



LETTINGS POLICY

Hard copies of this policy may be requested through the school office. This must be read and signed if you are to undertake a letting.

**SEPTEMBER
2019 –
SEPTEMBER
2020**



After due consideration the Governors deemed it was essential to have a clear and concise lettings policy which:

1. Outlines bookings and billings procedures.
2. Gives up to date charges and information regarding costing to premises, administration, cleaning and caretaking.
3. Outlines those bodies which will be considered for lettings.
4. Identifies the conditions of lettings.

BOOKINGS AND BILLING PROCEDURES:

All bookings must be done via the school Office.

Priority will be given to :

- a) The School
- b) Church associated organisations
- c) Regular private lettings

Bookings may be made via the telephone, followed up with a written booking form completed by a member of the school administration team as confirmation for each regular user. (Church and non-Church)

An invoice will be issued at the end of each term of hire, which will be agreed upon booking.

Payment in full will be expected within 14 days of issue of invoice. Any delay in payment may result in the letting becoming void, and re-let to any other organisation on the waiting list.

CHARGES FOR LETTING OF SCHOOL FACILITIES:

A standard charge will be made for determined elements of each letting - e.g. caretaker costs, heating/lighting etc. However, a lesser charge may be imposed dependent on the facilities actually required.

A summary of charges is outlined in Appendix 1.

ORGANISATIONS FOR CONSIDERATION FOR THE LETTING OF SCHOOL PREMISES:

- a) District Church organisations
- c) Private lettings

Private lettings may be allowed at the discretion of the Governors upon written application made 14 days in advance of requirement.

PURPOSE OF HIRE

All hirers must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the Head Teacher before approval is given. The School Business Manager will submit an incident report if she suspects that the letting or gathering has been used for political purposes not previously authorised by the Head Teacher, the dissemination

of inappropriate material or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way.

a) The letting must not incite hatred, violence or call for the breaking of the law.

b) The letting is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.

c) The letting must not spread hatred and intolerance of any minority group/s in the community and thus aid in disrupting social and community harmony.

d) The letting must demonstrate a commitment to adhere to the council's 'No Place for Hate' policy.

e) The letting must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.

f) Lettings are not permitted to raise or gather funds for any external organisation or cause without express permission from the Head teacher.

g) Any Letting must be in compliance with the school's Equal Opportunities and Safeguarding Policies.

CONDITIONS OF LETTINGS.

a) The lettings fee for the use of the building/grounds, is calculated to cover the cost of heating/lighting, water, wear and tear, rodent protection, minor repairs, basic cleaning cost, caretaker's attendance, toiletries and administration.

b) An additional charge of £25.00 per hour may be incurred to cover the cost of caretaking and cleaning should the premises not be left in a satisfactory manner. The caretaker will be asked to submit a detailed report to reflect these charges.

c) St. Philip's C.E. Primary School has a 'NO SMOKING' policy which must be adhered to. Any organisation not complying with this regulation, may jeopardise their right to use the premises.

d) Areas which are identified as 'out-of-bounds' are prohibited. Should the security alarm be activated following intrusion into said areas, there will be a charge for the cost of resetting.

e) The School caretaker will be responsible for opening and closing the school building, this time will be recognised as part of his designated cleaning time.

Key holder authorisation will only be given to regular Church and associated groups, with one named person per organisation having responsibility. The authorised key holder will be registered with school and should there be any change, notification must be given immediately.

f) Any wilful damage may be charged to the association concerned and notification of all damages or breakages must be reported to the school. Any damage resulting from the failure of a group adhering to the schools 'No Smoking' policy, will be charged accordingly.

g) No responsibility can be taken by the Governors of St. Philip's C.E. Primary School for the loss or damage to personal property whilst in the process of letting school premises.

h) Consideration must be given to the local community when hiring the building. Any

use of school facilities which has a detrimental effect to the local community may result in the letting being revoked.

The Governors will try at all times to consider the needs of people letting the premises, as we value the service the Church and associated groups give to the local community.

Any enquiries may be directed to the School Office or the Head Teacher.

I have read and agree to the above Conditions of Hire

Signed: Date:

I accept conditions of hire and agree to abide by them.

Name: Telephone No:

Name: Telephone No:

Name: Telephone No:

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