



A place to shine ...

***Let light shine out of darkness and God's light shine in our hearts
2 Corinthians ch4, v6***

Policy for Hiring School Premises

Consultation that has taken place	October 2020
Date formally approved by governors	October 2020
Date policy became effective	October 2020
Review date	October 2021
Person responsible for implementation and monitoring	Mrs Julie Brigham

'That they may all be one, just as you, Father, are in me, and I in you, that they also may be in us, so that the world may believe that you have sent me' (John 17 verse 21)

Introduction

The following is a statement of the policy of the Local Governing Committee of Central Walker Church of England Primary School regarding the hiring of school premises.

Conditions

The use of the school by other users is subject to the agreement of the School Governors. For day to day administrative purposes, the authority to grant use of the school will be at the discretion of the Head Teacher but the Governors Resources Committee will have the power to refuse an application, should they deem it necessary.

The Governors would wish to see the school used for cultural, training, leisure and community activities so long as they are satisfied that this will not cause damage or disturbance to the school.

The school is not authorised to subsidise any non school expenditure (as determined by the Resources Committee) from its budget.

Charges

Charges will take account of the following costs (where appropriate):-

Caretaking

Cleaning

Energy

Water

Wear and Tear

Insurance

Profit

V.A.T.

Facilities available

Main Hall

Lower Studio

Upper Studio

School equipment is not usually hired.

Refreshments – Not normally provided and not included in the lettings charges. If the Meeting Room is hired during the school day then Tea and Coffee can be provided at an additional cost.

HEALTH AND SAFETY MATTERS

Fire – in the event of fire users must exit via the nearest available exit into the MUGA. All visitors receive information on initial visit. It is the responsibility of the person booking the venue to share emergency information with **ALL** attendees.

Access to telephones – except in the case of emergencies – e.g. fire, accident, there is **no access** to telephones. There are telephones in the School office.

Insurance – all user groups are advised to take out their own insurance for PUBLIC LIABILITY, since they are responsible for the event, its supervision and any consequences arising from the event.

Exit and entrances – will be through the main air lock doors outside the school office.

Accidents – any accidents should be recorded and a copy of the report detailing date, time and place of accident, nature of accident, names of witnesses to accident **must** be forwarded to the school.

Access for disabled – The Disable toilet is on the ground floor in the breakout space close to the school office. A lift is available should access be required to the second floor.

Adult toilet facilities – are situated in the reception close to the school office.

Please note:

Hirers must agree to maintain the security of the building and ensure that entrance doors are not left open and unattended at any time. Entrance is by security air lock therefore arrangements of entry will need to be made at time of booking. Hirers are not allowed access to any other parts of the school other than the area booked.

LETTINGS CHARGES

Charges for letting of school premises –

Profit

Charitable lettings there will be no additional profit charge.

Where there is an entry fee there will be an additional 5%

Profit making events where there is an entrance fee will attract an additional 10%

Charges for letting of school premises

All lettings will be charged at **£20.00** per hour with any additional entrance charges being added as above. Rate to be reviewed. Confirmation of rate agreed at time of booking.



**Lettings
Application Form**

Lettings Booking Form Name	
Address	
Telephone	
Dates Letting requested	
Times of Letting	
Rooms required	
Purpose of letting	
Other requirements	
Insurance cover arranged	Yes / No
Date of Request	
Cost	
Signature (School)	
Signature Hirer Confirming agreement with the Lettings Policy	