well looked after and used properly. Governors also wish to invest any funds raised by this lettings policy wisely in order to improve provision for the children that attend the school.
- 1.2 The school uses its facilities extensively outside normal school hours. For example, the school organises many sporting, musical and social events throughout the year. The facilities are used by the PTA, governors and other associated groups that support the school. This policy is not designed for these activities, but to set out the school policy for groups that use the school for other activities where charges usually apply.

2 Aims and objectives

- 2.1 The aims and objectives of this policy are designed to:
- enable groups and individuals in the community to access school facilities so that our school is seen as a whole community resource;
 - maximise the use made of the school as a community resource and so our school can enrich the lives of as many people as possible who live in our community;
 - ensure that this additional use does not have an adverse impact on the school;
 - ensure that all revenue gained by the school is invested wisely in order to improve provision for the pupils who attend the school now and in the future;
 - clarify the terms and conditions governors have agreed for any letting so that those who hire our premises understand their responsibilities.

3 Categories

- 3.1 All lettings will be categorised as either:
- Category 1: Community use - educational or well-being activities that are led by the school, the County Council or other authorised body and are charged at a rate to cover costs, for example, the after school club, Scouts, Brownies and so on.
 - Category 2: Private use - activities that usually take place outside normal school hours and cover lettings such as private functions. They may take place either during normal school hours as long as they do not disrupt the normal school day. For these activities charges will apply.
- 3.1.1 The headteacher will determine which category each application for use of the premises falls into.

4 Charges

- 4.1 Groups that wish to hire school facilities should seek details from the school secretary about the charges that apply. Each letting will be charged at the rate published by the school on an annual basis. Charges will vary depending on the facilities hired. For example, charges vary depending on the number of rooms hired, whether this involves the use of an individual room or the school hall or sports field. Charges may be higher at weekends or during school holidays where special arrangements are needed to open and close the building.

5 Administration

- 5.1 Hirers will always need to complete the lettings application form obtainable from the school secretary. No letting can take place without the lettings application being completed. This should be returned to the school normally at least ten working days before the letting. The form must be signed by the headteacher prior to the letting in order to confirm the school's agreement for the letting to take place.
- 5.2 Once the lettings agreement has been signed by the school a 10% deposit is required to secure the letting. The balance is payable immediately after the letting has taken place.

6 Responsibilities of the hirer

- 6.1 The hirer must ensure that they have taken out all proper insurance and indemnity necessary for the activity to be carried out in the letting. They must also be familiar with all health and safety regulations in relation to the building such as awareness of fire exits and other emergency plans. Smoking is not allowed on the school site during any activity.
- 6.2 The hirer is responsible for the actions of all participants in the event while they are on the school premises. Hirers need to insure themselves for any damage caused by members of their group while using the school. Hirers must ensure the building is left in a clean and tidy condition following the event.
- 6.3 Alcohol is normally not allowed on the school site. If hirers wish to sell alcohol as part of the conditions of hire they must ensure the appropriate licence is obtained before the event.

7 Cancellations

- 7.1 The school reserves the right to make a charge for any letting agreement cancelled less than 24 hours prior to the event to cover any loss or costs incurred by the school.
- 7.2 In the unlikely event that the school needs to cancel a booking it will do all it can to make the organisers aware of this as soon as possible and offer the hirer another date that is mutually convenient to both parties.

8 Monitoring and review

- 8.1 The headteacher will report to the governing body on an annual basis to summarise how the school site has been used during the year. The headteacher will detail the number of lettings that have taken place, the income generated for the school and any problems encountered in the working of this policy.
- 8.2 This policy will be reviewed by governors every three years or sooner if necessary.

Signed

Date