



Moorlands Primary School

High Expectations, High Achievements, Challenge and Enjoyment for All

Lettings Policy

Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date	Approved by Governors
Alison Dean	May 2017	May 2018	17 th July 2017
Alison Dean	May 2018	May 2019	8 th May 2018
Anna Bartys	April 2020	April 2022	3 rd April 2020
Anna Bartys	July 2022	July 2024	5 th July 2022
Anna Bartys	June 2024	June 2026	28 th June 2024

Introduction

- The school facilities, buildings and grounds can be made accessible to groups, organisations and individuals at the discretion of the Head Teacher and Governing Body. Ultimately, Governors have a responsibility to ensure that school premises are well looked after and used properly
- The school uses its facilities outside normal school hours, for example in the pursuit of musical, sporting and social events
- This policy is not designed for such activities but to set out the school policy for groups that use the school for other purposes, where charges apply
- The Governors reserve the right to refuse any application for hire or to terminate a booking with reasonable notice to the Hirer

Charges

- Hirers should approach the School Business Manager for applicable charges
- Charges will vary depending on the facilities involved and duration of use
- Charges may be higher where special arrangements are needed to open and close the building

Administration

- Hirers should complete the lettings agreement available from the School Business Manager
- This form must be signed by the Chair of Governors as agreement that the letting can take place
- School will check safeguarding documentation and required procedures are in place
- School will ask for copies of the required insurance and indemnity documentation and completed risk assessments

Responsibilities of the Hirer

- The Hirer must ensure they have taken out all proper insurance and indemnity necessary for the activity to be carried out. They must also be familiar with all health and safety regulations in relation to the building such as awareness of fire exits and other emergency plans
- Smoking of any kind, including vaping is not allowed on the school site during any activity
- The Hirer is responsible for all the actions of the participants whilst they are on the school premises
- Hirers must ensure the building and grounds are left in a clean and tidy condition following the period of hire
- Hirers need to insure themselves for any damage caused by members of their group

- Alcohol is not normally allowed on the school site. If hirers wish to sell alcohol, they must ensure the appropriate licence is obtained before the event
- No animals, except assistance dogs, shall ordinarily be allowed on school premises
- No footwear liable to damage floors may be worn in the building
- The premises shall not be used for any unlawful purpose
- It is the hirers responsibility to carry out an appropriate risk assessment

Monitoring and review

- The Headteacher will report to the Governing Body periodically to summarise how the school site has been used