

OUGHTRINGTON
COMMUNITY
PRIMARY SCHOOL



Lettings Policy

Oughtrington Community Primary School

Lymm

Cheshire

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Version	Date	Action
1	March 2013	Updated Policy
2	February 2020	Updated Policy
This Policy is available on the Learning Platform, on the office network and in the staff room.		



Lettings Policy Statement

The school will consider making its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined by the Finance Committee. Lettings for activities used for the children of Oughtrington Community Primary School are usually not charged.

The letting of the school premises by the community is welcomed, subject to the following conditions:

Use of the premises for school functions will take priority over lettings.

The Governing Body of Oughtrington Community Primary School will set charges for lettings guided by these principles:

- a)** The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
- b)** The school premises will not be let for functions where a Public Entertainment Licence is required with the exception of events held on behalf of Friends of Oughtrington Community Primary School.
- c)** For any letting which requires any form of licence the hirer must provide evidence to the school of the appropriate licence. Failure to provide evidence will mean that the letting will be cancelled.

Income

Costs to the school of lettings will be met from this income. This will be administered by the schools finance system.

All lettings will be invoiced at the end of term and must be paid in full by the due date on the invoice.

AT NO TIME WILL THE SCHOOL USE THEIR DELEGATED BUDGET TO SUBSIDISE NON-SCHOOL ACTIVITIES.

Contracts

A contract agreement (see appendix 2) must be completed for all lettings. A risk assessment must also be completed and returned to the school with the signed contract and insurance documents (if applicable). All lettings, whether community or commercial, must complete a risk assessment for their activity.

For lettings including the school playground and/or playing field it is the responsibility of the hirer to ensure that the area is fit for purpose prior to the start of the activity.

It is the responsibility of all hirers to ensure the accommodation is fit for purpose and all school property is left in the condition it was found. Damage to accommodation and property is the responsibility of the hirer.

Decisions whether to approve lettings rests with the Governing Body. The Governing Body delegates approval of lettings to the Finance Committee. To ensure best value and deliver an appropriate service the Finance Committee delegate responsibility of the day to day management of lettings to the head

teacher. If the head teacher believes a letting should not be permitted they will report the reasons to the Finance Committee.

Keyholders

It is the responsibility of any hirer who is also a keyholder to ensure they comply with the school's Lone Working Policy. It is also their responsibility to ensure that the building and grounds are secure before locking the gate.

Health & Safety

All persons hiring the school premises will be expected to conform to the school's Health & Safety regulations & policy and it is their responsibility to keep up to date with the school's policies. All hirers must comply with the Equality Act 2010. *Failure to comply with Health & Safety or the Equality Act regulations will result in an immediate termination of the contract without exception.*

Insurance

All hirers must carry sufficient Public Liability insurance to satisfy Warrington Borough Council requirements and must provide evidence of their current insurance certificate with their contract agreement.

Name of organisation. _____

We the undersigned are aware of the fire exits in Oughtrington Community Primary School and have incorporated this into our Risk Assessment.

Signed _____

Date _____

Oughtrington Community Primary school

PREMISES/GROUNDS

I/we hereby apply for use of the accommodation specified below:

NAME		
ON BEHALF OF		
ADDRESS		
TELEPHONE	Home:	Mobile:
DATES		
TIMES	From:	To:

Purpose of hire: (Please give full details including age range of participants in activities)

(Please continue on the reverse if required).

ACCOMODATION REQUIRED	TOTAL HOURS	TOTAL CHARGE
SCHOOL HALL – MAIN / NEW		
PLAYGROUND or PLAYGROUND AND TOILET FACILITIES		
PLAYING FIELD or PLAYING FIELD AND TOILET FACILITIES		

I/We have read the schools letting policy and agree to accept and abide by the conditions and regulations regarding the use of the school premises and to such other conditions as may be imposed by Oughtrington Community Primary school.

I/We agree to pay the full cost of the hire within the due date of any invoice.

I/We confirm that we have Public Liability Insurance and enclose a copy of our certificate.

I/We confirm that we have completed a risk assessment for our group activities and a completed risk assessment is attached.

Signed:	Date:
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