

St Peter's CE Primary School Policy on Use of Premises &
Facilities Out of School Hours & School Lettings

The governing body in accordance with the Authority's expectations gives priority to the needs of the school. First and foremost criteria will be the availability of the Site Supervisor.

Such priority is to be seen in terms of traditional needs arising from the curriculum and pupil welfare including the following types of activities.

- Meetings of school governors and formal parent meetings called by governors
- Curricular activities falling outside normal school hours.
- Extra curricula activities involving pupils substantially such as concerts, pupil school functions, school games and clubs.

Subject to the needs of the school the governing body will observe the following priorities in dealing with applications for the use of facilities out of school hours.

1. For authority organised or sponsored activities
2. Use for meetings of the Friends of the school
3. Use of cultural, educational sporting clubs
4. Fund raising activities organised by the Friends of the school
5. Use of functions open to the community and not associated with the school

In the event of the school premises being required for the educational activities of the school itself, the governors will give as much notice as possible, normally no less than two weeks, to any organisation which would otherwise be using the school premises, that are required.

Charges

In light of the fact that the school's delegated budget is provided for the education of children at the school and cannot be used to subsidise community activity, governors will levy the following charges in order to recoup the cost of non-school use:-

St Peter's School recognise the importance of keeping close links with the community and children in the area and therefore set a level of fee merely for the school to recoup its costs.

Community activities will be charged dependant on the individual, as agreed by the Governing Body.

Security & Supervision

In deal with matters relating to the use of the school premise out of normal hours, the governing body will consider the need to protect the fabric, equipment and furniture of the school, together with the need to ensure the premises are properly secured when not in use. In the event of any group abusing such a privilege of use, the school governors shall be entitled to suspend use by that organisation either temporarily or on a permanent basis.

It is normal practice to require care-taking staff to be present on the premises when they are in use after school hours for the duration of the let but, if the governing body considers that it is essential that a member of the caretaking staff does remain present throughout the period the

cost of the service can be included in the charge to the organisation letting the school premises as an additional fee, this is at the discretion of the governing body.

The above arrangements are in place to ensure that safe and effective use of the premises is made, the interests of the school are protected and the quality of the facilities are maintained. They are not, in any way intended to restrict the use of school premises to the detriment of the community.

All those wishing to make use of the school premises outside of normal school hours will be required to complete the appropriate letting form at least 14 days prior to the intended date of the let. No lets will be permitted without the completion of the necessary letting form in order to ensure that appropriate insurance arrangements are in hand. The above period of notice is essential so that arrangements can be made for the opening and closing of the school.

Governing bodies will ensure that appropriate licenses are held or obtained to cover functions or activities taking place on the school premises. Those may include some or all of the following:

License to sell alcohol

Public entertainment license

Theatre license

Governing bodies must ensure that the appropriate insurances are held – in particular a Public Liability Insurance.

When use of premises involves non school use the applicant will be asked to complete the additional section of the form and obtain a counter signature of the approved representative of the school governors i.e. the head teacher, indicating that the use of hire has been approved by the governors.

St Peter's School **does not** intend (subject to the notification from the LA) to host parliamentary or local elections or public meetings.

If the hire of the hall is continuous for more than one term a contract of use/service level agreement will be approved and signed by both parties.

Lettings during school time – particular reference here to the Bungalow.

Priority will always be given to school use during the day before any agreements are made to let the bungalow.

Charges

Charges will be determined by the Governing Body of the school, dependant on each individual letting.

A risk assessment should be carried out of the letting prior to hire of the room or building and appropriate form completed. Lettings forms are available from either of the school offices. All personnel hiring the hall will be required to make themselves familiar with the fire risk assessment and procedures for the particular site they're using and with the schools Health and Safety Policy.

St Peter's School will review the Letting Policy annually

Signed (Chair of Finance)

Date

Policy approved on by the Full Governing Body of St Peters CE
Primary School

Signed (Chair of Governing Body)

St Peters CE Primary School

Premises Application Form

The school will process the data collected in this form in accordance with the UK GDPR and Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed on the school website.

Details

Name of Individual	
Company Name	
Address (for invoicing purposes)	
Contact Number	
Email address	
Deposit amount	
Payment method	

Requirements

Date of Hiring	
Time of Hiring	
Room(s)	
Equipment needed	
Details of any equipment you will be using on the premises	

Purpose

Details of the event	
Will you be working with children and/or young people?	
If yes, have you attached a copy of your Safeguarding Policy?	
Start time	
End time	
Expected attendance	

By signing this document, I acknowledge that I have read, understood and agree to the terms of this Lettings Policy.

I acknowledge that my signature confirms all the details in this application form are correct.

SIGNED

DATED