



## SAINT PHILIP'S C.E.PRIMARY SCHOOL

### LETTINGS POLICY

#### **Adopted by St Philip's Governing Body January 2018**

The main aim for the letting of the school premises is to build and strengthen the relationship within the community. We want to share our vision and values as the focus for our hope, wisdom and respect for our community.

The school should not be let at a financial loss, delegated budgets must not be used to subsidise non-school activities.

#### **Conditions of Use**

1. An application for a letting does not necessarily guarantee acceptance. All applications will be confirmed, or otherwise, by the Headteacher or School Business Manager.
2. Organisations will be required to pay the letting charge if the premises are opened for the letting even if the letting does not take place. The Hirers must give a minimum of 7 days' notice of any cancellation. Any changes to the letting are at the sole discretion of the School and a formal written request must be made 14 days before the Letting.
3. The School reserves the right to cancel or amend this letting in the event of the premises subsequently being required for school activities. In this event as much notice as possible will be given but the school will not be under any obligation to offer alternative accommodation.
4. The letting must be correctly supervised by the Hirers who will undertake to pay for any damage caused by their use of the premises and are responsible for their own third party liability cover. The Hirer will also indemnify the Governing Body and the Church of England against any claims prosecutions actions costs and demands arising from the letting.
5. St. Philip's C.E. Primary School has a 'NO SMOKING' policy which must be adhered to. Any organisation not complying with this regulation, may jeopardise their right to use the premises.
6. Multiple Lettings: All accounts are payable within 14 days from the date of the account. The school reserves the right to refuse the hirer subsequent admission to the premises if any account remains unpaid after this period.
7. Single Lettings: Payment for single lettings must be made to the school before the commencement of the letting.

8. If a letting over-runs the time booked, an additional charge will be made.
9. The governing body reserves the right to amend/increase the charges giving at least one half terms notice.
10. The hirer must make him/herself fully conversant with the fire drill for the premises and the position of appliances and emergency exits. He/she must also keep a register of members for Health and Safety reasons. In the event of an evacuation of the building the hirer is responsible for informing the designated keyholder that all group members have been evacuated safely.
11. Failure to comply with the Conditions of Use may result in a letting being cancelled and may jeopardise any future application.
12. The Governors of St. Philip's C.E. Primary School will try at all times to consider the needs of people letting the premises, as we value the service the Church and associated groups give to the local community.

Chair of Governors – Mr P Geldard

Signature \_\_\_\_\_ *P Geldard* \_\_\_\_\_

Date \_\_\_\_\_ 14.02.18 \_\_\_\_\_

Date to be reviewed \_Feb/Mar 2019\_\_\_\_\_

**SCHOOL LETTING REQUEST FORM**

\*Please bring copies of your third party liability insurance as the letting will not be authorised without this.\*

NAME OF GROUP OR ORGANISATION:

\_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ POST CODE \_\_\_\_\_

TELEPHONE:

HOME \_\_\_\_\_ MOBILE \_\_\_\_\_

WORK \_\_\_\_\_ EMAIL \_\_\_\_\_

ROOMS REQUIRED:

\_\_\_\_\_

NATURE OR ACTIVITY:

\_\_\_\_\_

DATES OF SINGLE LETTINGS:

\_\_\_\_\_

TIMES:

\_\_\_\_\_

DATES OF MULTIPLE LETTINGS: (SPECIFY EXACT DATES)

DAY: \_\_\_\_\_ TIMES: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I confirm that the information given in this form is correct and I agree to accept the conditions outlined in the lettings policy.

Signature of Applicant:

\_\_\_\_\_ Date: \_\_\_\_\_

Letting Approved: \_\_\_\_\_ Date: \_\_\_\_\_