

Saltersgate Junior School Lettings Policy

PERSONS RESPONSIBLE FOR POLICY:

MRS M E OXER: HEADTEACHER

Mrs A Webber: CHAIR OF GOVERNORS

Revision Date	Revision Version	Previous Revision Date	Previous Version	Summary of Changes
Spring 2013	2	Autumn 2011	1	Contact details
Spring 2014	3	Spring 2013	2	None
Spring 2015	4	Spring 2014	3	None
Spring 2017	5	Spring 2015	4	None

Saltersgate Junior School

Regulations for the Letting of Premises

1. Saltersgate Junior School premises may be let only for such educational, social and cultural purposes as are approved by the Governors in accordance with the policy of the Local Authority. It should be noted that although fund-raising activities benefitting schools/youth clubs may be permitted, functions where third parties may make profits (e.g. party plans, auctions and car boot sales) are not acceptable.
2. Subject to any statutory requirements relating to use for electoral purposes, preference outside school hours will be given to the LA Further Education and Youth Services and to the extra curricular activities of the school.
3. The hire of premises shall be in accordance with the scale of charges approved by the School Governors annually.
4. In all cases the hire of premises shall be conditional upon completion of an application form by which the hirer undertakes:
 - to abide by the Authority's regulations;
 - to make good any damage to premises, furniture, or equipment arising from any negligent act or omission for which the hirer is responsible, and
 - to accept the decision of the School Governors should question arise on any point.
5. In the event of a cancellation at least 48 hours notice is required. Otherwise, the normal charge will be payable as if the letting had taken place.
6. No letting shall continue later than midnight.
7. When the school hall is hired for public entertainment or meetings, the hirer shall ensure that sufficient stewards are available at exits and entrances. The maintenance of order shall be the entire responsibility of the hirer. No alterations shall be made to the Standard Seating Plan as approved by the Health & Safety and Premises Committee without the agreement of that committee. Compliance with the regulations of the Health & Safety and Premises Committee is the responsibility of the hirer.
8. No intoxicants are allowed on school premises without the prior approval of the Governing Body. It shall be the hirer's responsibility to ensure that the necessary licence is obtained.
9. The performance of musical and other work will be subject to the terms of the licence granted to the Local Authority by the Performing Right Society Ltd. When premises are not licensed for music, singing and dancing the promoters of any entertainment requiring such licence shall be responsible for ensuring that it is obtained.

(Information about licensing applications can be obtained from the Clerk to the Justices, Law Courts, Doncaster).

Any lettings which involve the playing of recorded music, for example, an aerobics class, need to obtain a licence. The responsibility for obtaining a licence lies with the hirer not the school. Youth clubs will be covered by the leisure services department licence. A licence can be obtained by contacting:-

The Phonographic Performance Ltd., 1 Upper James Street, London W1F 9DE
Telephone: 020 7534 1000

Any enquiries to the local authority can be made on (01302) 736000

10. The hirer must assume responsibility for providing any chairs or seats additional to those in the rooms hired and must undertake the removal of such chairs or seats before the commencement of school the following morning. No responsibility for the acceptance or removal of any property can be taken by Saltersgate Junior School or the staff, or pupils of the school. A fee will be charged for storage of any property not removed at the end of a hire period.
11. If the position of any movable furniture is altered during the course of a letting the hirer shall be responsible for replacing any items so moved ready for the commencement of school on the following morning.
12. Items of school equipment such as stage lighting, projectors and pianos may be used only by prior arrangement with the Headteacher. An appropriate additional charge will be levied. No alterations or additions shall be made to lighting or other electrical installations without the prior consent of the Director of Education.
13. No chalk, polishes or other preparations shall be used on school floors nor should footwear (Stiletto heels, etc) likely to damage floor surfaces be worn.
14. No activity shall be permitted that is potentially dangerous to participants or third parties (e.g. hang gliding, parachute jumping, skate-boarding) without the express consent of the Director of Education.
15. Vehicles must not be driven onto grassed areas and any damage caused in this way will be the responsibility of the hirer (see paragraph 4 above). Parking of vehicles will be at the owner's risk.
16. The hirer shall not sub-let any part of the accommodation.
17. The accommodation shall be open to inspection at all times by the School Governors and the Authority's officers. The Director of Education shall have the power summarily to terminate any letting or series of lettings if in his opinion he is justified in so doing.
18. It is against the law to smoke on school premises.
19. Hirers are required to sign the caretaker's letting form when presented.
20. The hirer is responsible for ensuring that appropriate insurance has been arranged to cover the hirer's liabilities in relation to the planned activity.