

## Lettings Policy

<b>Date:</b>	December 2014	<b>Review Date:</b>	December 2015
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We acknowledge section 42 of the Education Act 1986 that the use of the school premises at all times other than during the school day is under the control of the GB of this school.

We recognise the school premises are a valuable resource within the community and therefore we are very keen that they are used for the benefit of the local community.

We will let the school premises to groups or individuals in the community for:

- educational use that will benefit the school;
- social or community use;
- commercial or private use

We will not let to any group that promotes or supports racism, sexism, ageism, homophobia or any other type of discriminatory behaviour or whose presence would otherwise be incompatible with the schools ethos and policies.

Also, before letting the school premises we will have regard to the likelihood of any damage being caused to the premises or any nuisance that may arise as a result of accepting the booking.

### Aims

- To ensure the school premises are used for the benefit of the local community.
- To further integrate the school into the local community in order to pursue the extended schools' agenda.
- To raise money in order to develop school projects and activities.

### Procedure

#### Role of the Governing Body

- The GB has delegated responsibility of letting the school premises to the Resources Committee and the Headteacher.
- The GB operates this policy within the framework of:
  - the Community Cohesion and Equality Policy of the County Council;

## Our Lady and St Joseph School

	<ul style="list-style-type: none"> <li>▪ the Sex Discrimination Act 1985;</li> <li>▪ the Race Relations Act 1976</li> </ul> <ul style="list-style-type: none"> <li>• The Resources Committee will set the hire charge for each category of letting.</li> </ul>
<b>Role of the Headteacher</b>	<ul style="list-style-type: none"> <li>• The Headteacher in conjunction with the Resources Committee will approve all applications for lettings.</li> <li>• The Headteacher will seek the approval of the Premises Manager on applications for lettings.</li> </ul>
<b>Process</b>	<ul style="list-style-type: none"> <li>• Any person or organisation wishing to use the school premises must complete a lettings form and agree to abide by the conditions of hire.</li> <li>• The details of the application are checked and if approved the applicant will be sent: <ul style="list-style-type: none"> <li>▪ a letter of confirmation;</li> <li>▪ an invoice to cover the cost of the let</li> </ul> </li> </ul>
<b>Conditions of Hiring the School Premises</b>	<ul style="list-style-type: none"> <li>• <b>Bookings</b> – bookings can only be accepted when the caretaking staff of the school is available.</li> <li>• <b>Application form</b> – the hirer's signature on the application form confirms his/her agreement of the conditions of the booking.</li> <li>• <b>Responsible person</b> – a named responsible person will be readily available during the period of the letting.</li> <li>• <b>Public liability insurance</b> – the hirer must produce evidence of insurance prior to the event.</li> <li>• <b>Protection of the premises</b> – the hirer is responsible for any damage to the premises and for the good behaviour of all users.</li> <li>• <b>Alcoholic drinks</b> – written permission must be given before alcoholic drinks are brought on to the premises for consumption. A magistrate's licence must be produced before drinks are sold on the premises.</li> <li>• <b>Smoking</b> – the school's no smoking policy must be adhered to at all times.</li> <li>• <b>Food and drink</b> – written permission must be given before any food or drink is consumed in areas other than the designated social areas.</li> <li>• <b>Cleanliness</b> – all exterior and indoor areas will be left clean and tidy as found.</li> <li>• <b>Booking period</b> – the times of the booking period must</li> </ul>

## Our Lady and St Joseph School

	<p>be adhered to with all users leaving the premises in an orderly fashion.</p> <ul style="list-style-type: none"> <li>• <b>Car parking</b> – all car parking areas will be stewarded in a proper controlled manner.</li> <li>• <b>Emergency access</b> – all access points will be kept clear for emergency vehicles.</li> <li>• <b>Furniture</b> – no furniture or apparatus is to be used without prior permission.</li> <li>• <b>Health and Safety</b> – the hirer will comply with all Health and Safety requirements as shown by the school. The hirer will familiarize the event stewards of all fire and health and safety arrangements.</li> <li>• <b>Equipment</b> – the hirer will ensure that all equipment brought on to the premises complies with safety regulations by producing the necessary documentation.</li> <li>• <b>Hazards</b> – the hirer will inform the caretaker of any identified hazards with the caretaker taking the appropriate action.</li> </ul>
<b>Monitoring the Effectiveness of the Policy</b>	<ul style="list-style-type: none"> <li>• Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the GB.</li> </ul>

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	