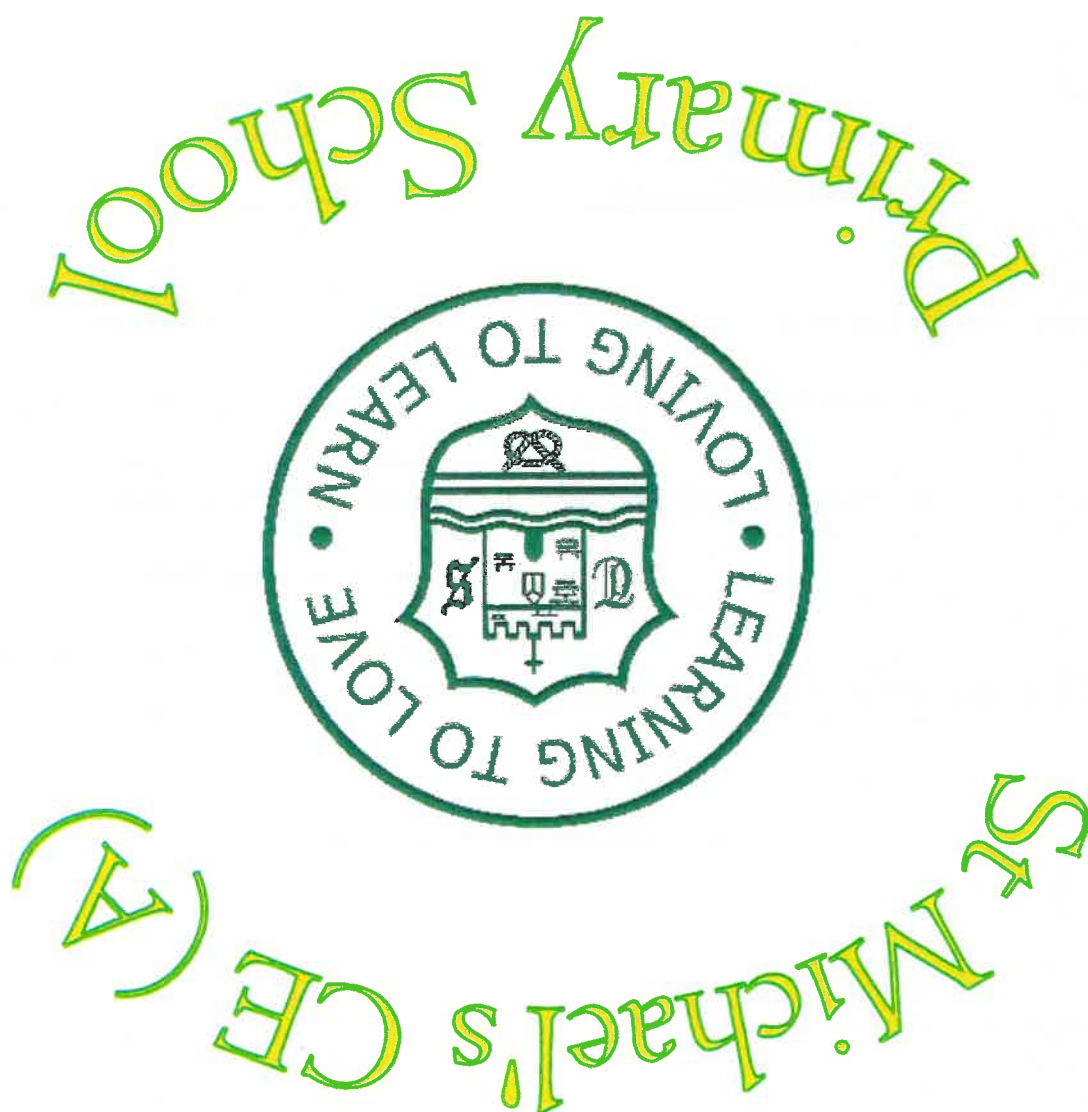




Lettings Policy

*The Lord says, 'For I know the plans for you...plans to give you hope and a future,'
Jeremiah 29 verse 11*

Date Approved: 26th June 2024

Review date: June 2025

Signed:

ST. MICHAEL'S C E (A) PRIMARY SCHOOL

The Lord says, 'For I know the plans I have for you plans to give you hope and a future.' Jeremiah 29 verse 11

As an inclusive Christian school, St Michael's Church of England (Aided) Primary School values everyone as a child of God and rejoices in its diversity. Our vision is to provide a happy, loving and nurturing environment where all have the confidence to make outstanding progress and so expand and fulfill their hopes and aspirations. Our inspiring, enriched curriculum promotes a thirst for knowledge and develops wisdom.

LETTINGS POLICY

'Learning to Love, Loving to Learn'

Conditions of hire

- The hirer shall have completed an application form for the hiring of premises and read and agreed to the conditions of letting available from the school.
- The request for a letting should be made to the school.
- The application should be made by a person over 25 years of age and assurance given that a reasonable number of adults will be present throughout the letting.
- The maximum number of people allowed in the School Hall at any one time is 200.
- The School Servery Kitchen is not included in the letting. A separate letting arrangement should be made through abm Catering Solutions.
- Access is restricted to agreed areas of the School premises.
- The entrance door should be monitored by the hirer and kept locked at all times.
- Smoking is prohibited on the School's premises.
- After considering the needs of the School and the School's pupils, the governing body of the School reserve the right to refuse or cancel bookings.
- School events take priority over lettings.
- The School's premises will only be available for lettings during school term times except in special circumstances and with the availability of the school site manager.
- These conditions of hire as set out by the School will apply to all persons wishing to hire the School Hall.
- The hirer will be responsible for payment as agreed in advance of the hire.
- Unfortunately, the School's budget share cannot subsidise lettings. Cost of hire will be reviewed annually.
- The purpose for which the letting is required must be clearly stated.

- There is a telephone available for emergency 999 calls or calls to the site manager. It is not possible to make other telephone calls from the school.
- For security and safety reasons only one entrance to the School should be used to access the building.
- There will be a period of 15 minutes between lettings plus a time for locking and unlocking the premises.
- The School cannot provide storage for equipment.
- The hirer is expected to provide their own equipment. School equipment is not available for use.
- The hirer should provide their own first aid materials.
- The blinds should be closed using the 'pull cords.'
- Drawing pins, Sticky tape and blue tack must not be used on the walls or woodwork.
- The hirer shall be responsible for any damage caused to the School and for any injuries caused to any person on property by the hirer's use of the School. All breakages must be paid for.
- The hirer will arrange for their own insurance.
- The hirer should leave the premises clean and tidy.
- The site manager will open and secure the premises for each letting.
- Hires should comply with the School's Health and Safety policy which is based on LA guidance and also to any reasonable requests made by School staff members.
- This policy will be reviewed as part of a rolling programme or as necessary.

Charges

At a meeting of the Governors' Staffing and Finance Committee it was agreed that the letting charge for the financial year 2024/2025 would be £40 per hour.

On the occasions when the Church wish to use the school, they will be asked to pay £40 – the cost to the school for opening and locking the school by the school caretaker.