



Cliffe VC Primary

Title of Policy: LETTINGS/SCALE OF CHARGES

Date
Reviewed:
Aut 15

Person Responsible:
SH/SS

Frequency of Review: 1 Year

The Governing Body of Cliffe VC Primary School is committed to ensuring the efficient use of the school's premises and making them available to the local community. To this end they have adopted this lettings policy.

- The Governing Body is required to ensure that any expenditure resulting from the use of school premises by external organisations does not fall on the delegated budget. Consequently a scale of charges for the use of accommodation has been produced and is reviewed by the Governing Body in October of each year.
- Authority is delegated by the Governing body to the Headteacher to deal with requests for lettings of a routine nature. Where any prospective letting involves extended use of the premises (over a number of days/nights or after twelve midnight) or where the prospective hirer is not known to the Headteacher the Chairman of the Governing Body should be consulted. The LEA's standard lettings forms shall be used on all occasions.
- Hirers are responsible for damage to premises or property which occurs during or as a result of their letting and appropriate supervision arrangements should be in place for activities held in buildings or grounds.
- The LEA maintains insurance cover for liabilities incurred by Governors with regard to lettings, but insurance for liabilities incurred by hirers is the responsibility of hirers.
- Hirers are responsible for removing or otherwise disposing of litter and rubbish resulting from their use of the premises or grounds.
- No smoking/drinking of alcohol is permitted by individuals on the school premises.
- A minimum of two weeks notice is required by the school of all lettings. The standard lettings forms should be completed by the school and signed by the hirer in advance of the letting.
- Where hirers use equipment that is the property of the school or catering contractor the Headteacher/Contractors representation shall satisfy themselves that the hirer is capable of using such equipment.
- **Charges made for the hire of school premises will be made as per the agreed Scale of Charges, i.e. as per the LEA School Finance Manual.**