

St George's School, Bourton

Lettings Policy

Principles

The letting and hiring of the school hall and facilities is to be considered favourably by the Board of Governors to develop Community links and to develop the cultural life of this rural community.

This is assuming that:

- The school's needs always take precedence (e.g. parent's evenings, school performances and PTFA events)
- The Head should be aware of all bookings in advance and as the person responsible for the day to day management has the power to refuse a booking.
- That at no time should delegated funds subsidise the hirer particularly heating and lighting costs, caretaking and wear and tear.

Conditions

1. The hirer is advised to be insured in respect of Third Party risks as neither the Local Education Authority nor the Governors will be responsible for any accidents to persons or property arising out of the letting.
2. Not to use or permit or suffer the Property or any equipment at the Property to be used in any manner or for any purpose which facilitates encourages or promotes extremism or terrorism or which allows access to or the dissemination of information in any form relating to extremism or terrorism or which causes or might cause the Landlord to be in breach of any duty under the Counter-Terrorism and Security Act 2015 or guidance issued pursuant to that Act.
3. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct.
4. No activity will be allowed that will damage the fabric or fixtures and fittings of the school. The wearing of stiletto heeled shoes or those with metal studs is prohibited in the hall. The hirer is responsible for the righting of any damage caused.
5. Smoking will not be permitted on the premises.
6. The Hirer shall not sub-let to another person and should only use the premises for the purposes for which they were hired.
7. There is no extra charge for heating, this will be included in the hire charge.
8. **Kitchen**
The kitchen facilities are to be available for the hirer. Chairs and tables are also available. An information file with instructions for use of equipment is in the kitchen along with an inventory of china and cutlery. Any breakages must be notified to the school secretary after the hire.
9. **Cleaning**
It will be the responsibility of the Hirer to ensure that the facilities are cleaned after the event. The school reserves the right to charge at the current school labour rates if any further cleaning should be required.
10. **Security**
The Hirer is the named person responsible for security.

A booking form is to be completed and signed by the hirer; Naming the person responsible, the start and finish time of the event and the expected setting up and clearing up time.

No event may finish after 10pm (all clear and off the site before 11pm)

Arrangements are to be made at the time of booking for the collection and return of the keys from a named keyholder. Out of school hours advice can be sought from the caretaker (name and telephone number in notice board at school gate).

A deposit will be required on booking.

Playground lighting is available but the hirer is responsible for ensuring that it is turned off at the end of the event.

Charges

Payment will be expected at the time of booking.

Local Organisations/Parents of children currently attending the school £20-00

Private/Commercial £30-00

Regular events, for the benefit of the community, may be charged at a special rate agreed with the premises committee, please apply in writing c/o the school.

To be reviewed annually at the first meeting of the Premises Committee in the new school year (i.e. September) to keep in line with similar charges locally for school and community facilities.

Sessions

9000 – 1300hrs

1300 – 1800hrs

1800 – 2200hrs (all clear and off the site before 11pm)

Free Lettings

In the light of the fact that the PTFA function to support the school, no hire charges will be made to them.

In the light of the special relationship between the founding St George's Church and the school, the school hall is to be free for the purposes of teaching and promoting the Gospel. It will also be available on a reciprocal arrangement for up to three church social events per year.

Rubbish

All rubbish will be removed and disposed of by the Hirer.

Policy adopted by Governors on 19th January 2015