

KEELMAN'S WAY SCHOOL

Lettings Policy

2017 - 2018



Keelman's Way School

LETTINGS POLICY

Control over the use of accommodation and facilities at the school rests with the Governing Body. The Governing Body have delegated the responsibility for the letting of the school building to the Head Teacher. The Head Teacher is responsible for approving or declining applications, subject to any directions given by the Governing Body and will issue a regular report on the use of premises outside normal school hours.

Self-governing schools are prohibited from levying charges below the economic cost of the letting. These charges are based on average costs of heating, lighting, cleaning, wear and tear and Site Manager's services.

Notwithstanding the above it is recommended that charges for lettings should mirror those levied by the LA.

The Governing Body reserves the right to amend their lettings charges at any time they should see fit. The decision of the Governing Body shall be deemed final in this matter.

Although the school is not allowed to subsidise lettings, registered organisations which are recognised as educational/cultural and which undertake a regular programme of approved activities may be eligible for preferential rates at the discretion of the Head Teacher.

School functions and events organised by the Governing Body or Parent Teacher Association are exempt from all charges as they fall outside the scope of letting arrangements.

Lettings will be accepted only upon condition that making the premises available to outside organisations would be suitable and does not affect the day to day use of the school facilities by its staff and pupils.

In accordance with the Local Government Miscellaneous Provisions Act 1982 a licence is required for events involving Public Entertainment. However, if the activity

is limited to teachers, pupils of the school, then a licence is not deemed to be required. Tickets may be sold, in advance through the school only and there should be no advertising, other than inside the school premises, nor should tickets be available at any Entertainment or Theatre Agency, nor should tickets be sold at the door at the time of the event. The restriction on advertising detailed above does not prevent letters or handbills being forwarded to parents and guests via the pupils. Donations are usually asked for at such event.

Booking Procedures

Application for the hire of the premises should be made to the Head Teacher on the relevant form, giving as much notice as possible.

Subject to approval a provisional acceptance form will be offered along with the Governors' Conditions of Use and Indemnity Form. Use of the facilities will only be allowed if acceptance is confirmed in writing and conditions of use and indemnity forms are returned along with payment in advance from occasional users.

Priority will be given to regular hirers with ten or more bookings each term.

Hire of all facilities will be paid for in advance of their use by the hirer.

Organisations will be required to pay for each occasion booked, unless the booking is cancelled by the school.

Signed: _____

Chair of Governing Body

Date: _____

Signed: _____

Head Teacher

Date: _____