



Shakespeare Primary School

LETTINGS POLICY

1. The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.
2. The hirer must be willing to meet with school officials and provide details of their aims and objectives.
3. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body.
4. Each hirer using the school will be required to nominate a contact person who may act as key holder for the duration of the hire period. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
5. The Governing Body will determine if a nominated person from school is required on site when the premises are being used. If not, a responsible person must be on call.
6. A Letting Application / Indemnity Form must be completed by ALL applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer. For long term lettings application forms will be reviewed on an annual basis.
7. No lettings will be approved giving the user exclusive possession. (note: this is a legal requirement, not to be confused with a sole letting).
8. Any hirer that uses the school must have public liability insurance to the minimum of £5m and insurance documents must be attached to the application.
9. The hirer is responsible for ensuring that DBS checks have been undertaken where appropriate. A Transfer of Control Form shall be completed where the hirer's services are being publicised in any way by the school for its pupils to access.
10. Arrangements for the payment of each letting will be made in advance with the hirer concerned.
11. All hirers must comply with health and safety legislation.
12. Smoking is not allowed on the premises in line with school policy.
13. Stiletto heels must not be worn in the school halls.
14. Ball games or any activity that is likely to damage or dislodge ceiling tiles is not permitted in the New Hall.
12. Alcoholic Drinks –

- a. A Temporary Event Licence must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc.
- b. Alcohol such as gifts/raffle prize donations etc are to be stored in the office).

Agreed by Governors 01.03.05

Amended September 2005.

Agreed by Governors 28/09/05

Amended June 06

Agreed By Governors 15/06/06

Agreed by Governors 16/06/10

Agreed by Governors 23/06/11

Reviewed 14/05/2020

Reviewed 9/5/22

Reviewed 21/06/12

Reviewed 14/06/13

Reviewed 26/06/14

Reviewed 25/06/15 & Amended

Reviewed and Amended 30/06/2016

Reviewed 29/06/2017

Reviewed 24/05/2018

Reviewed 20/05/2021

Reviewed 15/10/2024