

# CAWOOD CHURCH OF ENGLAND PRIMARY SCHOOL

## LETTINGS POLICY

<b>Date of next review</b>	June 2020	<b>Responsibility</b>	Finance and Staffing Committee
<b>Date of Policy Updated</b>	4 July 2017		
<b>Date of Policy Adoption by Governing Body</b>		<b>Responsibility</b>	Chair of F&S Committee
Reviewed 1.10.18		<b>Signed</b>	
<b>Method of Communication</b>			
Website, Server			

### Introduction

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

### Policy

2.1 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 June each year.

Area to be hired	Daily Rate* (9am – 5pm)	Evening Rate* (2 hours)	Each additional hour*	Notes
School Hall and/or classroom**	£50.00	£30.00	£10.00	Minimum charge £30
School Kitchen**	£20.00	£10.00	£10.00	Minimum charge £10 Only Available in conjunction with hall booking
School Field or Playground**	£30.00	£10.00	£5.00	Minimum charge £10.00

\*All charges are inclusive of opening and closing the school

\*\* Consecutive days, second or subsequent bookings, or regular weekly bookings are all charged at 50% of the above charges after the first day

2.2 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 12 midnight) or where the prospective hirer is not known to the Headteacher the Chairperson of the Governing Body should be consulted. The LA's standard lettings forms shall be used on all occasions.

2.3 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.

2.4 The diocese maintains and arranges insurance cover on behalf of the school for liabilities incurred by Governors with regard to lettings, but insurance for liabilities incurred by hirers is the responsibility of hirers.

2.5 Hirers are responsible for removing or otherwise disposing of litter and rubbish resulting from their use of the premises or grounds.

2.6 No smoking/drinking of alcohol is permitted by individuals on the school premises.

2.7 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.

2.8 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.

2.9 The committee reserves the right to allow Church/Feoffee activities to be booked and held without charge.

The Lettings Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.