



Twyford St Marys C of E Primary School Lettings Policy

Purpose of the Policy

The purpose of this policy is to promote the use of the school premises by the community as a means of integration with the community the school serves.

The policy also seeks to establish and to recognise a fair and reasonable use of the school premises by different groups in the community.

Responsibility for letting of School Property

The governing body is responsible for the letting of the school premises, for lettings arrangements and for setting letting charges.

The first priority for use of the school buildings after school hours is for school use. The second priority for use will be those organisations which comprise children from the school, or involve members of the school/ local community.

In practice the governors cannot personally vet each and every application and therefore delegate this authority to the Head teacher, or in her absence the Admin officer.

Refusal of hire

The Governors (or the Headteacher) may refuse an application to hire the premises if;

- a. The premises are required by the School
- b. There has been any damage to the property, or breach of these conditions during previous use of the premises by the hirer
- c. For any other reason the Governors deem it necessary or expedient to refuse/withdraw the permit.
- d. No compensation shall be payable by the governors by reason of such a decision.

Hiring of School Premises

A Hire Agreement Form should be completed. By signing the hirer will be covered by County Council's public liability insurance policy. The hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated. The hirer shall be liable for any damage to property or equipment.

Rates for hire

The school follows the Hampshire County Council recommendations regarding lettings charges.

Conditions of Hire

1. Compliance with conditions – the hirer (or the person / body to whom the hire is granted) shall be responsible for compliance with these conditions. Acceptance of the hire agreement is deemed to be acceptance of these conditions including payment of all charges.
1. Buildings - use of the buildings must be compatible with the limitations of the buildings. The Hampshire County Councils (HCC) kitchen (used for preparing school meals) must not be used without the express consent of HCC.
1. School Equipment – no use may be made of school apparatus such as PE equipment, pianos, kettles, etc without permission from the head teacher or delegated deputy.
1. Fabric & Fittings – the fabric and fittings (including electrical installations) and contents of the premises shall not be interfered with in any way. The hirer shall (at the end of the hire periods) leave the property in a clean and tidy condition, all equipment (if given permission to use) being returned to the correct place of storage.
1. Cancellation of hire – either by the school or the hirer are determined within the Hire Agreement Form
1. Rights of access – the Governing body (and its agents) reserve the right of access to the premises during the letting.
1. Smoking - smoking is not allowed on site.

Date of Policy Approval: Spring 2015
Date of Next Review: Spring 2018