

Royles Brook Primary School

Lettings Policy

Written by Mrs H Murray

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Approved by Governors 03.19

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Royles Brook Primary Lettings Policy

ROYLES BROOK PRIMARY SCHOOL LETTINGS POLICY

1. The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.
2. The hirer must be willing to meet with school officials and provide details of their aims and objectives.
3. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are being recovered. Charges will be reviewed annually by the Governing Body. An hourly charge will fall under one of 2 categories:
 - i) Organisations leasing the premises for activities which directly benefit the pupils' education at Royles Brook; (£10 per hour)
 - ii) Organisations whose lease does not directly benefit the pupils' education at Royles Brook.(with site supervisor £35.79 per hour/ without site supervisor £17.87 per hour)
 - iii) Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
 - iv) The Governing Body will determine if a nominated person from school is required on site when the premises are being used. If not, a responsible person must be on call.
 - v) A Letting Application/Indemnity Form must be completed by ALL applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer. For long term lettings application forms will be reviewed on an annual basis.
 - vi) Any hirer that uses the school must be properly insured and insurance documents must be attached to the application.
 - vii) Arrangements for the payment of each letting will be made in advance with the hirer concerned.
 - viii) Smoking is not allowed on the premises in line with the school policy.

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- ix) Alcoholic drinks – No alcohol to be brought on the school site unless permission by the school has been given.