

## **LETTINGS POLICY**

### **1) Objectives**

The Governing Body recognises that the school premises offer a valuable resource to the local community and are committed to fostering links with local organisations and the local population by making available, subject to the conditions of this policy, parts of the school premises for a range of activities. They also recognise the importance of generating additional income for the school by offering such lettings.

### **2) Availability of Premises for Hire**

Subject to availability and the overriding requirement that the education and welfare of the pupils should take precedence, the following parts of the school premises are available for hire:

- Hall
- Meeting room
- Grounds (Field and Playground)

All lettings include use of car park at front of school. Field and playground is an exterior letting only and will not include access to interior of any school buildings.

Interior lettings will include use of toilets, electricity and water but no access can be given to the kitchen, staff room, offices, classrooms, ICT or other teaching equipment. Tables and chairs will be available for use within the hall and meeting room. Staging is also available within the hall.

Mobile classrooms will never be included within any letting.

The maximum permitted capacity for the hall is 120 persons for dancing, 75 if using tables and chairs or a combination of that and dancing and 170 for a standing audience. The maximum permitted capacity for the meeting room is 12 persons.

### **3) Classes of Hirers**

The Governors have defined two classes of potential hirers, local community hirers and external/private hirers. Local community hirers include:

- KSM Women's Institute
- KSM Village Shop
- KSM Parish Council
- St Michael and All Angels PCC
- Acorns Pre-School
- Netball Club
- Brownies

The Governing Body may approve other organisations as local community hirers from time to time.

External and private hirers may include other voluntary and non voluntary organisations, private parties etc.

### **4) Charging Policy**

In recognition of the objectives of this policy, and the school's aims and ethos, the Governors have agreed that there will be a lower scale of charges for local community hirers. In fixing charges for external/private

hirers, the Governors have had regard to the minimum advisory rates supplied by the Local Education Authority.

Charges will be reviewed annually by the Finance and Premises Committee who will publish an annual scale of charges in line with the rolling financial year. The Governing Body recognise that no letting may be subsidised from delegated funds.

## **5) Conditions of Hire**

The Conditions of Hire as set out in Appendix A form an integral part of this policy. Whilst no letting may be agreed in excess of one year, lettings may be arranged on an annual basis, subject to review in advance of the termination of the hire period.

## **6) Safeguarding**

The Governing Body is responsible for ensuring that the school has effective policies and procedures for safeguarding children (s.175 Education Act 2002). Where school premises are let to other organisations, the Governing Body will seek assurance that the hirer has appropriate policies and procedures in place in regard to safeguarding children and child protection, and that there are arrangements for the hirer to liaise with the school on these matters where appropriate.

## **7) Administration Procedures**

All requests for hire will be made to the Administration Officer who will issue the Booking Form and Conditions of Hire. Returned applications will be considered firstly by the Headteacher who will then make a recommendation to the Chair of the Finance and Premises Committee if outside the normal conditions of hire. The decision of the Chair will be final.

Approved applications will be passed back to the Administration Officer who will ensure that payment is received in accordance with the Conditions of Hire, together with confirmation that any required statutory licences and insurances are in place.

## **Appendices**

- A) Conditions of Hire**
- B) Booking Form**
- C) Scale Of Charges**

Policy Approved by: \_\_\_\_\_F+P Committee\_\_

Policy Approval Date: \_\_\_\_\_January 2016\_\_\_\_\_

Policy Review Date: \_\_\_\_\_January 2019\_\_\_\_\_