

St Bernadette's Catholic Primary School

Lettings Policy



Introduction

The Governing Body actively encourages community use of the school buildings, on an agreed basis, outside of the school day. However, it reserves the right to refuse any lettings it may choose.

All events organised by the school, for the benefit of the pupils, during the school day, will be free of charge.

The Governing Body is responsible for ensuring that the school budget does not subsidise non-school activities and that all costs associated with the hire are recovered. The rates of hire are to be determined, approved and reviewed annually by the Governing Body.

The Terms and Conditions are subject to regular review by the Governing Body.

General Conditions

The school reserves the right to give at least two weeks notice of cancellation in the event of the school requiring use of the facilities.

Applications for the use of the school, out of hours, must be made to the Headteacher, via the School Office on the attached Letting Application / Indemnity Form.

The appropriate payment must be made in advance of the date on which the school is required, unless otherwise agreed by the Governing Body.

Letting Application / Indemnity Forms must be completed by ALL applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer.

Any hirer that uses the school must be properly insured and insurance documents must be attached to the application. The hirer shall have public liability insurance of £2 million.

The hirer must be willing to meet with school officials and provide details of their aims and objectives. The hirer must not use the premises for any other purpose than for which the letting was agreed.

The time of the hiring must be strictly adhered to. Access to the school for preparatory work in connection with the hiring must be included within the hire period.

Each hirer using the school will be required to nominate a contact person. Such person must ensure there is adequate supervision at all times and be able to investigate any difficulties that may arise. No unauthorised persons are permitted to enter the school premises.

The Governing Body reserves the right to determine if a nominated person from school is required on site when the premises are being used.

It shall be the responsibility of the hirer to satisfy him/herself that the premises, furniture, fixtures and fittings are fit for their purpose. The hirer shall take good care of, and shall not cause any damage, or permit, or suffer any damage to be done to, the hired premises, equipment or other property therein. The hirer shall make good, and pay for, any damage thereto (including accidental damage) caused by any act or neglect of themselves.

The hirer shall ensure that no screws, nails or fixing materials such as Sellotape, Blu Tack etc., shall be used on the walls or furniture, and no placards or banners etc, are fixed to any part of the building or premises without permission. Those responsible for the hire of the school building shall prevent anyone from standing on chairs, desks or tables.

All persons hiring the school shall be expected to conform to the relevant Health & Safety Regulations. The hirer shall ensure that fire exits are kept clear at all times and are responsible for making themselves aware of the fire precautions and escape routes.

Smoking is not allowed on the premises in line with school policy.

Alcoholic Drinks may not normally be consumed on school premises, but Governors may agree to waive this restriction. Where agreement has been given for the consumption of alcoholic liquor, the hirers must accept responsibility for compliance with the licensing laws.

Where appropriate the hirer must obtain an occasional licence. The Licensee is responsible for conduct of bar sales etc. No alcohol is to be stored or retained on the premises when pupils are present.

Signed:

Date:/..../....

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Date:/..../....