

SELBY COMMUNITY PRIMARY SCHOOL

LETTINGS POLICY APRIL 2016

Introduction

The Governing Body of Selby Community 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.

Policy

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 scale of charges for the LEA use of accommodation has been produced and is reviewed by the Governing Body in April each year. (See Appendix and School Finance Manual Section 12)) For all other types of use listed in the School Finance Manual Section 12, school will make charges as appropriate on an individual basis.
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 Chairman of the Governing Body should be consulted. The LA's standard lettings forms shall be used on all occasions.
3. 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.
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.
5. The current charge as recommended by NYCC is £12 per hour for the use of the Hall and £12 per session for the hire of the outdoor football pitch.
6. Hirers are responsible for removing or otherwise disposing of litter and rubbish resulting from their use of the premises or grounds.
7. No smoking/drinking of alcohol is permitted by individuals on the school premises.
8. The gate codes and keys should not be passed onto any third parties
9. All gates must be locked at the end of the letting

10. No cars on the playground, so to ensure that the playground remains clean.
11. No dogs allowed on the field at anytime

12. Care of school and other North Yorkshire property should be a priority at all times

13. 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.

14. Where hirers use equipment that is the property of the school or catering contractor the Headteacher/Contractors representative shall satisfy themselves that the hirer is capable of using such equipment.

15. Failure to comply with the rules, could result in the Governors ending the terms of the letting

April 2016

To be reviewed April 2017