

CHAUCER COMMUNITY PRIMARY SCHOOL



Lettings Policy

Revised:

September 2022

Approved by Governors:

Review Date:

September 2024

Responsible Person:

Head Teacher



- 1. The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings, it may choose, if in the judgement of the Governing Body the hiring organisation may not reflect positively on the school.**
- 2. The hirer must be willing to meet with school officials and provide details of their aims and objectives and appropriate documentation. The hirer must comply with all guidelines and recommendations.**
- 3. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Hirers who are:**
 - exclusively supporting the school either financially or by contributing to the aims and objectives of the school (e.g. PTFA) will not be charged.**
 - Generally supporting the welfare of children and young people will be encouraged by incurring charges that only cover energy, wear and tear and security costs.**
 - Profit making organisations will be charged a 50% surcharge on “break even” costs**
- 4. Charges will be reviewed annually by the Governing Body.**
- 5. Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.**
- 6. The Governing Body will determine if a nominated person from school is required on site when the premises are being used. If not, a responsible person must be on call.**
- 7. A Letting Application / Indemnity Form must be completed by ALL applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer. For long term lettings application forms will be reviewed on an annual basis.**
- 8. Any hirer that uses the school must be properly adequately insured (with a minimum of £5m public liability insurance) and insurance documents must be attached to the application.**

- 9. All hirers must comply with Health and Safety legislation.**
- 10. The hirer is responsible for ensuring that DBS checks have been undertaken where appropriate.**
- 11. Arrangements for the payment of each letting will be made in advance with the hirer concerned.**
- 12. Smoking is not allowed on the premises in line with school policy.**
- 13. Lettings are subject to suitable school staff being available for security purposes during the letting.**
- 14. General day-to-day approval of lettings are delegated by the Governing Body to the Head Teacher.**
- 15. The Head Teacher will report termly on school lettings to the Premises, Community, Health and Safety Committee.**
- 16. In the event of a hirer or hirer's organisation causing undue problems to the school or its neighbours, following due warning and failure to comply, the school reserves the right to terminate a lettings agreement with immediate effect.**
- 17. Alcoholic Drinks –**
 - a. An occasional licence/special events license must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc.
 - b. No alcohol is to be stored or retained on the premises when pupils are in school

Chaucer Primary School
Letting Request & Agreement (Please complete all applicable sections)

Section A.	General
Date of Request:	
Organisation:	
Organisation Status. Company / Charity / Non Profit making / Other:	
Contact Name:	
Contact Address:	
Contact No.:	
Email:	
Day, Date, time and duration of letting:	
Purpose for letting:	

Section B.	Groups involving children and vulnerable adults
DBS certificate details recorded on SCR:	(Submit copy/s)
Safeguarding Training: (date undertaken)	(Submit copy/s)
Risk Assessments if required:	(Submit copy/s)
Operating Ratios (if applicable)	

Section C. Sports Groups involving children and vulnerable adults

DBS certificate details
recorded on SCR:

(Submit copy/s)

LCC Registered
Service Provider Number:

Individual.

Company.

Activity/s Risk Assessment

(Submit copy/s)

National Governing Body
Membership No.

Coaching Level/s:
(min level 2)

(Submit copy/s)

First Aid Provision :
Name/s and certificate/s:

(Submit copy/s)

<p>Safeguarding Update: Name/s and certificate/s:</p>	<p>(Submit copy/s)</p>
<p>Operating Ratios: Please complete with reference to activity/s providing eg. 1+1 - 20 (1+1staff min required)</p>	

Section D.	Costs and Charges		
Letting Cost Calculation:		Calculation	total
	Building supervision		
	Lighting		
	Cleaning		
	Heating		
	Day/Hour rate		
	Equipment		
	Other		
		TOTAL	
Agreed Charges:	Organisation to Date, Print & Sign:	Date..... Print..... Sign.....	

Comments / agreements:

On behalf of School.	On behalf of Organisation.
Date.....	Date.....
Print.....	Print.....
Sign.....	Sign.....

All lettings to be reviewed annually