



ST IVO SCHOOL

LETTINGS POLICY

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Reviewed by	Premises committee
Ratified by	
Review date	April 2010

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LETTINGS POLICY

Revised rates will be set annually by the Premises Committee for implementation in April of each year. Current rates are set out on the attached sheet.

The rates will vary for different types of groups and for different times and may or may not incur additional site team or cleaning time charges.

The classification of any particular hirer is at the discretion of the Premises Manager. In the case of any dispute about the classification then the hirer should appeal to the Premises Committee of the Governors whose decision will be final.

Commercial includes commercial businesses, profit making ventures, private functions and commercial fundraising events.

Charitable/Community includes registered charities or community activities. These lettings cannot be organised to generate a profit.

The primary purpose of the school is to provide the accommodation for the teaching, learning and welfare of its pupils and for the lifelong learning offered through Adult Community Learning. The needs of these groups are paramount and will always take precedence over external lettings. We are also keen to encourage the use of the school by both community groups and by local business. This policy has been formed to make the conditions of lettings clear.

ARRANGEMENTS FOR BOOKING

The School can be booked at the rates set each year subject to availability. The School reserves the right to refuse bookings particularly those which may cause public disorder, offend decency or perpetuate racism, sexism and the like.

All bookings for the school are dealt with by the Premises Manager.

For hirers who use the School on a regular basis bookings may be made up to a year (52 weeks) in advance on an annual booking cycle. Other bookings can be made at any time by contacting the Premises Manager on 01480 375434.

PAYMENT

For a one off hire payment in full will be required on booking.

Regular users (who book blocks of 10 weeks or more) will be invoiced once per month.

SCALE OF CHARGES

Outside school hours there may be extra charges to cover site team time or extra cleaning. All setting up of the rooms and extra facilities such as OHPs, TV, video, interactive whiteboards etc will be negotiated at the time of booking.

LICENCES

Where a hirer wishes to use the building for a Public Entertainment then they must comply with the conditions of the Public Entertainments Licence held by the School. Hirers must make sure they have the appropriate licences in place for the activity undertaken.

SAFETY

Hirers will be issued with an External Lettings Emergency Procedure set of instructions. Hirers have a responsibility to ensure that all activities are safe and to safeguard their membership from violence or any avoidable harm. Hirers should ensure that any equipment that they bring into the School or use in the School is safe and suitable for the use to which it is put. Any potential hazards must be made known to the member of the Site team on duty. Hirers must ensure that CRB checks are in place when necessary.

If anyone is injured which on the School site this must be reported to the site team member so that the necessary first aid/medical and reporting procedures can be initiated.

Hirers need to arrange suitable insurance to cover any damage to the premises, furniture or fittings and to indemnify the School and County Council against all actions relating to personal loss, damage or injury.

The School Finance Manager can arrange the necessary insurance.

Hirers who arrange an activity is potentially dangerous must ensure that any instructors or leaders are suitably qualified.