



St Helens Primary School Lettings Policy

It is the governing body's policy that whenever it is reasonable and practical, use of the schools' physical resources by members of the local communities outside the school day be permitted.

Lettings to local groups will be dependent upon the completion of the attached application form, the completion of the Isle of Wight Council VAT exempt form (if appropriate) and, in the case of lettings to profit making organisations, the sight of the hirer's Public Liability Insurance. (See note below).

The fees for a letting will be set at a level to ensure that income taken covers the costs (lighting, heating, staffing, etc.) of the activity. Any profit generated by such lettings shall be solely used to benefit the education of pupils who attend the schools.

Note: Non-profit making organisations and private hirers will be covered by the LA's "Third Party Hirers Insurance".

The PTAs/Friends groups will normally be exempted from any charge in respect of fund raising activities or social events benefiting pupils and/or their families.

All lettings are subject to authorisation by the head teacher on behalf of the governing body. Notice of lettings will be made available to the appropriate committee of the governing body.

Conditions of Letting

1. **Fees.** Charges for the hire of facilities at the school are:

School Hall	As agreed by the head teacher
Rooms	Rate to be agreed on application
Caretaker/Cleaning	Additional cleaning/caretaking may incur a cost.

2. **Cancellation.** The full fee will be payable if notice of cancellation is less than one week before the event.

3. **Insurance.** In the case of profit making organisations, the hirer must provide their own Public Liability Insurance for all lettings. Evidence of the Insurance must be submitted with the booking form.
(Failure to produce this will mean that the booking cannot be confirmed).

4. **Behaviour.** The hirer is responsible for the behaviour of all persons organising or attending the function, be liable for any costs incurred by the schools, or any third party that results from any actions of any person organising or attending the function.

5. **Persons Attending.** Only personal guests, clients or members of the organisation hiring the schools' facilities may be admitted to a function.
6. **Maximum Numbers Attending.** Health and Safety considerations restrict the School Halls to a maximum number for any function of 100 people at St Helens.
7. **Alcohol and Drinks.** Unless a licence has been applied for and granted, alcohol may not be resold. Alcohol may however be brought by persons attending the function for their personal consumption.

It is the responsibility of the hirer to obtain any other necessary licences/consents that may be required for the function e.g. music & entertainment, copyright, performance etc.

8. **Smoking.** Smoking is **not** permitted within any part of the schools' sites & buildings.
9. The schools shall have the right to cancel any booking, whether confirmed or not, without prior notice, if it suspects that any of the above conditions have been broken by the hirer, or any person organising any function or event, or any conditions printed on this booking form is likely to be broken, by any person attending any function or event, or connected with the function or event in any way.
10. It is the responsibility of the hirer to ensure the premises are left in the same condition in which they were found.
11. The hirer shall admit any member of schools' staff to any function to ensure that the conditions of this booking are complied with.
12. Any serious accidents/injuries must be reported to the schools' office as soon as possible.
13. Where appropriate, a valid DBS disclosure for the hirer or organisation's nominated responsible person, is to be presented to the school with the booking form. (Failure to produce this will mean that the booking cannot be confirmed).

Please Note: The school is not responsible for ensuring that the necessary DBS checks have been undertaken.

It is the responsibility of the hirer to ensure the necessary DBS clearances have been obtained.

15. It is the responsibility of the hirer to comply with the current equality and diversity legislation.