



Humshaugh C of E (Aided) First School

Lettings Policy

Date Agreed	May 2023
Date to be reviewed	September 2025
Signed	<i>J.L.Long</i>

Rationale

We will endeavour to encourage community use of the building whenever possible, recognising that the school's first priority is to provide the best education for its pupils, whilst also bearing in mind:

- 1) Financial need to cover costs incurred.
- 2) Balanced use of other buildings within the local community.

Exceptions

Subject to availability, and with such conflicts to be determined by the Head teacher, the following categories will have free use of the hall or one classroom for evening sessions up to 10.00 p.m.

- 1) Friends of Humshaugh First School
- 2) St. Peter's Church Parochial Church Council
- 3) Community Education groups up to 6.00 p.m.

Weekend use of the building by groups other than the 'Friends' and P.C.C. will be at the discretion of the Governing Body or its representatives.

Charges

The following charges will be levied on other groups who wish to have a classroom/hall.

A minimum charge of £30 between the hours of 6.00 p.m. and 9.00 p.m.

A maximum charge of £40 between the hours of 6.00 p.m. and 9.00 p.m.

Anyone wanting to hire for a longer period will need to make separate negotiations with the governors or their representatives.

Shared use of the building by two or more groups can be arranged depending upon facilities needed. A minimum charge of £30 (6.00 p.m. - 9.00 p.m.) will be charged] (i.e. - a minimum charge of £15 to each group if the charges are shared equally).

Regulations

Any group needing to use the kitchen facilities must give prior notice to the Governing Body or their representatives. An extra charge for this may be made.

Any lettings will be dependent on the caretaker or other key holder being available to open and close the building on that particular date.

If the letting causes excessive cleaning duties for the caretaker, then an extra charge may be levied to cover this.

If those hiring the building require any special equipment this must be known at least a week before the letting takes place e.g. Lap top/Interactive Whiteboard.

Fire procedures

It is the responsibility of those hiring the building to make all visitors familiar with 'Fire Procedures' copies of which are posted in all rooms.

Management and Administration of Lettings/ Governance

The Headteacher is responsible for the management of lettings, in accordance with the Governing Body's policy. Where appropriate, the Headteacher may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process. If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, they will consult with the Chair of the Governors (or alternative, as appropriate), who is empowered to determine the issue on behalf of the Governing Body. A risk assessment must be conducted for each proposed letting.