

# **PUTNOE PRIMARY SCHOOL**

## **LETTING POLICY**

### **General Information**

Under all LEA schools are responsible for organising their own lettings and are also free to set their own rates of hire.

The school meals service are entitled to use the school premises and the school is automatically reimbursed for this. The meals/energy costs are reflected in this.

### **Policy**

The school reserves the right to object to the use of the premises by groups that are deemed by the governors to be extremist or incompatible with the school's aims and philosophy.

### **Charging**

1. The rates set must cover the cost of overtime payment to the Site Agent, any consumable items, wear and tear of the premises and equipment, collection of any litter and energy costs.
2. The rate of overtime for the Site Agent is based upon whether the letting is determined to be an 'A' or a 'B' category. The category of letting will be decided by the Head teacher or a deputy, in accordance with the LEA guidelines.
3. 'A' category lettings normally apply to functions where the full attendance of the Site Agent is required, i.e. where members of the general public are admitted to the buildings or the grounds, but not meetings of clubs or societies, OR if more than 20 rooms are required at any one time.
4. 'B' category lettings are where the Site Agent is only required to open and close the premises. He does not need to be in attendance or on site, i.e. school meetings of staff/governors, meetings of clubs or societies.

### **Hire Charges**

#### **Weekday Evenings**

£30 minimum charge for up to 2 hours and then subsequent hours at £15 per hour.

Provided the costs to the school are covered, the Management Committee and Head teacher have the authority to set an appropriate rate for individual groups.

#### **Weekend Lettings**

Rates will be considered individually upon application

## CONDITIONS OF HIRE

1. Wherever possible seven days notice is required for the hire of the premises.
2. The hirer should state the exact accommodation required.
3. Payment in full must be made at least four days in advance of the letting. In default the school reserves the right to cancel the letting.
4. The hours of hire must include time for preparing for the event and for clearing up afterwards.
5. The hirer will be charged for any additional work undertaken by the Site Agent at the end of the let, eg removal of furniture, equipment or apparatus. A cleaning charge per room will be levied should the premises not be left in a similar condition to that found at the beginning of the let.
6. The hirer will, if required, produce documentary evidence that they are insured and able to indemnify the school if it has to repair, replace or make good any part of the school premises or contents. Insurance can be arranged through the school at an additional 10% of the total hire charge.
7. Cancellation of a hire must be received in writing to reach the school not later than four days before the booking. If a written cancellation is not received, the hirer will be liable for the full cost of the booking.
8. The school reserves the right to cancel at any time an outdoor letting if, in the opinion of the Grounds Maintenance Office, the grounds are unfit for hire. In such cases the hirer shall be entitled to a refund of the hire charge paid.
9. Animals are not allowed on the school site with the exception of guide dogs.
10. No intoxicated persons will be allowed to come on to or remain on the school premises.
11. The governors will only allow use of the school premises for activities which they feel are consistent with the character of the building and the educational purposes for which they are provided.
12. Neither the governors nor the LEA will accept any responsibility for any loss or damage suffered or incurred by the hirer or his/her/their licensees or invitees whilst on the school premises.
13. The school has a NO SMOKING POLICY throughout the school buildings and grounds which the hirer agrees to observe.
14. The hirer should have their own public liability insurance and a copy given to the school office before the letting commences.