

BISHOP WILSON CHURCH OF ENGLAND PRIMARY SCHOOL
LETTINGS POLICY



“We aim to rise above the ordinary, developing an education which can unlock potential and transform lives. We believe everyone in our school community deserves to be cared for unconditionally and valued equally as God’s unique creation.”

1. The Governing Body encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.
2. The hirers must be willing to meet with school officials 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 in line with Local Authority Guidelines.
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. 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 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. Hiring Conditions must be adhered to at all times. A copy of which will be attached to the Letting Application.
8. Any hirer who uses the school must be properly insured and relevant insurance documents must be attached to the application.
9. Arrangements for the payment of each letting will be made in advance with the hirer concerned.

10. Smoking is not allowed on the premises in line with school's No Smoking Policy.
11. 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.
12. 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 (parent consultations, governors meetings, performances, fundraising etc)
- b) Parent Forum 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).

Group B Use – (Adult And Community Learning))

- 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) Parent Forum meetings and functions (when there is an admission charge).

Group C Use – (Public Community 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 – (Outside Company Profiting From The Letting/Commercial Letting)

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 charge caretaking service. A licence may be required which will incur an administration fee which is to be paid by the Licensee.

Approved by: _____

Date: _____

Review Date: _____