



## Copnor Primary School

### Lettings Policy

Control over the use of accommodation and facilities at the school rests with the Governing Body. The Governing Body have delegated the responsibility for the letting of the school building to the Bursar and Site Manager. The Bursar is responsible for approving or declining applications, subject to any directions given by the Governing Body and will issue a regular report on the use of premises outside normal school hours.

The Governing Body reserves the right to amend their lettings charges at any time they should see fit. The decision of the Governing Body shall be deemed final in this matter.

Although the school is not allowed to subsidise lettings, registered organisations which are recognised as educational/cultural and which undertake a regular programme of approved activities may be eligible for preferential rates at the discretion of the Headteacher.

***Any organisation wishing to let the school premises will have an internet search undertaken on them to ensure there are no safeguarding concerns including those of radicalisation.***

School functions and events organised by the Governing Body or Parent Teacher Association are exempt from all charges as they fall outside the scope of letting arrangements.

Lettings will be accepted only upon condition that making the premises available to outside organisations would be suitable and does not affect the day to day use of the school facilities by its staff and pupils.

In accordance with the Local Government Miscellaneous Provisions Act 1982 a licence is required for events involving Public Entertainment. However, if the activity is limited to teachers, pupils of the school, than a licence is not deemed to be required. Tickets may be sold, in advance through the school only and there should be no advertising, other than inside the school premises, nor should tickets be available at any Entertainment or Theatre Agency, nor should tickets be sold at the door at the time of the event. The restriction on advertising detailed above does not prevent letters or handbills being forwarded to parents and guests via the pupils. Donations are usually asked for at such events.

### **Booking Procedures**

Application for the hire of the premises should be made to the Bursar on the relevant form, giving as much notice as possible.

Subject to approval a provisional acceptance form will be offered along with the Governors' Conditions of Use and Indemnity Form. Use of the facilities will only be allowed if acceptance is confirmed in writing and conditions of use and indemnity forms are returned along with payment in advance from occasional users.

Priority will be given to regular hirers with ten or more bookings each term.

Hire of all facilities will be paid for in advance of their use by the hirer.

Organisations will be required to pay for each occasion booked, unless the booking is cancelled by the school.

### **Non-Payment**

The Bursar regularly reviews the outstanding invoices file to ensure that the school has no long-term debtors.

Reminders are sent out for all outstanding amounts 14 days after the date of the invoice. The Bursar informs the Headteacher of the current position regarding lettings on a regular basis.

The Bursar has the authority to cancel the booking of any organisation that has outstanding invoices owing to the school.

### **Health and Safety / Fire Safety Regulations**

In accordance with the school's Health and Safety Policy and School Fire Safety Regulations the Site Manager will explain the above procedures to the representative in operational control of the organisation. This advice will specifically relate to:

- Emergency evacuation procedures
- Fire alarm points and fire fighting equipment
- Assembly points and roll call of personnel
- Location of telephone and how to summon the Emergency services

A written copy of the fire evacuation procedures will be issued to hirers.

The school will retain income derived from lettings, and costs to the school of lettings will be met from this income.

All persons hiring the school premises will be expected to conform to the relevant Health and Safety regulations.

The school's Lettings policy is reviewed on an annual basis.

Policy Agreed: Sept 2016

Review Date: Sept 2018