

CRACOE & RYLSTONE VC CE PRIMARY SCHOOL SCHOOL LETTINGS POLICY



1.0 Introduction

1.1 The Governing Body of Cracoe & Rylstone VC CE 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. (The School Charging Policy should also be referred to in conjunction with this Policy)

2.0 Policy

2.1 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 charge for school use is agreed by the Governing Body and will be reviewed annually.**

2.2 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 Chair of the Governing Body should be consulted. **The LA's standard lettings forms shall be used on all occasions.**

2.3 Hirers are responsible for damage to premises or property which occurs during or as a result of their letting

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

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

2.6 No smoking/drinking of alcohol is permitted by individuals on the school premises.

2.7 A minimum of two weeks notice is required by the school of all lettings. The standard lettings forms should be completed by the school and signed by the hirer in advance of the letting.

2.8 Where hirers use equipment that is the property of the school, the Headteacher must be satisfied that the hirer is capable of using it.

2.9 The hirer must supply the Headteacher with copies of Risk Assessments for activities taking place on school premises and these must be approved before the letting is agreed. Appropriate supervision arrangements should be in place for activities held in buildings or grounds.

2.10 Security arrangements for opening/closing the school building and fully securing the premises must be agreed between the Headteacher and hirer before the letting takes place.

2014-15

To be reviewed annually by the Governors' Finance Committee.