



FARINGTON MOSS ST. PAUL'S C.E. PRIMARY SCHOOL

POLICY FOR LETTING SCHOOL PREMISES

October 2017

General

A school gains from opening its premises to wider use outside normal school needs, particularly to the Church to which it is connected, but also to the wider community. St Paul's CE school has developed this policy in support of these aims. The Governing Body encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.

Approval of Lettings

The Lettings Officer (as designated from time to time by the Governing body) will be the main point of contact for all matters relating to the hiring of school premises. Such a person is deemed to be in charge and able to investigate any difficulties which may arise. He/she will always seek to accommodate groups wishing to make use of the premises, subject to the requirements set out below. The hirer must be willing to meet with school officials and provide details of their aims and objectives. 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

All groups wishing to hire school premises must complete the application form which makes clear the identity of the hirer and the purposes for which the hire is to be made. It also binds the hirer to the Hiring Conditions set out in the same document.

Any hirer that uses the school must be adequately insured (with minimum of £5m public liability insurance) and insurance documents must be attached to the application. All hirers must comply with health and safety legislation. The hirer is responsible for ensuring that CRB checks have been undertaken where appropriate. Arrangements for the payment of each letting will be made in advance with the hirer concerned.

The school itself will always have priority in the use of the premises at any time. Beyond this, priority will generally be given to St Paul's/St James Church groups, including church sponsored/affiliated youth groups, and then to other groups in the wider community.

The Governors reserve the right to refuse any hire application if there is reasonable evidence that the activity for which the hiring is required:-

- Is contrary to the Christian ethos of the school, particularly with regard to the teachings of the Church of England
- May give rise to concern for health and safety and/or child protection issues
- Is in any other way prejudicial to the interests and to the good name of the school.

The Lettings Officer may, on behalf of the Governors refuse an application on any or all of the grounds listed above. If necessary, he/she may seek advice on the suitability of an application from any appropriate source and if still in doubt, may refer the decision to the Governing body.

Smoking is not allowed on the premises in line with school policy, enclosed with this document.

Alcoholic Drinks:-

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

Lettings Charges

When premises are used out of hours, the school incurs additional costs for fuel, cleaning and general wear and tear and these costs have to be met from a limited school budget.

Lettings charges will therefore be made and will generally be calculated on the following basis :-

1. For Church activities, including recognized youth activities, (St. Paul's and St. James), rates will if possible be set to recover approximated average costs.
2. For all other groups having no connection with St. Paul's or St. James', rates will if possible be set to recover average costs but in addition to reflect the going rates for similar lettings in the local area.

Hourly rates will be reviewed by the finance committee in their Summer Term Meeting and these can then be applied from the 1st September each year for a twelve month period.

All monies from lettings will be collected by the Lettings Officer and handed to the Treasurer with a record of the lettings to which they relate.