

Kirkby Malzeard C.E. Primary School Lettings Policy
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1 Introduction

The Governing Body of Kirkby Malzeard C.E. Primary School is committed to ensuring the efficient use of the school's premises and making them available for use by the local community. To this end they have adopted this lettings policy.

2 Policy

2.1 Use of the premises for school functions will take priority over lettings.

2.2 The Governing Body is required to ensure that any expenditure resulting from the use of school premises by external organisations does not fall on the delegated budget. Consequently a scale of charges for the use of accommodation has been produced which is reviewed by the Finance sub-committee of the Governing Body in April each year.

2.3 Lettings to the Friends of Kirkby Malzeard School will be free of charge.

2.4 Lettings to all other hirers will be charged at cost plus a profit margin in line with that recommended by the L.E.A. Income derived from lettings will be retained by the school and costs to the school of lettings will be met from this income.

2.5 The Premises committee will review the policy and lettings of the school annually, each spring term.

2.6 Authority is delegated by the Governing Body to the Headteacher to deal with requests for lettings of a routine nature. Where any prospective letting involves extended use of the premises (over a number of days/nights or after 12 midnight) or where the prospective hirer is not known to the Headteacher the Chairman of the Governing Body should be consulted. The LEA's standard lettings forms shall be used on all occasions.

2.7 Hirers are responsible for damage to premises or property which occurs during or as a result of their letting and appropriate supervision arrangements should be in place for activities held in buildings or grounds.

2.8 The LEA maintains insurance cover for liabilities incurred by Governors with regard to lettings, but insurance for liabilities incurred by hirers is the responsibility of hirers.

2.9 Hirers are responsible for removing or otherwise disposing of litter and rubbish resulting from their use of the premises or grounds.

2.10 The authorised hirer is responsible for those attending any event/function and in particular for leaving the site in a quiet and orderly fashion by the time stated in the booking agreement.

2.11 Where car parking is required the hirer is responsible for the stewarding of the parking area. The LEA/school accepts no responsibility for damage to vehicles of the authorised hirer or their agents during the period of an agreed let. The hirer must maintain safe entry and exit from the premises and provide and maintain clear access for emergency vehicles and service vehicles.

2.12 No smoking is permitted by individuals anywhere on the school premises.

2.13 Consumption of alcohol on the premises may be permitted but only with the approval of the Full Governing Body. On such occasions and where appropriate the responsibility for obtaining a magistrates' licence for the consumption of alcohol is the responsibility of the hirer and evidence of such should be given to the Headteacher in advance of any function/event.

2.14 The hirer is responsible for the good behaviour of all associated users and ensuring that alcoholic drinks, where permitted to be brought onto the premises, are consumed in moderation.

2.15 The Authority reserve the right to cancel letting arrangements, without notice if necessary. This will be done only in exceptional circumstances; in the event, for example, of premises being required for a statutory purpose such as an election. **Use of the school grounds may, however, be cancelled by the Headteacher at any time should he/she consider that they are unfit for use.**

2.16 A minimum of two weeks notice is required by the school of all lettings. The standard lettings form (**attached**) should be completed by the school and signed by the hirer in advance of the letting.

2.17 Where hirers use equipment that is the property of the school or catering contractor the Headteacher/Contractor's representation shall satisfy themselves that the hirer is capable of using such equipment. The hirers must not however use the school's catering foodstuffs, crockery or other light equipment or cleaning materials unless otherwise authorised.

2.18 Hirers must ensure that full supervision is provided during lettings, especially of playing fields, and the Authority will not be responsible for any claims which may arise as a result of negligence on the part of hirers or their supervisors.

2.19 The Governors will review the policy each year in the month of September and the scale of hire charges for the forthcoming year will be reviewed and updated where appropriate

Accepted by the full Governing Body

Date approved / amended.....

Signed (Chair).....