



SMITHDON HIGH SCHOOL

STRENGTH - INTEGRITY - EXCELLENCE

LETTINGS POLICY

Reviewed by: Finance & General Purposes Committee

Approved: November 2017

Next Review Date: November 2018

Company Registration Number: 07546118

LETTINGS POLICY

The letting of the school premises by the local community is welcomed, subject to the following conditions:

- The use of the school premises for school functions will take priority over any lettings.
- The Governing Body will set charges for lettings guided by these principles:

Lettings to bona fide community groups will be charged at cost, to cover caretaking, energy, wear and tear and administration.

Subsidised lettings will be at the discretion of the Head teacher and be related to contributions made to the Academy by the letting organisation.

Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing Body.

Income derived from lettings will be retained by the school and costs to the school of lettings will be met from this income.

The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.

Decisions whether to permit lettings will be made by the Governing Body. If the Headteacher believes a letting should not be permitted he/she will report the reasons to the Governing Body.

All persons hiring the school premises will be expected to conform to the relevant Health and Safety regulations. All hirers should ensure that users are aware of the fire exits.

The hirer should ensure that appropriate insurance is in place for the purpose of the hire and is sufficient to cover all its legal liabilities for accidents resulting in injuries to persons and/or loss of or damage to property, including the hired premises.

All persons hiring the school premises must carry sufficient Third Party Liability insurance to satisfy legal requirements.

First Aid is not provided and the hirer is responsible for making his/her own arrangements for first aid cover.

Site Manager/Premises Officer are to ensure buildings are opened on time and locked securely after the lettings have finished.

Smithdon High School Lettings Policy and a booking form to be completed by all hirers/organisations and signed by them and the Lettings Administrator (delegated role) to act as a binding contract and understanding of the above points.

It is the responsibility of any Clubs/Organisations/Persons hiring out the school to ensure that appropriate arrangements are in place to safeguard and promote the welfare of children and young people on our school site during the specified times of hiring. The hirers will be responsible for ensuring that their staff/helpers etc have had all necessary police checks if required.

The governing body reserves the right to see the hirer's policies/procedures regarding safeguarding and vetting.

Smoking is not permitted on the premises and is against the law from 1 July 2007.

Alcohol may only be consumed by prior consent of the Governing body.

School equipment can only be used with prior consent of the Governing body.

Any electrical equipment brought onto the premises by the hirer must have a certificate of safety from a qualified electrical engineer.

Male and female toilets and disabled facilities will be made available.

The hire charge will be reviewed annually.

I have read this Lettings Policy and agree to uphold all conditions therein.

Organisation: _____

Name of hirer: _____

Signature of hirer: _____

Date: _____

Signed on behalf of Smithdon High School:  _____

Date: 29th November 2017