



*'Where Learning and Friendship go hand in hand'*

## **Christ Church C of E VC Infants Lettings Policy**

### **Introduction**

The Governing Body recognises the role of the school within the community and welcomes the use of the School's premises for a variety of community and leisure purposes. This document is a statement of rationale, aims and guidelines for the implementation of lettings at Christ Church C of E VC Infant School.

### **Rationale:**

It is the intention of the Governing Body of Christ Church C of E VC Infant School to permit lettings in the school where they support individuals or groups associated with school, Church, local community and South Gloucestershire Council.

This policy aims to:-

- Set a consistent approach to lettings
- Ensure the effective use of the school buildings and grounds for the benefit of the school and its community
- To use any profit to benefit the education provided for the pupils who attend the school
- Provide the Governing Body, school employees and Hirers with a clear understanding of their responsibilities

### **General Guidelines:**

- All lettings to be at the discretion of the Headteacher, following discussion with the Chair of Governors, who retain the right to refuse lettings if they consider it to be in the best interests of the school to do so – in particular groups that may compromise or undermine the school's Christian ethos and values.
- Charges are set out in Appendix A, a copy of these to be made available on the school noticeboards and website. These charges are considered competitive with others in the area, but will be subject to review as stated below.
- Lettings to groups not associated with the school may not occur between 8am and 6pm during term time.
- This policy does not apply to the letting arrangements for the breakfast/after school clubs, which are subject to a separate policy.

### **Application Guidelines**

- Application forms will be available from the school website and office, and should be submitted to the school office/ Headteacher at least two weeks before the first day of the proposed letting. In the case of block bookings at least four weeks notice should be given.
- All applications will be considered and will fall into one of three groups
  - Group A: hirers providing an activity for Christ Church Infants children for which no charge is made (other than to cover any direct costs for materials) – lettings normally approved by Headteacher
  - Group B: hirers providing an activity for Christ Church Infants children for which a charge is made – letting normally approved by Headteacher
  - Group C: any other hirers – approved list of hirers eligible for commercial lettings are contained in Appendix C.
- Payment must be received prior to the commencement of the letting.
- Cancellations should be made at least 48 hours prior to the proposed letting else the Hirer will be liable for the standard charges. In the event of a cancellation due to unforeseen circumstances within the 48 hour notice period, the school will credit the Hirer for a free booking.
- If the school finds it necessary to cancel a booking, as much notice as possible will be given, and a full refund offered. The school will not be liable for any additional costs incurred as a result of the cancellation.

## **Use of Facilities**

- Hirers must be advised that they cannot rely on the school's risk assessment for any activities carried out, however these will be provided for all hirers.
- All hirers must comply with the full regulations as set out in the Conditions of Hire (Appendix B) – this form will need to be signed as well as the application form.
- Entry to the school will be via the main entrance only, which will be opened at a pre-agreed time.
- Car park is available for use by hirers, but must be vacated half an hour after the letting has finished. In exceptional cases (and with prior agreement), cars may be left overnight. For unauthorised car parking, the school reserves the right to levy a charge.
- The Hirer is responsible for ensuring that users are acquainted with fire, safety and evacuation procedures within the area(s) in use. Fire exits must not be blocked or locked, nor should furniture, equipment or other obstructions be placed in corridors during the hiring.
- The Hirer must only use the area of the school hired. Any furniture or equipment moved during the hire must be returned to its original position at the end of each session.
- The Hirer is responsible for ensuring that good order is kept on the premises and within the immediate environs of the school, and the premises are left in a clean and tidy state.
- The Hirer will be responsible for ensuring that the group has adequate insurance cover for any activities undertaken.
- The school reserves the right to levy an additional charge to cover cost of repairing damage or any additional cleaning that may be required after an event.
- For security reasons, the hirer will not have access to school telephone or internet facilities
- Animals, other than guide dogs, are not permitted within the school grounds.
- The area within the school boundary is designated a non-smoking area.
- Lettings after midnight will not be sanctioned.
- No combustible materials are to be used within the school grounds, except with the express approval of the Governing Body.

## **Review**

This policy will be maintained the Finance Staffing & Premises (F, S & P) Committee, who will be responsible for monitoring lettings on behalf of the Governors and will be reviewed annually in the Summer term.

This policy was written in February 2013.

## **Appendices**

Appendix A: Lettings Fees

Appendix B: Conditions of Hire

Appendix C: Approved groups for commercial hire

Appendix D: Risk Assessments

Appendix E: Application Form

Appendix F: Lettings Manager Job Description

Written: February 2013

Agreed by Governors: 20<sup>th</sup> October 2017

Next review: T2 2017.18