



**GREAT FINBOROUGH
CHURCH PRIMARY**

Lettings Policy

*See Also
Safeguarding Policy
Child Protection Procedures
Confidentiality Policy
Online Safety Policy*

Prepared by:	H Elliss
Date Last Reviewed:	February 2020
Chair of Governors:	Jamie Warner
Chair of Committee:	Jim Sansom
Minuted:	18.06.2020
Date of next review:	As required

Great Finborough Church Primary

Lettings Policy

USE OF PREMISES

Availability, Application for and General Conditions of Use

1. AVAILABILITY

- 1.1 Educational buildings and facilities are generally available when not required by the Local Education Authority for the purposes of Primary, Secondary, Special, Further and Adult Education, and the provision of a Youth Service.
- 1.2 Applications for the use of the school premises and school field will be dealt with on the basis of availability of: rooms, caretaking and cleaning staff and compatibility of use. There will be occasions when Great Finborough Church Primary School will not be able to meet the requirements of the applicant. In these circumstances the applicant's booking will not be accepted.
- 1.3 Use of these premises is subject to the following regulations and charges.
 - Use of school premises for school functions will take priority over lettings.
 - The school premises will not be let for functions where a Public Entertainment Licence is required.
 - The school kitchen will not be available for lettings.
 - The school field will be let but each application will be considered on its own merit.

2. APPLICATION

- 2.1 Application forms (available from the school) should be submitted to the Headteacher at least two weeks before the first day of the proposed use: in the case of block bookings, four weeks notice should be given. When the proposed use is during a holiday period, applications should be submitted at least two weeks before the end of term. The person signing the application form will be considered the User.
- 2.2 Applications will be considered on their merits, taking into account considerations such as the preservation of law, order, public safety and the availability of other suitable accommodation, particularly that provided at public expense.

3. GENERAL CONDITIONS

3.1 Cancellation

- 3.1.1 Cancellations should be made in writing at least twenty-four hours before the proposed use, otherwise the user will be liable for the standard charges. It should be noted by certain regular users that the cancellations and subsequent non-payment for one session in a series can result in VAT implications.
- 3.1.2 Acceptance of regular weekly bookings will be subject to termly review and do not necessarily guarantee the hirer priority to use over particular application for use of the same facilities at the same time by the school, other organisations, etc. However, the Headteacher will always bear in mind the desirability of meeting of groups held regularly, will keep any such interruptions to a minimum, and will give as much advance warning to the regular hirer as possible.
- 3.1.3 The Local Education Authority and schools will accept no liability in respect of commitments incurred by the user due to such cancellation.
- 3.1.4 Cancellations received with less than one week's notice will be subject to a cancellation fee of 50% of the standard charge.

3.2 Charges

- 3.2.1 Letting fees are reviewed yearly. Upon receipt of a completed application the school decides whether to agree the letting and calculates the fee. The top copy of the application, with the fee inserted, is returned to the hirer as confirmation of booking.
- 3.2.2 Payment of fees is made to the school office. It is at the discretion of the Headteacher whether this is paid in advance or by invoice issued by the school after the booking.

3.3 Alcoholic Drinks

- 3.3.1 Express approval by the Headteacher is required if alcoholic drinks are to be sold or consumed on the premises. The selling of alcohol requires a licence which is the hirers responsibility to obtain from the local authority. Unconsumed liquor, bottles, cases, glasses and similar articles must be removed from the premises immediately after the function has ended. Disposal of all waste is the responsibility of the user.

3.4 Insurance

- 3.4.1 The user shall indemnify the Authority against any claim for bodily injury, or loss of, or damage to, property (real or personal) whether belonging to the Authority or to any other person, if said loss, damage or injury (real or personal) is caused by the user, or by the negligence of any person using the premises with the permission of the user.
- 3.4.2 Additional Public Liability Insurance may be required by the organisations/ hirer. Organisations should also consider whether staff and helpers should be protected by personal accident insurance/employers liability etc and an appropriate charge levied.

3.5 Emergency Precautions

- 3.5.1 Users must acquaint themselves with the premise's fire regulations particularly the location of any emergency telephones, fire alarms, extinguishers, emergency exits, evacuation procedures, and signing in procedures.
- 3.5.2 Suffolk County Council operates a non-smoking policy in all of its premises and it is incumbent upon the user to ensure this policy is adhered to whilst on the premises.
- 3.5.3 All exits and corridors must be kept clear at all times. Fire appliances must not be tampered with or removed other than for fire fighting purposes.
- 3.5.4 Any items such as scenery, costumes, drapes etc used for stage performances or the like must be fireproofed.
- 3.5.5 Any bookings may be cancelled or postponed at any time on the advice from the County Fire Officer.
- 3.5.6 All users will have access to a phone and the contact number of the Headteacher, Business Manager & Caretaker

3.6 Cleaning

- 3.6.1 The user is responsible for ensuring that premises are left in a clean and tidy condition, including replacing any furniture that may have been moved. Any additional expense, incurred by the school in the moving and replacement of furniture and equipment, or extra cleaning that may be necessary, in returning the premises to a satisfactory condition shall be recharged to the user.

3.7 Use of Facilities

- 3.7.1 The user will be responsible for the proper use of facilities (specialist equipment is not generally available e.g. projectors and interactive screens. unless special arrangements have been made) and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings, furniture and fittings and school equipment; the user shall be responsible for making good any damage to premises and property. No fixtures or fittings should be made to the fabric of the building without prior approval.
- 3.7.2 Where any electrical equipment is brought in it must be less than one year old or have a current Portable Appliance Testing (PAT) sticker showing.
- 3.7.3 The user must use only that part of the building hired and must observe any instructions given by the Caretaker concerning the area available. The user is not entitled to use or enter the premises at other than the agreed time, unless prior arrangements have been made with the Headteacher.
- 3.7.4 The user shall be responsible for ensuring that good order is kept on the premises and approaches thereto, immediately before, during and immediately after the agreed period of use. The school reserves the right:
 - To have a representative present at any function;
 - To inspect the proceeding at any time;
 - To put a stop to any entertainment or meeting not properly conducted.

3.7.5 Users should acquaint themselves with the Health and Safety Policy available from the school office. Any queries regarding Health and Safety procedures should be directed to the School **before** the event or booking takes place.

3.7.6 Use of the kitchen is not permitted to non-school users. The oven in the Resource Area may be used with prior approval. Users should carry out the appropriate Risk Assessments and be aware of fire related matters connected with this.

3.8 Confidentiality

3.8.1 During the course of your letting you may come into contact with personal information (relating to staff, pupils or families) belonging to the school. By signing this agreement you confirm you will keep this confidential, and not disclose such information to any third parties. It is the responsibility of the User signing the hire agreement to ensure all attendees abide by this.

4. POLICY REVIEW

4.1 The Governing Body reserves the right to review this policy and charges therein at any time, and, at least, annually.

Great Finborough CEVC Primary School

Use of Premises Hire Charges February 2020

Summer Charges (1st April – 31st October)

Facility/Room	Hourly Charge Community Groups, Staff & Governors	Total Fee Church Use	Hourly Charge Private Bookings (minimum total fee £40)
Main Hall	£10.00	£10.00	£15.00
Classroom	£10.00 per room	Free with Hall	£10.00 per room
Activity Area	Free with Hall	Free with Hall	£5.00
School Field	£5.00	Free	£10.00
School Field & Toilet Access	£10.00	Free	£15.00

Winter Charges (1st November – 31st March)

Facility/Room	Hourly Charge Community Groups, Staff & Governors	Total Fee Church Use	Hourly Charge Private Bookings (minimum total fee £40)
Main Hall	£15.00	£15.00	£20.00
Classroom	£15.00 per room	Free with Hall	£15.00 per room
Activity Area	Free with Hall	Free with Hall	£5.00
School Field	£5.00	Free	£10.00
School Field & Toilet Access	£10.00	Free	£15.00

Please note that we aim to encourage use of the facilities for the community. Therefore groups such as Youth Clubs etc which may need longer than one hour or where more than one facility may be needed at a time should negotiate with the Headteacher or Business Manager to agree the overall charge.

The minimum charge will be £10 per letting for community groups and £40 for private hirers.
All rates exclude VAT.