

BELTHORN ACADEMY PRIMARY SCHOOL

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 using 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 a 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. Please see the School Business Manager with regards to the school insurance.
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. Belthorn Academy is not VAT registered so VAT will not be charged on lettings. If it becomes registered due to income levels in general the letting of premises for non-sporting activities is exempt of VAT.
11. The school will make available the schools asbestos management survey as required.
12. Relevant risk assessment will be carried out by the school to ensure the safety of hirers and additional visitors to the premises.

- 13.**Alcohol will not be brought to or consumed on the premises without agreement from the Headteacher/Governing Body and the appropriate license in place.
- 14.**Smoking is not permitted on the premises at any time.
- 15.**The hirer must familiarise themselves with the schools Fire Risk Assessment and any other relevant risk assessments.
- 16.**Hirers are expected to respect the community setting of the school and act as good neighbours, especially in regards to parking arrangements and noise.
- 17.**Any damage to equipment, furniture or fittings will result in recharges being made to the hirer.