



ST. ANDREW'S CE (VA) JUNIOR SCHOOL

"Promoting Excellence Within a Caring Christian Community"

Lettings Policy

1 Aim

It is the Governors Policy to encourage the community use of the School premises provided that the ethos of our church school is not compromised. The School premises consist of the site, playing fields and all school buildings on site. Any lettings should be outside normal school operating hours having regard to staff training days.

2 Priorities

An order of priority shall be established for lettings as follows:

- ◆ School events e.g. open evenings, carol services, concerts, school discos, Governors meetings etc.
- ◆ Community use e.g. PE school, yoga classes etc.
- ◆ Friends of the School e.g. School Fair, social events, meetings
- ◆ Church organisations e.g. Church Council meetings, social events
- ◆ Other organisations e.g. youth football teams, keep fit groups, wine circle, private individuals etc.

Any letting shall be subject to the availability of the Site Manager or Deputy Site Manager.

3 Community Use

The Governors are minded to work within the Calderdale Framework for the community use of School Premises dated 3rd Feb. 1994.

4 Charging Policy

The aim of the charging policy is that all outside meeting expenses at least should be covered and that the 'School Budget' should not suffer as a result of any outside letting.

School events: to be borne by the School Budget

Community Use: Costs of Site Manager and Heat and light to be charged, plus on costs for room hire.

Church Organisations &

Friends of the school: Committee meetings, AGM and two fundraising meetings per term – free. Other events of a social nature – Costs of Site Manager and Heat and light to be charged, plus on costs.

Other Organisations: Football field only – to be negotiated by Headteacher. Other events - Costs of Site Manager and Heat and light to be charged, plus on costs.

The Calderdale procedure for charging and recovering letting costs shall be followed.

5 Management

The day to day management of lettings shall be delegated to the Headteacher. In the event of any application of a political or commercial nature or in the event of any doubt, reference should be made to the Chairman of Governors and/or Clerk to the Governors before permission for a letting is granted.

6 Protection of Premises and Supervision of Events

The day to day management of lettings shall be delegated to the Headteacher. In the event of any application of a political or commercial nature or in the event of any doubt, reference should be made to the Chairman of Governors and/or Clerk to the Governors before permission for a letting is granted.

7 Hiring Agreement

Prior to any letting, a Hiring Agreement produced by the National Society shall be signed by the named representative of the hirer. This agreement contains conditions on the hirer including responsibility for insurance and obtaining any necessary licences. The manager may require a deposit to be paid in advance to cover any damage etc.

Head Teacher signed:

Chair of Governors signed:

Date: March 2017

Review Date: March 2019