

# All Saints Church of England Primary School



## Lettings Policy

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### **Introduction**

A letting may be defined as “any use of the school premises (buildings and grounds) by either a community group or a commercial organisation”.

Whilst the Governing Body regards the school buildings and grounds as a community asset, it has decided that school premises will not be made available for hire by community groups or commercial organisations due to potential complications regarding public liability insurance requirements.

Use of the premises for approved activities such as staff meetings, parents’ meetings, Friends of All Saints meetings, Governing Body meetings and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school and are covered by the schools’ existing public liability insurance. Meetings held at the school by All Saints Church are also permitted and will be covered by the Diocese’s own insurance.

Costs arising from the approved activities are a legitimate charge against the school’s delegated budget.

### **Administrative Process**

Requests to use the premises for the approved activities should be made to the Headteacher. Conflicting requests for the use of the premises will be resolved by the Headteacher, with priority at all times being given to school related functions/events. Thereafter, priority will be given to Church users.

### **Conditions of Use**

Whilst the school premises are not available for hire, the Governors require all users of school buildings and grounds to adhere to the following conditions:

#### **Public Safety**

The users shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits. The users shall be responsible for providing adequate supervision to maintain order and good conduct.

#### **Own Risk**

All users attending should be aware of the fact that they do so in all respects at their own risk.

#### **Furniture and Fittings**

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted without prior authorisation from the Headteacher.

**School Equipment**

Responsible adults must supervise the safe and appropriate use of any equipment which is issued and ensure its safe return.

**Electrical Equipment**

Any electrical equipment brought onto the school site **MUST** comply with the LEA code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or be inspected by the LEA.

**Car Parking Facilities**

Subject to availability, these may be utilised.

**Toilet Facilities**

Access to the school's toilet facilities is available.

**First Aid**

It is the user's responsibility to make ensure that they have made appropriate arrangements for first aid.

**Food and Drink**

No food or drink may be prepared or consumed on the property without the direct permission of the Governing Body, in line with current food hygiene regulations. All litter must be placed in the bins provided.

**Intoxicating Liquor**

No intoxicants shall be brought on to or consumed on the premises.

**Smoking**

The whole of the school premises is a non-smoking area, and smoking is not permitted.

**Copyright or Performing Rights**

The user is responsible for ensuring that they comply with copyright and performing right legislation. Any costs resulting from an infringement of legislation must be borne by the user.

**Right of Access**

The Governing Body reserves the right of access to the premises. The Headteacher or members of the Governing Body may monitor activities from time to time.

**Conclusion of Use**

The users shall leave the premises in a reasonably tidy condition, all equipment being returned to the correct place of storage.