



**CHRISTIAN MALFORD**  
Church of England Primary School

---

**Challenge Motivate Succeed**

---

# **CHRISTIAN MALFORD, SEAGRY AND SOMERFORDS' WALTER POWELL PRIMARY SCHOOLS**

## **Lettings Policy**

**Approved by:** Joint Local Board

**Adopted:** 19<sup>th</sup> March 2018

**Due for review:** March 2019

# Lettings Policy

## 1. General

The Joint Local Board members of Christian Malford C of E Primary School, Seagry CE Primary School and Somerfords' Walter Powell CE Primary School ("the Members") recognise that the schools and their facilities are a valuable resource within the community and are keen to extend their range of services and activities beyond the school day for the benefit of their pupils, their families and the wider community. The premises are suitable for and accessible to persons of all abilities.

The schools are not available for hire during the school day in term time.

The hirer will have access to clear and reasonable conditions covering a hiring.

## 2. Charging Policy

Lettings will be dependent upon payment of a fee and acceptance of the Terms and Conditions as set out in the Bookings Application form. Lettings to the Home and School Association, the Friends of Christian Malford School, or the Friends of Seagry School and associated school organisations will be free of charge where the locking up is undertaken by a key holder other than the Cleaner in charge; however, a charge may be incurred if the latter is required.

Letting fees will be set at a level to ensure that the income taken covers heat, light and caretaking costs. The Headteacher has the discretion to agree a letting fee below cost on the understanding that the overall lettings income for the school year must cover the additional costs incurred by lettings.

Where a Public Entertainment Licence or a licence to sell alcohol is required, the letting will be at the discretion of the Executive Principal. Hirers will be reminded of their responsibility to obtain the required licence.

All persons hiring school premises will be expected to conform with Health & Safety requirements and have adequate third party liability insurance.

Any profit generated from lettings will be used for the sole benefit for the education of the children of the school concerned.

## 3. Administration and Security

Although not necessarily on site for the duration of the let, the Cleaner in charge or another member of staff will be present both at the beginning to open up and at the end of each session to lock up the School and to set the alarms except where an alternative key holder has taken responsibility as outlined above. It is expected that those parts of the School not required for the letting will be locked.

The Administration Officer will take responsibility for processing bookings and for the collection of the letting fees. The Officer will also ensure that hirer has appropriate policies and procedures in place in regard to safeguarding children and child protection.

#### 4. Authorisation of Lettings

All lettings are subject to authorisation by the Executive Principal on behalf of the Members. Where the Executive Principal has reason to believe that the proposed letting is inappropriate or runs contrary to the aims and ethos of the School, he/she has the discretion to refuse the booking without having to state any specific reason. Proof will be required from the hirer that any appropriate insurance cover is in place for any activities they carry out on the school premises.

#### 5. Letting Charges from 1 January 2016

It is anticipated that the School Hall will be let for a variety purposes which benefit the local community, for example:

- Physical Education (e.g. adult keep fit, gymnastics groups, yoga, etc.)
- Further education
- Lectures, workshops
- Art and Craft Exhibitions
- Youth groups including, but not limited to Brownies, Guides etc

The Hall may be booked for either:

1. 1-4 hours
2. 4-8 hours

1-4 hours	£10
4-8	£25
School grounds	From £5

#### Notes:

1. Prices are subject to change and are indicative.
2. Charges may be individually agreed for not-for-profit organisations.
3. The school grounds can be hired independently of the school buildings.
4. There are toilet facilities which may be used as part of the let.

#### 6. Policy review

This policy was agreed by the Joint Local Board on: 19<sup>th</sup> March 2018 and is reviewed annually.



Signed by Chair of the Joint Local Board :