



**ST. ANNE'S C.E.(VC) PRIMARY SCHOOL**



**LETTINGS AND USE OF SCHOOL PREMISES POLICY**

**'Together With God, Making Learning a Life Long Friend'**

Approved:	28.6.2021
Review Date:	31.8.2022

### Principles

- The school is a resource for the community and is available for lettings.
- School use of the buildings will always take priority over requests from other groups and organisations.
- The governing body will not subsidise lettings, but will aim to set charges at a rate which will encourage community use of the school e.g. by the Church, WI etc.
- Charges will be made for all school use including the Playground for parking.
- There are particular rules that cover the kitchen, generally the kitchen will not be available for lettings, except after consultation with the Catering service.
- Hirers will be subject to extra charges if: -
  1. Damage is caused to furniture, apparatus or the structure of the building during the period of letting.
  2. Extra cleaning is required as a result of the letting.

In particular: -

    - Any tables used must be wiped and left clean.
    - Litter must be brushed up and floors left tidy.
    - Any furniture moved must be returned to where it was found.
  3. Lettings are subject to the availability of the caretaking staff to open and lock the school.
  4. The governing body reserves the right to refuse a letting to a body or organisation.

## **Insurance**

The hirer will be required to indemnify the School against any liability at law in respect of any accident involving death or bodily injury to any person or damage to or loss of any property real or personal and happening consequent upon or in connection with the use of the premises unless due to the negligence / default of the Governing Body, its Servants or its Agents. The Local Authority has a special insurance policy which will provide cover for the hirer in certain cases. Full details of the policy details including conditions and exclusions can be found in the Third Hirer's Policy - Summary of Cover document. Where the hirer is a political organisation, a professional entertainment promoter, or uses the premises on a commercial / business basis or is unable to satisfy the requirements of the Third Party Hirer's Policy then they will be required to obtain separate third party insurance cover.

## **Practice**

- Anyone wishing to book the school for a letting should contact the school secretary in the first instance.
- Subject to availability a booking will be made and the charges explained. Full payment must be received before the letting takes place.
- The Hirer will be required to specify: -
  1. The rooms required.
  2. The times required.
  3. The nature of the function.
- When a booking has been made it is the hirer's responsibility: -
  1. To ensure that there is someone on the school premises when the janitor arrives to open and unlock the school. The buildings must not be left unattended.
  2. To maintain good order, thereby preventing the likelihood of any damage or accidents.
  3. To be responsible for evacuating the building and contacting the fire brigade in the event of a fire.
  4. To ensure that:-
    - Any tables used have been wiped and left clean.
    - Litter has been brushed up and floors left tidy.

- Any furniture moved is returned to where it was found.
- That the event finishes on time.
- In the event of the janitor having to wait to lock up because the hirer is not ready to vacate the premises, the hirer will be charged an equivalent of a standard rate 4hr letting.

### **Lettings - Scale of Charges from June 2021**

Car Park	-	£50 session
Hall	-	£30 session if prepaid for the year (WI)
	-	£30 church /community events
	-	£60 profit making includes VAT

Regular lettings at a reduced rate

e.g. Car Park and Hall - £50 per session - twice a week

Extra charge for classrooms at the Headteacher's discretion

### **Other Charges**

Music - Instrument tuition - £240 per annum (£80 per term).

Recorders - £120 (£40 per term) - to be paid after the first half term of lessons termly.

