



Kitwell Primary School and Nursery Class

LETTINGS POLICY

The Governors of Kitwell Primary School may consider it worthwhile, at times, to let out certain parts of the school premises as long as all users abide by the terms and conditions set out in this document.

Consideration for Letting

Priority on Usage: will be given to sports clubs, youth groups, brownies, cubs, guides, etc. and the local community.

A letting application should be made in writing and submitted to the Headteacher for approval. Arrangements for opening and closing the premises will be made by the Headteacher.

The times stated must include time for any preparation and packing up. Premises should be vacated promptly. If a letting ends considerably earlier than expected then the Site Service Officer should be informed, someone should be left in charge of the premises until the Site Service Officer arrives. **Under no circumstance should the school be left open without supervision.**

In the event of over-runs additional charges will be made.

If an application is accepted a letter of confirmation will be sent. Hirers will only be admitted to those areas booked and additional charges will be made for any unauthorised usage.

A hirer may not sub-let.

The letting of the school and/or premises will normally only take place during term-time. Monday to Friday. Only under exceptional circumstances will a letting take place at a weekend or during school holidays, this with prior agreement with the Headteacher and Site Service Officer.



Cancellation of a Letting:

By the hirer: The hirer must notify the Headteacher at the school of a cancellation at least 3 working days before the date booked, otherwise the full hire charge will be payable.

By the School Governors: The School Governors reserve the right to cancel any booking. An explanation will usually be given, but the right is reserved to cancel without any reason.

Damage

The hirer is expected to leave the premises in a reasonably clean and tidy state and will be held responsible for any claim for damage, loss or injury to persons, equipment or premises which occurs within the school premises and grounds as a result of their use of the facilities.

Accidents

Any accident occurring during the course of a letting must be reported, in writing, to the Headteacher at the earliest opportunity.

The actions of a group/organisation may lead to claims by members of the group/organisation or by the general public. The hirer will be held responsible for any injury that may occur during the course of a letting. **Hirers are strongly recommended to take out public liability insurance to cover such claims.**

Hirer's Property

Electrical equipment brought onto the site must have a certificate of safety from a qualified electrical engineer.

The Governors accept no responsibility for any property, equipment or vehicles brought onto the school site. All such items should be removed after each letting.



Safety Regulations and Procedures

All hirers should become familiar with the school's safety regulations and procedures (e.g. in the event of a fire) and to ensure that members of their group know what to do in an emergency.

Vehicle Parking

Vehicles must be parked in the authorised car park as directed by the Headteacher or their nominee the Site Service Officer. Parking is entirely at the owners risk.

Lettings Rates

Invoices will be issued asap and the Scale of Charges will be set by the Full Governing Body.

Free or Subsidised Lettings:

The Governors will consider each letting application on its own merit.

Subsidised/free lettings will be given to groups such as guides, brownies, cubs, scouts, etc.

Other Lettings

Other users who intend to let the premises for the purpose of running a business, e.g. keep fit, dancing school, etc. will be charged an agreed sum by the Governors.

Groups within the community wishing to let the premises for any form of celebration e.g. dances, weddings, birthdays will be charged the rate applicable to the form of letting.

School Kitchen

The letting of the school kitchen is delegated to the school in consultation with the School Meals Service.



A member of the Catering Services staff must be in attendance throughout the period of all kitchen lettings.

Equipment must not be used except under the guidance and instruction of the member of the Catering staff. Damage arising from the unsupervised use of the equipment or machinery will be the responsibility of the hirer.

Catering staff will not assist in the preparation/serving of food or act in any other than a supervisory capacity.

Advice/instruction given by the Supervisor must be followed.

The kitchen should be left in a clean condition.

In addition to the accommodation charge, to be set by the Governors, there will also be a charge for Supervisory costs and fuel costs, where the kitchen is used for cooking or warming food.

Banned Lettings

There will be no lettings to persons under the age of 18.

Any organisations with extremist or unlawful backgrounds are banned. See the Kitwell 'No Platform' policy.

Insurance

The school's Governing Body is insured by the City Council against any claims arising from the deficiencies of the buildings, equipment or staff. Lettings organised and approved by the Governing Body, including usage by the L.E.A., are covered.



Monitoring and Review

This policy will be monitored by the Governing Body and reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the LEA.

Review: _____

Signed: _____

Chair of Governors

Date: _____