

LETTINGS POLICY

- 1 The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.
- 2 The hirer must be willing to meet with school officials and provide details of their aims and objectives.
- 3 The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body.
- 4 Each hirer uses the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
- 5 The Governing Body will determine if nominated person from school is required on site when the premises are being used. If not, a responsible person must be on call.
- 6 A Letting Application / Indemnity Form must be completed by ALL applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer. For long term lettings application forms will be reviewed on an annual basis.
- 7 Any hirer that uses the school must be properly insured and insurance documents must be attached to the application.
- 8 Arrangements for the payment of each letting will be made in advance with the hirer concerned.
- 9 Smoking is not allowed on the premises in line with school policy.
- 10 Alcoholic Drinks -
 - a. An occasional licence must be obtained where appropriate.
The Licensee is responsible for conduct of bar sales, etc.
 - b. No alcohol is to be stored or retained on the premises when pupils are in school.