

Cherrywood Community Primary School

Hampshire



Lettings Policy

Adopted on:	March 25
Signed on behalf of the Governing Body	Mrs B Read Chair
Review Date	March 27

Introduction

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible by the local community. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and this will take priority over any letting.

The approval of the Governing Body is required for all lettings and it has complete discretion in deciding whether to accept a booking. No booking is confirmed until such approval has been given. Consideration will be given in all cases as to whether the intended usage is in keeping with the values and ethos of the school. Other than usage by the local authority for the purposes of a Polling Station at local or national elections, the school will not accept any lettings which are political in nature.

All rentals will be in accordance with Hampshire County Council guidelines. A written Lettings Agreement is required in all cases, whether or not a charge is made. This Agreement will include the Conditions of Hire and details of the HCC's public liability insurance coverage. Hirers will be required to sign this Agreement and to provide evidence of additional insurance coverage for personal injury and loss of life and loss of or damage to property (in advance of the date of hire).

In the event of hire for extra-curricular clubs, the Letting Agreement will include information and expectations in relation to Health & Safety, Security, Child Safeguarding and Behaviour.

The school is unable to permit lettings of the school kitchen or the kitchen equipment/facilities. Unless specifically agreed no letting will include the use of school equipment or resources such as IT, sports equipment, staging lighting and/or amplification systems. Any such usage will incur additional charges.

In the event of hire involving the use of live music, entertainment or the provision/sale of alcohol, the hirer is responsible for applying for and obtaining the appropriate Temporary Events Notice to permit these activities to take place legally, The Hirer must provide proof that this has been granted prior to the event, failing which the event will be cancelled with no liability to the school for any loss suffered by the Hirer as a result.

The charges levied for all lettings, where these are discretionary, must at least cover the costs of heating, lighting, cleaning, and fair wear and tear, together with the staff costs associated with opening up and closing the premises before and after the event.

The costs of any additional cleaning, repairs to and/or replacement of any items of school property/the premises or facilities arising out of and in connections with the hire will be paid in full by the Hirer. A refundable damage deposit will be payable, especially in relation to all out of school hours' bookings, against any such loss or damage.

A deposit will be payable once a booking has been confirmed and full payment, against an invoice, must be received not later than 7 days before the event (for a single event and events running over multiple but not more than 10 sessions).

A Community subsidy may be available for activities/groups which fall within the Local Authority's guidelines (including not-for-profit activities/groups with open attendance).

No charges apply to "school activities" which make use of the school premises, grounds, or facilities outside of normal school hours including activities for parents/carers, staff and/or governors, clubs for pupils run by parents/carers, staff and/or governors, and staff, parent, and/or governor meetings.

Commercial or any other usage not covered above will incur such charges as the Governing Body in its sole discretion shall from time to time decide.

All lettings enquiries should be made to the school's Business Manager.