

# Lettings Policy



To be read in conjunction with the Health & Safety Policy plus:-  
Disability & Equality Scheme (includes Accessibility)  
Gender Equality Scheme

## 1. Aims and purpose

1.1 The aims and purpose of lettings policy:

- To set a consistent approach to lettings
- To maximise the effective use of the school's physical resources to the benefit of the school and its community.
- To ensure any activity that takes place within the school is accessible to the disabled.
- To use any profit to the benefit of the education provided for the pupils who attend the school.
- To provide the Governing Body and the hirers with a clear understanding of their responsibilities.

## 2. Procedure

2.1 All applications must be on the Lettings Application Form provided by the school and must be completed in full as required. Failure to do so will result in the application not being approved. The school secretary will retain copies of all letting Application Forms and Licence Agreements.

2.2 All applications must be completed 10 working days before the proposed date of use. When the proposed date of use falls within a school holiday, the application must be submitted 10 working days before commencement of the holiday period. There is to be a maximum number of 250 people allowed in the building at any time.

2.3 Applications will only be accepted in advance for a maximum period of one year between the first day of April of one year and the last day of March of the following year.

2.4 The hirer must personally sign the application form and may not assign or sub-let the premises or grounds hire.

2.5 The Headteacher has delegated authority to agree lettings on a day to day basis in accordance with the terms of this policy and License Agreements should be signed by the Headteacher and the hirer before letting takes place.

2.6 Long term letting Licence Agreements should be signed by the Chair of Governors and the hirer before the letting takes place.

2.7 The Governing Body may cancel any letting at any time, but either the fee paid will be refunded or an alternative date offered, except in the case of misconduct. The door-access code must not be disclosed to any parent or child attending the function. Disclosure will cause the immediate cancellation of the booking.

- 2.8 The Governing Body must be advised of any changes to the letting arrangements in advance of the change.
- 2.9 The hirer must ensure that insurance is in place to cover his/her liabilities and proof of insurance is to be shown to the school.
- 2.10 Alcohol will not generally be allowed to be consumed on the premises but under exceptional circumstances and with prior discussions with the school, this may be approved. If so, the hirer must ensure that he/she complies with any legal requirements for a bar licence from the Justices if intoxicating liquor is to be sold.
- 2.11 There is strictly a policy of NO SMOKING anywhere on the school campus.
- 2.12 Adult toilet facilities are limited – two unisex toilets and one disabled. Children's toilets are situated outside Purple class.
- 2.13 Car parking is available on site for 13 cars plus one disabled parking space. The hirer must ensure all vehicles using on-street parking are parked legally and with consideration to the needs of local residents.
- 2.14 Use of the tables and chairs stored in the hall is allowed, and tables should be cleaned with anti-bacterial wipes before being stored away. Care must be taken of these and of all other equipment and fittings within the school, including display work, occasional furniture etc. Standing on seats, furniture, windowsills etc is not permitted. Fittings, fixtures or decorations of any kind shall not be permitted, other than purely temporary arrangements, which require no permanent fixing's which would damage or disfigure any part of the premises.
- 2.15 Any damage to fixtures and fittings must be reported as soon as practically possible (Usually to the Caretaker at the end of the hiring period) and the hirer will be responsible for the cost incurred in rectifying the situation.
- 2.16 No chalk, tape, marker-pens, resin or polishing materials to be used on floors. Appropriate footwear to be worn: no stiletto heels or sports boots with studs allowed in school.
- 2.17 The electrical and mechanical installations of the premises are not to be tampered with.
- 2.18 The hirer shall ensure that there is a responsible adult present and able to supervise at all times during the letting.
- 2.19 The Caretaker (or other authorised key-holder) will open up the building at the commencement and will close at the end of the hiring period. The named hirer must be present to confirm to the Caretaker that all persons have left the premises and that everything is in order.
- 2.20 The hirer must ensure that the premises are left in a reasonable and tidy manner to ensure that the school can function smoothly on the next working day.
- 2.21 The school does not accept any liability for theft or damage to belongings whilst the premises are on hire.

2.22 The Governing Body, in consultation with the LEA, may exercise the right on behalf of the Authority or authorise any other person to do so. Special conditions will be notified to hirers and may include any requirements considered by or on the behalf of the LEA to be desirable including (without prejudice to the generality of the foregoing) requirements as to fire precautions; security of persons or premises; the employment of security or other staff the exclusion or admission of any person, persons or of any animal, animals or equipment. The hirer may treat any special conditions imposed after booking as being accepted as a cancellation under 2.7.

### **3. Lettings Rates**

3.1 The Finance and Premises Committee of the Governing Body will determine the rates for lettings and review these rates each year after the school budget has been set and before the start of the next academic year.

3.2 The School Secretary will collect all charges and record them in the school accounts. For details of charges see Appendix 2.

This policy will be reviewed at least every two years. (Next review date: March 2016)

Signed:

Michelle Clark

Date: July 12<sup>th</sup> 2015

Acting Chair of Governors