



CHARLESWORTH SCHOOL

...from tiny acorns great oaks grow

Lettings Policy



Objective

The school and its Governing Body are committed to offering the school's facilities to the community. This is to be managed in an effective and constructive manner that does not allow the school's facilities to fall into disrepute. Management of lettings must not detract resources away from the school's core purpose.

The Headteacher will vet all applications for use of the school's facilities and maintain all details in a central lettings file. The Headteacher will from time to time refer applications to the Governing Body to seek guidance for approval. Organisations or individuals wishing to use the school's facilities should reflect the values of the school.

The Headteacher and Governing body reserve the right on receipt of any application to request additional information as to the constitution of the proposed group (if any) and financial resources, the nature of the proposed use and such matters as required in order to consider the application.

Categories of Letting

Community:

There will be no charge for Governors Meetings, activities organised by FOCS and other school linked activities. Activities led by not for profit local community organisations may have the charges waived and this will be considered on an individual basis by the governing body.

Non School-Led Activities:

Extra-curricular and professional development activities provided by a private organisation will be considered chargeable unless they support an identified area of school improvement.

Church Use:

The use of the buildings leased from the churches will be considered chargeable as the school in according with the leasing arrangements.

Charging Rates:

Any lettings will be charged out using the lettings calculator as provided by Derbyshire County Council, and will include covering the cost of the caretaker, heating and light. These charges are reviewed by governors on an annual basis. The current charges are outlined in the Charges and Remissions Policy available on the school website. Charges in connection with all lettings must be paid in advance and the school Headteacher reserves the right to require, at its discretion, a deposit in case of damage.

Conditions of Use:

- Activities must be properly supervised by the hirers who must supply a written undertaking to pay for any damage caused by their use of the accommodation.
- It is the responsibility of the hirer to ensure that they the necessary qualification for the planned activity and have obtained any necessary DBS checks. The hirer should provide this evidence to the school in advance of the planned activity.
- The hirer must carry out their own risk assessment for the premises and any concerns should be raised with the school before it's use.
- The hirer must provide all resources and materials for their intended activity (unless specific uses of equipment has been agreed by the school).
- Premises must be left in a clean and tidy condition at the end of the booking. Floors must not be chalked or otherwise treated for dancing/sports activities so as to make them slippery.
- Alcohol may not be brought onto the premises, except with express approval.
- Gambling is not allowed.
- Representatives and officers of the school have the right of access at all times.
- The school should be contacted if there is any doubt as to whether specific conditions apply.
- All users must adhere to the Health and Safety Policy of the school (available from the school website).

- The school and governing body does not provide insurance cover for any activities taking place in its school. If an accident occurs, the governing body will only consider cases where there has been negligence on the part of its school staff or where it has been caused through the condition of the building. Hirers of the school premises are required to demonstrate they have their own insurance policy in place.
- If any law is found to be broken during a letting, the police will be notified without notice to the hirer and without undue delay.

By signing this I acknowledge I have read and understand the above and that I agree to abide by these conditions. I am authorised to sign on behalf of my organisation.

Signed:

Date:(Hirer)

I agree to the above hirer using the school on condition the above conditions are met.

Signed:

Date:(Headteacher)

