

WELFORD ON AVON PRIMARY SCHOOL



## **HIRINGS AND LETTINGS POLICY**

Reviewed and agreed by the Resources Committee  
Spring 2019

To be reviewed Spring 2022

## WELFORD ON AVON PRIMARY SCHOOL

### HIRINGS AND 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 i.e, those whose organising bodies' aims conflict with the ethos of the school.
2. The hirers must be willing to meet with school officials if asked 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. The Governing Body will review charges annually.
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 any difficulties which may arise.
5. Each hirer is responsible for their own Safeguarding Procedures.
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, from within the organisation, previously agreed with the school must be on site.
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. Hiring Conditions must be adhered to at all times.(A copy of these will be attached to the Letting Application.)
9. Any hirer who uses the school must be properly insured and relevant insurance documents must be attached to the application.
10. Arrangements for the payment of each letting will be made in advance with the hirer concerned.
11. Smoking is not allowed on the premises in line with school's No Smoking Policy.

12. 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.
  
13. In the event of the school needing to cancel an agreed letting, the school/governors will not be liable for any claim for compensation (financial or otherwise) other than the return of any deposit money received.

There is a charging policy (outlined below), which categorises lettings. Lettings/hiring charges are based on four categories. These categories are for general guidance. The Governors may, at their discretion, add further users within the appropriate categories.

#### **Group A Use**

The following qualify for free letting:

- a) All school events (Performances, fundraising on behalf of the school or affiliated children's/youth organisations etc)
- b) Friends of Welford School meetings and functions. The cost of cleaning materials and labour will be charged when 'free hire' of the hall is given for dances or discos (if no admission charge).

**N.B Caretaking and heating costs will be charged if applicable.**

#### **Group B Use**

- a) These lettings are for those who book a room/space on a regular basis; i.e. once a month/week.

The person/group hiring is non-profit making. It is intended for community groups/Church Based Groups (if no admission charge/non profit making).

- b) Any Community Association group.

#### **Group C Use**

- a) These lettings are for those who book on an occasional basis. The person/group hiring is non-profit making, but they may be fund-raising.

- b) These lettings are for those who book a room/space on a regular basis; i.e. once a month/week. The person/group hiring is non-profit making. It is intended for community groups/Church Based Groups (if an admission charge is made/profit making).

**Group D Use**

These lettings are for private and commercial groups. The person/group may be charging a fee to the public in order to make a profit. The charges will be at the discretion of the Governors according to the individual requirements of the hirer. A deposit will be required. There will also be a payment for a caretaking service.

**Extraordinary Lettings**

School Holiday lettings, whole/large part of the school. Special charges will be fixed at the discretion of the Governors.

**Policy Review**

This will occur in line with the School Development Plan by the Resources Committee of the Governing Body.

Signed:

Chair of Resources Committee

Date: