

LODGE FARM PRIMARY SCHOOL

LETTINGS POLICY



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Date of issue:	Spring 2015
Review Date:	Spring 2018

Introduction

This policy covers our approach to the use of the school building and its facilities by external hirers and school promoted activities. It indicates any group who will be given priority use of the building.

Key Considerations

- The income generated from lettings is helpful to the school budget;
- The Governing Body is responsible for the use of the school building outside school hours;
- The LA may require the school to make the premises available for some community activities which it may wish to provide or encourage, such as civil emergencies, public meetings, polling station in-service training;
- With a few exceptions the school is responsible for determining the hiring charges and will receive the income generated;
- **No hiring will be permitted without public liability indemnity.**

Priorities

- Priority is given to PTA, educational/community groups of benefit to children and local residents;
- Priority is given to sporting events which benefit local children;

Responsibilities

The Site Manager will co-ordinate the lettings of the school. All bookings will be proposed to the Bursar before confirmation.

The Bursar will be the main contact for persons hiring the school and she will be responsible for:

- Training for any long term key holder;
- Preparing the invoices;
- Making provisions agreed with the hiring party – eg. tables, chairs, access to other facilities;
- Ensure that there is public liability indemnity;
- Ensure that maximum group limits are adhered to;
- Consideration is given to local residents – parking, noise;
- Ensure relevant Health and Safety issues are observed and that hirers are aware of location of first aid and emergency phone, including mobile numbers

Storage

Space in the school is at a premium and hirers cannot assume that they have an automatic right to store equipment and belongings at the school. If the hirer has a need to store equipment at the school this must be agreed with the school in advance.

Personal Property, Equipment and Belongings

The school is not responsible for damage to personal property, including vehicles parked in the car park.

Smoking

In order to promote a safe and healthy workplace and working environment for all who use the school, smoking is not permitted inside the building or within the perimeter of the school grounds.

School Equipment

School resources will not normally be available to the hirer. Should a hirer wish to make use of school equipment, this will need to be agreed with the Bursar and, in some cases, a small charge may be levied.

The hirer is responsible for alerting the school to any accidental damage to the school or equipment and, in some cases, a charge will need to be made for repair or replacement.

Nuisance

The hirer will be expected to refer any nuisance – such as youths loitering on the site or causing annoyance or damage – to the police immediately.

Termination of Contract

- The Governors may cease any hiring arrangement immediately if the hirer fails to meet the conditions set down by the school, or acts in a manner which is likely to reflect badly on the school, or causes damage etc. to the school.
- Long term hirers are expected to give at least one month as notice to cease a leasing agreement, with the option of Lodge Farm Primary School giving one month's notice to cancel a leasing.
- All prospective hirers will be given an application form (LT01). Contract will need to be co-signed by the Headteacher and the hirer.