

Ashmead Primary School

Lettings Policy

The letting of community space within Ashmead Primary School by the local community, community groups, youth groups and local residents is welcomed, subject to the following conditions:

- Use of the premises for school functions will take priority over lettings
- The Governing Body will set charges for lettings guided by the following principles
 - Lettings to Ashmead PTA will be free of charge
 - Lettings to bona fide community groups will be charged at cost, to cover caretaking, energy, wear & tear and administration
 - Where the school is used as a Polling Station the relevant authority will be charged at cost as above
 - Lettings to all hirers will be charged as listed and the charges will be reviewed on at least a two yearly basis as part of the review of policy
- Income derived from lettings will be retained by the school and lettings costs to the school will be met from this income.
- Ashmead Primary School will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute, nor to political parties for meetings.
- The school premises will not be let for functions where a Public Entertainment Licence is required. (with the exception of PTA events providing they obtain the appropriate licence).
- Decisions whether to permit lettings will be made by the Headteacher/School Business Manager in accordance with the Lettings Policy. If the Headteacher/School Business Manager believes a letting should not be permitted he/she will report the reasons to the Resources Committee.
- All persons hiring Ashmead Primary School will be expected to conform to the Letting Procedures and Terms of Use (as attached to this policy) and Ashmead Primary School's Health & Safety and Safeguarding Policies. Hirers will also be responsible for their own First Aid provision.
- Ashmead Primary School reserves the right to terminate a letting contract if the Lettings Procedures and Terms of Use and Ashmead Primary School's Health & Safety and Safeguarding Policies are not adhered to.
- There will be no smoking in any part of the school premises or playground at any time during a letting.
- All hirers must carry Third Party Liability Insurance to satisfy Lewisham requirements.
- All hirers will complete an 'Application for letting at Ashmead Primary School' form (as attached to this policy), which will be authorised by the Headteacher/School Business Manager prior to the commencement of letting.
- All revenue derived from lettings will be reconciled monthly.

November 2015

Lettings Charges

For local community use:

- School Hall £25.00 per hour
- Community Room £20.00 per Hour

Where the use is for commercial use or relates to use of special facilities at the School, the school will apply charges appropriate to those uses.

Payment arrangements to be made in advance with the school.

Approved by Resources Committee 16 November 2015

This policy will be reviewed at least once every two years.

The next review date will be no later than 16 November 2015.

November 2015

Application for letting at Ashmead Primary School

Organisation:	
Hirer's Name:	
Contact number:	
Address:	
Date(s) of letting:	
Time of letting:	
Location of letting:	
Purpose of letting:	
Agreed charge:	
Other comments:	
I agree to read and abide by the Lettings Procedures & Terms of Use and comply with Ashmead School's Health & Safety and Safeguarding Policies:	
Signed:	
Print Name:	
Date:	
<small>(for office use only)</small>	
Third Party Liability Insurance Seen?	Yes No
Let authorised by:	
Signed:	
Position:	Date:

November 2015

Ashmead Primary School
Lettings Procedures & Terms of Use

- *For weekday bookings, the premises will be open 15 minutes before your start time. The building will be closed 15 minutes after your finish time. For weekend bookings, a key holder will open the venue 15 minutes prior to your booking and the building will be closed 15 minutes after the end of your session*
- *A key holder will not always stay on site at but will be close at hand if there are any problems and the contact number is 07721 746089.*
- *The hirer is responsible for the admittance of session users i.e. opening or organising the manning of the door for session users*
- *Please ensure the hall and any other areas used (including toilets) are clean and tidy when you leave. Any crockery/cutlery used must be washed and replaced on shelves. Please empty the bin (replacement bin bags and cleaning products will be provided) and leave bags outside by the door. The floor should be swept clean. Any breakages must be replaced or paid for.*
- *Ensure all lights are switched off when you vacate the premises.*
- *All gangways intended for exits must be kept free from obstruction at all times.*
- *Please do not use any of the school PE apparatus, ICT or audio visual equipment. It may be moved but ensure that it is returned to its original location. Any breakages must be paid for.*
- *Use of the outside facilities is not allowed except by prior arrangement with the school.*
- *The hirer has a duty to know where fire alarm call points and portable fire fighting equipment is situated in the event of fire.*
- *Hirers should be considerate towards the neighbours at all times especially if late at night.*
- *Hirers shall not drink or sell alcoholic beverages on the premises unless permission is given for a licence.*
- *Smoking is not permitted anywhere on the premises, including outside areas.*
- *The hirer should ensure that nothing is done on or in the relation to the premises in contravention of law relating to gaming, betting & lotteries*
- *The hirer shall, if preparing or serving food, observe all relevant food health and hygiene legislation and regulations*