

YSGOL GYNRADD



Lettings Policy

Ysgol Gynradd Albert Primary School Lettings Policy

The Governors support the principle of the school premises being available for hire during out-of-school hours in order to maximise the use of the school for security and economic reasons. The Governors recognise that the school's use by local and community groups will increase goodwill and promote good links with the community.

Aims

The aims of this policy are:

- a. To clarify the categories of lettings
- b. To provide a structure for the hiring agreement which meets the school and/or LEA requirements
- c. To provide guidelines for charges for the use of the school premises

Lettings

Lettings fall into three categories:

- **Commercial:** these lettings should be profit-making over and above any expenditure involved in hiring out the school e.g. caretaker, cleaning, lighting, heating. Base rate charges will be at the discretion of the Governing Body.

All external bodies wishing to use the facilities provided by the school have to adhere to the following criteria:

Caretaker: During periods of hire where the Headteacher is off-site, the Caretaker becomes in sole charge of the building and its facilities. They are responsible for the safe running and maintenance of the building and ensuring that the building and its equipment are used appropriately. The Caretaker, with consultation with the Head, has the authority to remove person(s) from the site if their behaviour is in breach of this policy.

Equipment: All groups must provide a current PAT certificate for any equipment that they wish to use within the building. Failure to do so will invalidate the letting.

Electrical safety both inside and outside the building remains in the sole charge of the Headteacher, and in his absence, the Caretaker. No group should attempt to rectify any faults themselves. In doing so, they will be fully liable for any damage and will be billed directly from the LEA.

- **Local Authority:** these lettings are those defined by the LA, which will only be levied at the actual cost involved to hire out the school. Such lettings include Youth/Community/Further education, LEA required use (elections, council surgeries), school's own use.
- **SOAP – Supporters of Albert Primary**

In respect of the last two categories, the School and Governors reserve the right to waive or modify charges. Lettings should not exclude the school's own use of the premises or be to the

detriment of the curriculum. The guidelines for charges need to be reviewed **annually**.

The dates, durations and charges of lettings will be at the discretion of the Headteacher in consultation with the Caretaker and Chair of Governors - where appropriate. The Headteacher will be responsible, with the user, for **completion of an agreement and indemnity form** (School form for commercial lettings, LA form for local authority lettings.) If the school kitchen is needed, an application has to be made to the County Catering Officer.

Current Charges - September 2015/2016

£12.50 per hour

If the Caretaker is not available to lock up, the hirer will be responsible for the charges incurred by Vale Security.

Liability

The hirer is required to give evidence of Public Liability Insurance.

The hirer is solely responsible for ANY and ALL damages to property and equipment contained both within and outside the school premises. The School will obtain quotes for any damages caused to property and will provide copies to the Hirer. This includes specialist equipment e.g. computer/electronic equipment - which must be replaced to the exact specification (or better if model is no longer available); electric faults - MUST be dealt solely by the School Approved Electrician.

Acts of God will be decided the the LA Insurers and School will follow the guidance of the Local Authority with such matters.

Document Information			
Created by -	Ceri Hawkins	Reviewed by -	Finance Committee
Last Review-	May 2015	Next review -	Summer 2016
Review Cycle -	Annually	Accepted by FGB -	December 2014
Chair of Governors -	Ms. Heather Brown		
Headteacher -	Huw Jones		