

# Lettings Policy



Inspiring a love of learning through  
the bonds of **family, faith and friendship.**

**Date: September 2018**  
**Review date: September 2020**

## CONDITIONS OF USE

1. Charges for hiring areas of the school will be in accordance with the current charge list set by the Governing body.
2. The Lettings Application Form sets out clearly what areas of the school and what equipment belonging to the school is required. This must be strictly adhered to.
3. All hirers must note that the primary use of the building remains at all times a learning environment. As such classrooms are unavailable for use and will be locked. Hirers are required to respect this, and to leave all equipment in communal areas in place untouched.
4. Anyone hiring any areas of the school shall be responsible for the following:
  - The conduct of all persons on the premises during the hiring
  - The observance of any licensing regulations and legal requirements governing the use of the building.
  - Ensuring all emergency lights are turned on during the period of hire.
  - Removing all rubbish from the school premises immediately after an event is held, providing their own refuse sacks.
  - Leaving the premises in the same clean and tidy condition as found, ensuring that all doors are locked, all windows closed, all lights off and all equipment returned to the place it came from.
5. The hirer will be liable to pay for any breakages, loss or damage to the equipment or building incurred during the letting.
6. Whilst the hirer is responsible for leaving the premises in a clean and tidy condition, it may be possible, with prior agreement, to arrange for the areas hired to be cleaned by the school staff.
7. In normal circumstances, the school will not be available for hire until after 6.00pm on weekdays.
8. All hirers must bring documentation regarding the PAT testing of any electrical items brought to the school.
9. The Governing Body reserves the right to refuse any application for the hire of the school.

## Folksworth C of E Primary School

### APPLICATION FOR THE HIRE OF SCHOOL PREMISES

Date of proposed hiring.....

Between the hours of.....and.....

Nature of function for which premises are required:

.....

I certify that I am not less than 18 years of age, and I have read and agree to be bound by the Conditions of Use and agree to pay on demand the lettings charge, site manager's fees, and any cleaning charges which may arise and result from this letting.

I hereby indemnify the Education Authority against all claims in respect of injury, loss or damage (including damage to the school premises) arising from this letting. In requiring this undertaking the Education Authority does not seek to absolve itself or any employees from liability as owners/occupiers of the premises.

Signed.....

Organisation (if applicable).....

Date.....

Address.....

.....

## **CHARGES**

**These charges are effective from April 2019 for existing lettings and from September 2018 for all new lettings.**

Community use charge        £15.00 per hour  
(regular bookings)

Community use                £20.00 per hour  
(single bookings)

Commerical use determined on an event-by-event basis and subject to approval of the Governing Body.

Additional charges will be made for additional staff time, such as cleaning or caretaking.

The Governors reserve the right to make changes to these charges on an individual basis.

## Ratification of Policy



## Lettings Policy

Presented to: Resources Committee

Policy ratified on: 4<sup>th</sup> October 2018

**Signed by:**

Chair of Committee :...Roy Duncan .....

Chair of Governors:...Clare Kirk.....

Headteacher:.....Michelle Norbury.....