

Buckshaw Primary School



LETTINGS POLICY

February 2019

1. The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.
2. The hirer must be willing to meet with school officials and provide details of their aims and objectives and all other relevant documents – see below at 7 and 8.
3. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing body.
4. Each hirer using the school will be required to nominate a “responsible person”. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
5. The Governing Body will determine if a nominated person/site supervisor from school is required on site when the premises are being used. If not, the “responsible person” above at Point 4 must be on the premises during the letting.
6. A Letting Application/Indemnity Form must be completed by ALL applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer. For long term lettings application forms will be reviewed on an annual basis. All requirements of the letting must be completed before the letting may proceed.
7. Any hirer that uses the school must be properly insured and insurance documents must be attached to the application.
8. Lettings involving children or vulnerable people will require the hirer to produce evidence of DBS clearance.
9. Any hirer must have appropriate health and safety and first aid training, of which evidence must be provided.
10. Arrangements for the payment of each letting will be made in advance with the hirer concerned.
11. Smoking is not allowed on the premises in line with school policy.
12. Alcoholic drinks –
 - a. An occasional licence must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc.
 - b. No alcohol is to be stored or retained on the premises when pupils are in school.
13. All hirers must comply with the following school policies:

Behaviour and Discipline

Care and Control
Child Protection
Disability Non-Discrimination
Equal Opportunities
Health, Safety and Welfare
Racial Equality
School Environment

14. The school may determine at any time if the grounds are suitable for use.
15. The school has the following scales of charges:
 - a. Site supervisor present during the letting – LA recommended rate
 - b. Site supervisor not present during the letting – LA recommended rate
 - c. Use of school field only - £5.00 per session, unless a long term letting.
 - d. Safe meeting place in school grounds – free, but a £10.00 refundable deposit required for gate keys
 - e. Keys issued as part of letting are subject to a £10.00 refundable deposit