Breadsall CE Primary School

Version	2024 (written Nov 2021)
Written by	School
Policy type	SFVS
Adopted by the FGB	Dec 2024
Next review	Dec 2027

Lettings Policy

Section 42 of the 1986 Education Act provides for the Governing Body of a school with delegated budgets to have control over use of the school's premises outside school hours, subject to directions by the Local Authority (LA) (further details in the 1988 Education Act) and to the statutory requirements of any other Act and having regard to the desirability of use by the local community.

The use of premises outside school hours is delegated to Governing Bodies in accordance with the Education Committee's Regulations for the letting of school premises R9. The Education Reform Act, requires that finances be delegated for statutory school activities, i.e. Community Education, LA initiatives etc, and that this delegation is subject to any direction issued by the LA to maintain community provision.

Objective

- The school and its Governing Body are willing to offer the school's facilities to the community if the site is fit for the purpose. This is to be managed in an effective and constructive manner that does not allow the school's facilities to fall into disrepute. Management of lettings must not detract resources away from the school's core purpose.
- The Headteacher will vet all applications for use of the school's facilities and maintain all details in a central lettings file.
- The Headteacher will from time to time refer applications to the Governing Body to seek guidance for approval.
- Organisations or individuals wishing to use the school's facilities should reflect the values of the school.
- The Headteacher and Governing body reserve the right on receipt of any application to request additional information as to the constitution of the proposed group (if any) and financial resources, the nature of the proposed use and such matters as required in order to consider the application.

Charging

- Any lettings will be charged out using the lettings calculator as provided by Derbyshire County Council, and will include covering the cost of the caretaker, heating and lighting.

- Charges in connection with all lettings must be paid in advance and the school Headteacher reserves the right to require, at its discretion, a deposit in case of damage.

Conditions

- Activities must be properly supervised by the hirers who must supply a written undertaking to pay for any damage caused by their use of the accommodation.
- It is the responsibility of the hirer to ensure that they have obtained any necessary DBS checks.
- Premises must be left in a clean and tidy condition at the end of the booking.
- Floors must not be chalked or otherwise treated for dancing/sports activities so as to make them slippery.
- Alcohol may not be brought onto the premises, except with express approval.
- Gambling is not allowed.
- Representatives and officers of the school have the right of access at all times.
- The school should be contacted if there is any doubt as to whether specific conditions apply.
- All users must adhere to the Health and Safety Policy of the school.
- The school and governing body does not provide insurance cover for any activities taking place in its school. If an accident occurs, the governing body will only consider cases where there has been negligence on the part of its school staff or where it has been caused through the condition of the building. Hirers of the school premises are required to demonstrate they have their own insurance policy in place.
- If any law is found to be broken during a letting, the police will be notified without notice to the hirer and without undue delay.

By signing this I acknowledge I have read and understand the above and that I agree to abide by these conditions. I am authorised to sign on behalf of my organisation.

Signed: …… …… Date: ……..

(Hirer)

I agree to the above hirer using the school on condition the above conditions are met.

Signed: …… Date: ……..

(Headteacher)