# Grimsargh St Michael's C of E Primary
# LETTINGS POLICY

1. The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.

2. The hirer must be willing to meet with school officials and provide details of their aims and objectives.

3. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body.

4. Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.

5. The Governing Body will determine if a nominated person from school is required on site when the premises are being used. If not, a responsible person must be on call.

6. A Letting Application / Indemnity Form must be completed by all applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer. For long term lettings application forms will be reviewed on an annual basis.

7. No lettings will be approved giving the user exclusive possession. (note: this is a legal requirement, not to be confused with a sole letting)

8. Any hirer that uses the school must be adequately insured (with a minimum of £5m public liability insurance) and insurance documents must be attached to the application.

9. All hirers must comply with health and safety legislation.

10. The hirer is responsible for ensuring that DBS checks have been undertaken where appropriate.

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12. Arrangements for the payment of each letting will be made in advance with the hirer concerned. The amount charged for lettings will be reviewed annually by the Governors; the current charge is £8.00 per hour for church and £15.00 per hour for all other users. An additional fee of £8.00 will be charged if the site supervisor is required to lock up the school premises after 9.30pm.

13. Smoking is not allowed on the premises in line with school policy.

14. Alcoholic Drinks –

    a. An occasional licence must be obtained where appropriate and this must be sighted by the school. The Licensee is responsible for conduct of bar sales, etc.
    b. No alcohol is to be stored or retained on the premises when pupils are in school.

Feb 2020