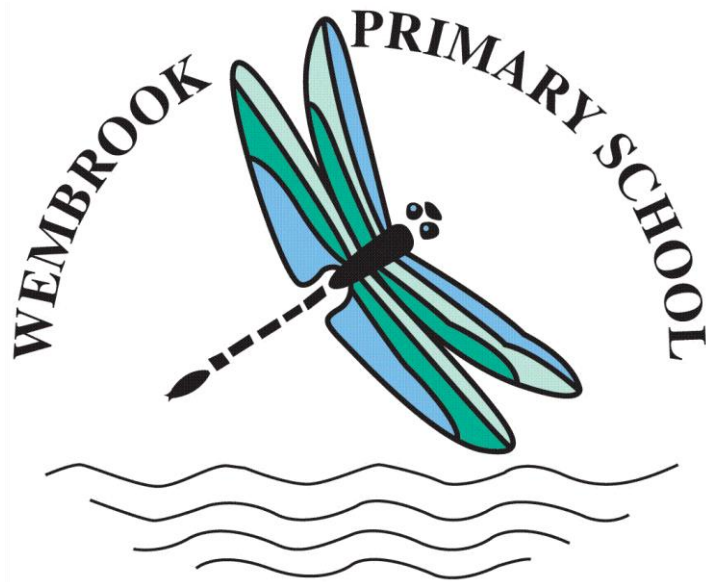


Lettings Policy



Signed:

Headteacher

Chair Of Governors

1. The Governors would encourage the use of the school premises out of school hours to endorse and facilitate the promotion of educational and social opportunities for the personal and social development of people in our local community.
2. Whilst all use of the accommodation will be considered the Governors retain the right to refuse an application for hire without having to state the reason.
3. The Governors delegate the responsibility for agreeing applications for hiring of school premises to the Headteacher.
4. The terms and conditions laid down by the Local Authority apply in all cases and in which the following conditions are also met :
 - 4.1 All hirers must provide evidence that they maintain public liability insurance cover or pay an additional sum in order to be covered by the policy maintained by the Local Authority on behalf of hirers. The sum is determined annually and is based on the cost of the premium to the Authority. The policy will not be available to all hirers, please refer to the declaration on the reverse of the hiring application Form A.
 - 4.2 The school and grounds are a designated non-smoking area.
 - 4.3 The accommodation and the hours of hire submitted on the application Form A and agreed by the school must be adhered to or extra costs will be incurred. All additional costs charged are pro-rata of the cost agreed.
5. Rates for hiring are determined by the Governors and are reviewed regularly. Energy costs will be raised in line with inflation.

6. Separate hiring charges apply to different categories of use. The categories are :
 - 6.1 Children and Youth Groups Use will be wholly or mostly by and for the benefit of young people under the age of 14 years.
 - 6.2 Concessionary Use will be usually non-profit making concerns for a (local) community or educational purpose.
 - 6.3 Full Rate Use by profit-making groups, social and non-educational purposes.
7. Car parking is only allowed in designated parking areas. No parking is allowed on playgrounds.
8. Certain areas of the school are not available for hire. These are :
 - The Staff Room
 - The IT area
 - Classrooms
 - Offices
9. The school and grounds may not be hired before 8.00.a.m. and after 10.00.p.m. unless express permission of the governors is sought.
10. All accidents on school premises must be reported to the school office at the earliest opportunity. An accident report form is required to be completed.
11. All users of the school premises are required to follow all Fire and Health & Safety guidelines and procedures. Including holding regular fire practices. Please liaise with the caretaker.