

# Castleton&Glaisdale Federation

## Lettings Policy February 2014

### 1.0 Introduction

1.1 The Governing Body of Castleton and Glaisdale Federation is committed to ensuring the efficient use of the school's premises and making them available for use by the local community. To this end they have adopted this lettings policy.

1.2 Extended Schools use of premises (Out of School Clubs daily/Singing Group-Tues evening).

### 2.0 Policy

2.1 The Governing Body is required to ensure that any expenditure resulting from the use of school premises by external organisations does not fall on the delegated budget. Consequently a scale of charges for the use of accommodation has been produced and is reviewed by the Governing Body in March each year.

2.2 Authority is delegated by the Governing Body to the Headteacher to deal with requests for lettings of a routine nature. Where any prospective letting involves extended use of the premises (over a number of days/nights or after 12 midnight) or where the prospective hirer is not known to the Headteacher the Chairman of the Governing Body should be consulted. The LEA's standard lettings forms shall be used on all occasions.

**2.3 Hirers are responsible for damage to premises or property which occurs during, or as a result of, their letting and appropriate supervision arrangements should be in place for activities held in buildings or grounds.**

**2.4 The LEA (or diocese in the case of Voluntary Aided Schools) maintains insurance cover for liabilities incurred by Governors with regard to lettings, but insurance for liabilities incurred by hirers is the responsibility of hirers.**

2.5 Hirers are responsible for removing or otherwise disposing of litter and rubbish resulting from their use of the premises or grounds.

2.6 No smoking or drinking of alcohol is permitted by individuals on the school premises. No illegal activity is permitted on the premises.

2.7 A minimum of two weeks notice is required by the school of all lettings. The standard lettings forms should be completed by the school and signed by the hirer in advance of the letting.

2.8 Where hirers use equipment that is the property of the school or catering contractor the Headteacher/Contractors representation shall satisfy themselves that the hirer is capable of using such equipment.

**Review February 2017**