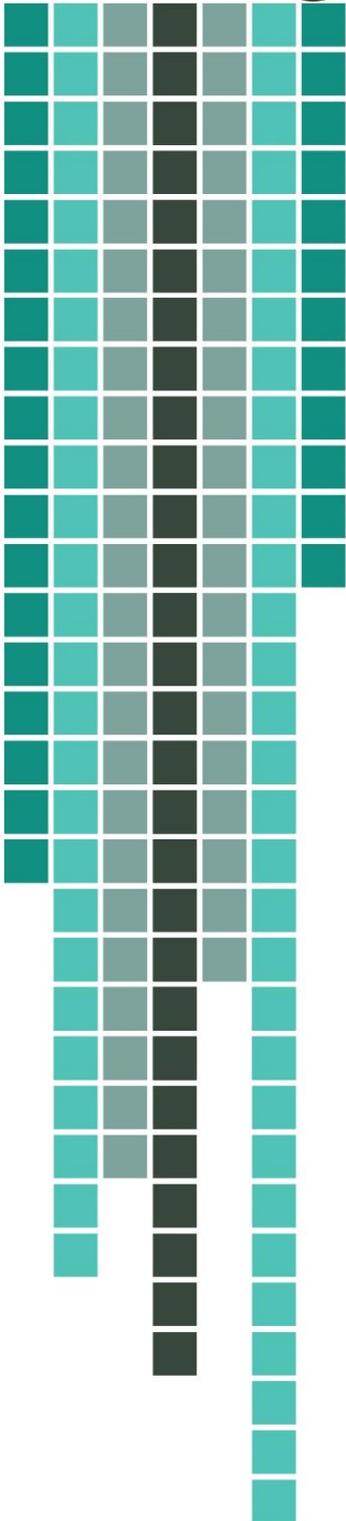




Eggar's School

Lettings Policy



To be used in conjunction with:

- Lettings Charges
- Lettings Terms & Conditions

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|-----------------|------------------|
| Reviewer | Business Manager |
| Review date | February 2018 |
| New review date | February 2021 |

Aim

This policy ensures that a fair agreement is in place between the school and the hirer with conditions laid down in writing to which both may refer. It also enables Senior Managers, with the Governing Body, to regulate the use of school premises outside the school day. The day-to-day management of the lettings of the school premises is the responsibility of the Site Manager who is accountable to the Head Teacher. A letting agreement enables Senior Managers, with the Governing Body, to regulate and determine to whom the premises will be let. Terms and conditions of use of school premises ensure:

- That specialised facilities are used correctly.
- That each hirer obtains the full benefit of their period of hire.
- That fair notice is given by both parties of the cancellation of the hire.
- That the intention of the hirer in booking the facilities is firm and by contract agreement.
- That the school personnel will be available to facilitate the conditions of the hire.
- That health and safety regulations are understood and in place.
- That local, legal and school regulations and restrictions are understood and adhered to.

Procedure for arranging hire

The hirer is required to complete and sign a lettings agreement form. The hirer will be given a copy of the conditions of hire, together with a summary of the School's 3rd Party Hirer's insurance policy.

Site Manager

The Site Manager on duty will be informed of the exact extent of the facilities authorised for use by the hirer and the approved time of use. The Site Manager on duty will meet the hirer on arrival and provide whatever assistance is required, ensure security of the premises throughout the period of the hire, be available for emergencies and provide the hirer with cleaning utensils near the end of the letting. The premises hired must be left clean and tidy. The Site Manager on duty will be paid for half an hour for unlocking and locking of premises at the beginning and end of lettings (where this is outside contractual hours).

Charges for using school facilities

The school premises may be hired for community and private use out of school hours at a scale of charges set by the Governing Body and reviewed annually.

There is a concessionary rate for non-profit-making activities of community groups of young people, the elderly, people with disabilities and registered youth groups. A standard rate applies to all other users.

Lettings of a commercial nature include activities organised by a private individual who charges participants, private functions such as wedding receptions and parties or use by local firms or businesses.

The premises can only be hired out provided the full costs of doing so are met by the total income arising from the letting.

Note: Any community user who does not conform to the school's policies will initially receive a verbal warning. If there is no improvement in the situation this will be followed by a written warning. Failure to comply with this will result in the cancellation of the booking.