

Lettings Policy/Agreement

Date of Policy: 2017

Review date: 2018

Headteacher: Mr S Hardaker

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

**Letting Agreement for** \_\_\_\_\_

**This document should be read in conjunction with the school's safeguarding, safer recruitment, ICT Acceptable Useage, E Safety and ICT Security policies, as well as the Staff Code of Conduct, Staff Handbook and DfE document 'Keeping Children Safe in Education' Part 1**

**It is a condition of all lettings that the hirer can demonstrate a safer recruitment policy and the checks they have made to establish that they and their employees/representatives are suitable to work with children and have no endorsements or restrictions imposed which would be of detriment to the safeguarding of our school community.**

The use of the school buildings and its facilities are subject to the approval of the School Governing Body. All organisations or individuals who request use of some or all of these facilities must in the first instance apply to the Headteacher. The Governors may, at their discretion, approve or disapprove the application.

Approval will only be given if the hirer agrees to the following terms: -

1. For single bookings, the hirer must pay a non-refundable deposit, equal to one hour's hire, at the point of booking, and the balance a minimum of 7 days prior to use. Where a booking is made less than 7 days prior to use, the full balance is required.
2. For regular bookings, the hirer must pay monthly, in advance (invoices will be issued by the school and payment required within 7 days of the invoice date).
3. The hirer must not use any school items of furniture or equipment without permission. Should permission be given, all such items used must be left exactly as they were found.
4. For Health and Safety reasons all areas used by the hirer should not be cleaned until after all persons have vacated.
5. The hirer must ensure that they do not alter, disfigure or remove displays which are around school.
6. The hirer must leave all key areas (see facilities required) swept clean and mopped, as necessary, and any items of rubbish must be placed in the correct receptacles provided. The school reserves the right to charge for additional cleaning required, at a rate of £15 per hour plus materials.
7. Smoking is not permitted on the whole school site.
8. The hirer must not bring into the building, equipment which will in any way damage the floor or wall surfaces, unless sufficient protection is used and approved by school, and provided at their own expense.
9. Where the hirer makes use of the adjoining school play areas and car park the area must be kept free from litter and rubbish, and the hirer must assume responsibility for the careful removal of rubbish caused by them.
10. Hirers making use of the adjoining school play areas and car park must not in any way damage or do anything which is likely to cause any damage to the school building.

11. The hirer must be mindful that this is a Church School and agree to maintain the good name of the school and endeavour in all respects to prevent, by virtue of their presence and use of the site, any disturbance or nuisance to the local community which may bring the school and its Governors into disrepute.
12. Hirers must take public liability insurance and produce a copy of the same to the Governors and Headteacher prior to the event.
13. The hirer must not bring animals or livestock onto the school site or into the building.
14. Hirers are required to provide a safeguarding statement and must demonstrate that they and their employees/volunteers are suitable to work with children by providing verified evidence of suitability checks for their staff (e.g. DBS check). Whilst using the school premises all hirers and their users must follow the school safeguarding and health and safety policy. If it is necessary for the school to carry out suitability checks on behalf of the hirer, the cost will be passed on to the hirer.

It will be assumed that all hirers will have read and agreed to the above terms. Where payment is not received, the school reserves the right to refuse access to the facilities.

Further, all letting agreements will be subject to review and the Governors of the school may, at their discretion, revoke an approved letting if they feel that the conditions laid out above are not being met.

**Facilities required.**

Hall  
Staff Toilets  
Small Kitchen (off hall)  
Library toilets  
Playground space  
Hall tables and chairs  
Library  
Meeting Room

Standard lettings are charged at a rate of £15 per hour. Church and Sure Start rates are available on request.

Organisation/hirer name: \_\_\_\_\_

Purpose of hire: \_\_\_\_\_

Date/s of proposed letting: \_\_\_\_\_

Time required: From: \_\_\_\_\_ Until: \_\_\_\_\_

Signed on behalf of hirer \_\_\_\_\_ Date \_\_\_\_\_

Capacity/role in organisation: \_\_\_\_\_

Contact No. \_\_\_\_\_

Signed on behalf of the School \_\_\_\_\_ Date \_\_\_\_\_