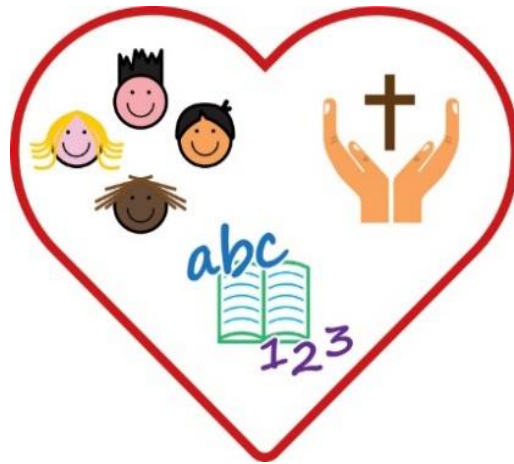


ST. MATTHEW'S C.E. PRIMARY SCHOOL



LETTINGS POLICY

Reviewed: March 2020
Date of next review: March 2021

St. Matthew's C.E. Primary School is dedicated to providing an education which enables every child to fulfil his/her best potential. It seeks to promote academic, emotional and spiritual growth in a Christian environment, welcoming children drawn from diverse cultures.

LETTINGS POLICY

1. The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.
2. The hirer must be willing to meet with the Headteacher or School Business Manager and provide details of their aims and objectives.
3. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body.
4. 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 difficulties which may arise.
5. The Headteacher and/or 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.
6. 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
7. No lettings will be approved giving the user exclusive possession. (Note: This is a legal requirement, not to be confused with the sole letting).
8. Any hirer that uses the school must be 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 & safety legislation.
10. The hirer is responsible for ensuring that DBS check have been undertaken where appropriate.
11. Arrangements for the payment of each letting will be made in advance with the hirer concerned.
12. Smoking/vaping is not allowed on the premises in line with school policy.
13. Alcoholic drinks
 - (a) An occasional licence 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.
14. All payments for the hire of the premises are to be made in advance.
15. In the occurrence of regular events, no items or equipment are to be stored on the premises.
16. The lettings cost is £30.00 per hour. A refundable deposit of £100 is payable for all premises hire events and functions.