

Lettings Policy



Governors Meeting:	21 November 2022
Safeguarding Governor:	Jane Owens
Chair of Governors:	Gail Webb
Review:	21 November 2023

Huxley CE Primary School

LETTINGS POLICY

It is the policy of Huxley CE Primary School to maximise the use of our premises and to seek to encourage the active participation of as wide a range of groups as possible from the community.

The school premises may also be used for council elections, although Hargrave Church Hall should always be used in the first instance to prevent disruption to the school day.

The Local Authority has a suggested list of charges, but it is for the Governing Body to decide on the exact charges to be levied, taking into account local conditions and factors (see Appendix 1).

Action List

- 1) When an enquiry is received, confirm it on the standard application form (see appendix 2)
- 2) Check that there is not already an existing booking at that time and that the school site maintenance officer or other keyholder is available to unlock and lock the premises
- 3) Check that the applicant is insured against damages to the premises and third parties (see appendix 3)
- 4) If the applicant is using their own electrical equipment, check that it has been appropriately tested
- 5) Inform the applicant that the letting is agreed (see Appendix 3)
- 6) Confirm the letting with the site maintenance officer
- 7) Issue invoice to hirer
- 8) Collect the income due, ensuring it is credited to the school's delegated budget under the appropriate codes
- 9) The hirer is responsible for ensuring all safeguarding policies and procedures are in place and followed.

HUXLEY CE PRIMARY SCHOOL

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Hire Rates

The Governors of Huxley CE Primary School have agreed the following hire rate for new hirers from 1st September 2022.



LASchools_School
Lettings Charges Gu

Existing hirers will reviewed on an individual case, and involvement of pupils will be taken into account. These rates are hourly and are subject to an annual review.

Classroom hire can be made available but would need to be on an individual basis. Please contact the school office for further details:

admin@thuxleyprimary.cheshire.sch.uk

Tel 01829 781296.

DAMAGE TO PREMISES AND INSURANCE

I/we certify that I/we will be directly responsible to the Headteacher and the Governing Body for the proper use of the premises and will reimburse the school for all expenses incurred in reinstating any damage to the premises, furniture, equipment, etc caused by the letting or by any person/s admitted to the premises by me/us.

I/we certify that if the hiring of the premises involves the admittance of the public for an entrance fee, an insurance policy has been taken out to cover legal liabilities to the Local Authority and third parties and to the reinstatement of any damage to the premises etc. and that I/we shall produce such policy to the Local Authority if called upon to do so. In other circumstances I note I/we have been recommended to take out insurance to cover legal liabilities to the Local Authority and third parties.

Insurance Company: _____

Policy Number: _____

Safeguarding Policies seen and adopted by hirer _____

Signature: _____

On behalf of: _____

Date: _____

FOR OFFICIAL USE

Application approved/not approved: _____

Room(s) _____

At _____ per hour

Signed: _____ (Headteacher)

Appendix 3

HUXLEY CE PRIMARY SCHOOL

01829 781296

Dear _____

Re. APPLICATION FOR HIRE OF SCHOOL PREMISES

Organisation: _____

With reference to your application dated _____

I am pleased to inform you that this has been agreed on the following basis:

Date(s): _____

Time(s): from _____ to _____

Room(s): _____

Rate: _____ per hour

Please note that access is not allowed before the time stated and the school must be vacated at the time shown.

Payment should be made in advance to the school, with cheques being made payable to Cheshire West and Chester Council. The letting is granted subject to the regulations governing school lettings as shown on the application form.

Your organisation will be responsible for the proper use of the premises and will be required to reimburse the school for all expenses incurred in repairing any damage to the premises, furniture, equipment, etc, caused by you or any persons you admit to the premises.

Where your organisation is charging the public an admittance fee, you must take out an insurance policy and temporary event notice to cover your liabilities, and produce it when called upon to do so. In other circumstances you are recommended to take out insurance to cover your legal liabilities to the school and third parties. If you bring in your own electrical equipment, it must be electrically tested and you must have the necessary certificate.

Yours sincerely

Mrs Rachel Gourley
Headteacher

