

# Mornington Primary School

## Lettings Policy

This policy covers:

- School use of premises
- Conditions of hire
- Lettings fees

Lettings arrangements concern the use of school premises, accommodation and facilities outside of the normal school day. School premises consist of the site, play and other existing areas of all buildings.

School buildings mean any buildings or any section of any building forming part of the school premises other than those used for providing meals for pupils attending the school.

### **School Philosophy and aims:**

- to have close links with the community
- manage school effectively and efficiently, proving good value for money

Governors wish to maximise the use of the school facilities for the local community whilst at the same time ensuring that there is no financial or human drain on school resources.

### **School use of premises**

School use of premises includes any activity initiated by the school. Such activities are those which relate to statutory educational provision which takes place in the school and other school originated activities such as fund raising events, Governors meetings, parents' meeting and staff meetings.

No lettings fee should be charges for use of the premises of the school for activities. The cost of Site Managers fees; electricity and premises costs will, in these circumstances, be met within the school budget.

### **Free and subsidised lettings**

The school is not permitted to subsidise non-school activities out of its budget and overall school lettings must be self-financing.

### **Revised Charges**

The school Governors reviewed and confirmed the charges below in May 2011.

- Monday to Friday between 4:00-10:00pm £12.50 per hour
- Monday to Friday between 6:00-10:00pm £12.50 per hour with a minimum of 2 hours charged ie: £25.00

### **Conditions of Hire**

Bookings may be taken subject to the premises not being required for European Parliamentary or Local Government elections.

The Hirer must ensure that activities are conducted under adult supervision in a manner unlikely to cause inconvenience to neighbouring property or to the public.

For lettings where the general public are admitted, it is the responsibility of the organisers to appoint responsible persons to maintain order throughout the letting.

The Hirer shall meet the cost of making good all damage caused to premises or other property and shall indemnify the County Council from and against all costs, charges, claims and demands for injury, loss or damage to persons or property. It is advisable, therefore, that the hirers should take out insurance cover for the period of the letting.

The Hirers must not remove or stand on school furniture and equipment to remove other fixtures and fittings.

School pianos must not be moved unless written permission of the Head Teacher has been obtained prior to the visit.

Notices may not be displayed on school premises without the prior approval of the Head Teacher.

The County Council does not accept liability in respect of parked vehicles at the school site which are in any way connected to the letting.

It is the responsibility of the Hirer to obtain and pay for any necessary licences required in connection with the letting.

It is essential that all electrical equipment being used in any premises are connected to the mains electricity supply via an adaptor fitted with a residual current device. These units are designed to prevent electrocution if equipment is faulty or incorrectly wired. The unit must be tested before the mains supply is switched on in accordance with the manufacturer's instructions.

The order of priority for the use of school premises outside normal school hours is:

- i. The school has first call on premises for specific school purposes
- ii. Meetings convened by the Local Education Authority where reasonable notice is given
- iii. Lettings

10:00pm is the normal finishing time of a letting. Any extension is subject to the Governors' approval.

In the event of a cancellation, the Head Teacher must be informed at least 24 hours before the commencement of the approved letting.

The Hirer may not sublet the letting of the school premises.

Any proposed lettering which may cause a disturbance to local residents must be referred to the Director of Education for advice.

The use of the School Meals facilities may be agreed only after full consultation with the Catering Manager.

No special preparation may be applied to floors, footwear likely to cause damage to floors is not permitted.

The Site Manager may advise against the letting of the school grounds due to adverse ground conditions.

The Hirer must inform the Site Manager or school representative of their arrival and departure.