



# CROFTLANDS INFANT AND NURSERY SCHOOL

## Lettings Policy

The school provides a meeting place for the community and as such the following rules apply.

- School functions take priority over any lettings.
- All bookings will be made through the school.
- All organisations will be charged at the current rate.
- Governors will review fees annually.
- The fee paid will cover the use of specified rooms only.
- All costs to the school budget must be covered.
- Income from hiring out the hall is passed on to Financial Services for payment into the school's general budget for use on school activities.
- The persons hiring the hall must be aware of regulations governing the use of the building and will have access to the Schools Health and Safety Policy and relevant risk assessments.
- As a general rule those hiring rooms should not use the kitchen or any kitchen equipment.
- Hirers should take out their own insurance protection when they are using their own equipment and staff on school premises.
- The school accepts no responsibility for any breach of Health and Safety regulations by the hirers [e.g. food hygiene].
- Use of school equipment can only be undertaken by or under the supervision of competent persons and with the prior agreement of the school management.
- The school may impose an insurance levy if evidence is not provided of adequate insurance cover.
- A record of all lettings must be kept for auditing purposes.
- Regular users of the school's facilities will sign an agreement. This agreement will include the following details and requirements:
  - ❖ The name and address of the user and the title of the person who signs the licence,
  - ❖ The date on which the use of the facilities will commence,
  - ❖ The days and times of the occupancy,
  - ❖ The area on site which is to be used,
  - ❖ Conditions of the letting,
  - ❖ The need for the users to have third party insurance,
  - ❖ The details of the users responsibility to abide by the fire regulations relating to the building,
  - ❖ An expectation that the user will undertake a risk assessment in connection with their use of the premises,
  - ❖ The user shall indemnify the county council and the governors of the school against all actions, proceedings, claims and demands whatsoever which may arise as a result of the use of the premises by the user,
  - ❖ The user is responsible for the preservation of good order during the period of use and for any damage done to the premises,
  - ❖ Alterations or amendments to the premises or furniture are forbidden.

The agreement should be signed by the user group and by the representative of the governing body. A copy should be forwarded to Client Services and Property Unit, 18 Portland Square, Carlisle, CA1 1PE.

Current charges – 2018/19

Room hire - £10 per hour

**Be Caring**  
**Be Happy**  
**Always Do Your Best**