



POWELL CORDEROY SCHOOL

LETTINGS POLICY

Last reviewed: June 2016

Due for review: June 2018

Owner: Business Manager

Reviewed by: Resources Committee

Review Status: 2 years

Aims and Scope

- Powell Corderoy School encourages the wide use of the school buildings and playing fields by the general community.
- The use of school premises outside the normal school hours is under the control of the Governing Body and subject to any directions given by the Local Authority. Care is taken to identify issues which could arise when considering use of the school.
- Letting charges will be set to ensure that at a minimum, costs are covered.
- Donations are always gratefully received.

Conditions

- Powell Corderoy School is committed to safeguarding and promoting the welfare of children and young people and expects all hirers of school premises to share this commitment. All hirers working with children are required to have DBS disclosure at an appropriate level (as defined by the Disclosure and Barring Service) for those individuals working in school premises on behalf of the hirer.
- Smoking is not permitted anywhere on the school site or buildings.
- Dogs are not allowed on the school site or in any of the buildings with the exception of guide dogs.
- No food beverages or alcohol may be brought onto or consumed on the premises without prior agreement.
- Hirers are required to provide and pay for their own insurance, which will include public and third party liability and damage to school property. Suitable cover is available through the County Council if required. Proof of cover will be required when confirming bookings.
- Hirers will be responsible for ensuring that no school property is damaged, and for making good any damage which is sustained during their period of hire.
- Hirers and their guests are expected to respect the interests of the school's neighbours and not to behave in an unruly or unreasonable manner.
- Motor vehicles should only be parked in the allocated spaces in the car park. Emergency access must be upheld at all times.
- Hirers must obtain written consent for the use of electrical equipment, and shall indemnify the school in the event of damage or injury to persons or property as a result of the use of such equipment. All electrical equipment must have a current Portable Appliance Test (PAT) that was completed by an authorised tester.
- Hirers must comply with general health and safety regulations.
- First time hirers will be shown the nearest fire exits and made aware of fire evacuation procedures.
- Hirers are required to report any accidents to the caretaker and complete an accident report form. In the event of an emergency, the caretaker should be contacted first (07973 907560) and then the Business Manager (01306 884765/0785 327 6093).
- If the caretaker is in attendance and the hirer provides additional personnel to prepare for the hire of the premises, these personnel are subject to the general direction and control of the caretaker.

- The school reserves the right to refuse or terminate bookings without giving reason.
- The needs of the school and school events will take precedence over lettings.
- Unless specifically arranged, hire of the hall does not include the use of any equipment except electric light and heating.
- The classrooms and kitchen are out of bounds to hirers and their guest at all times.
- The school reserves the right to determine whether the caretaker is to be on site during the let.
- Payment of the set fee in respect of the hire shall be made in full before the booking takes place, unless by prior arrangement.
- The scale of charges will be reviewed by the school governors at least annually.
- Special arrangements will be available for hire to The Friends of Powell Corderoy School, waiving or modifying some of the above conditions.
- The school reserves the right to vary the conditions of hire at any time without notice.

Booking Process

- Annually the governors will agree the types of lettings allowed at the school and agree whether the presence of the caretaker is required throughout the hiring, just at the beginning and end or not at all. They will also agree who may cover the caretaker's responsibilities when he is not available.
- Governors will delegate day to day responsibility for managing the lettings to the Caretaker/ Business Manager.