



## LETTINGS POLICY

### Main Body of Policy

Control over the use of accommodation and facilities at the school rests with the Academy Representatives. The Academy Representatives have delegated the responsibility for the letting of the school building to the Principal. The Principal is responsible for approving or declining applications, subject to any directions given by the Academy Representatives and will issue a regular report on the use of premises outside normal school hours.

Charges are based on average costs of heating, lighting, cleaning, wear and tear and Site Manager's services.

The Academy Representatives reserves the right to amend their lettings charges at any time they should see fit. The decision of the Academy Representatives shall be deemed final in this matter.

Although the school is not allowed to subsidise lettings, registered organisations which are recognised as educational/cultural and which undertake a regular programme of approved activities may be eligible for preferential rates at the discretion of the Principal.


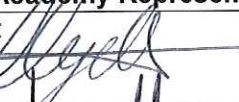
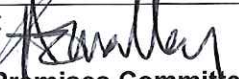
School functions and events organised by the Academy Representatives or Parent Teacher Association are exempt from all charges as they fall outside the scope of letting arrangements.

Lettings will be accepted only upon condition that making the premises available to outside organisations would be suitable and does not affect the day to day use of the school facilities by its staff and pupils.

In accordance with the Local Government Miscellaneous Provisions Act 1982 a licence is required for events involving Public Entertainment. However, if the activity is limited to teachers, pupils of the school, than a licence is not deemed to be required. Tickets may be sold, in advance through the school only and there should be no advertising, other than inside the school premises, nor should tickets be available at any Entertainment or Theatre Agency, nor should tickets be sold at the door at the time of the event. The restriction on advertising detailed above does not prevent letters or handbills being forwarded to parents and guests via the pupils. Donations are usually asked for at such events.

Our Conditions of Lettings detailed on the back of our *Application for Use of School Building and Confirmation of Letting* forms must be adhered to at all times.

### Booking Procedures

Signature: 	Name: <b>Nora Burns</b>	Date: <b>30/11/15</b>
Signature: 	Name: <b>L. Roberts</b>	Date:
Signature: 	Name: <b>A O'MAULT</b>	Date: <b>30/11/15</b>

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Application for the hire of the premises should be made to the School Secretary on the relevant form, giving as much notice as possible.

Subject to approval a provisional acceptance form will be offered along with the Academy Representatives' Conditions of Use and Indemnity Form. Use of the facilities will only be allowed if acceptance is confirmed in writing and conditions of use and indemnity forms are returned along with payment in advance from occasional users.

Priority will be given to regular hirers with ten or more bookings each term.

Hire of all facilities will be paid for after their use by the hirer.

Organisations will be required to pay for each occasion booked, unless the booking is cancelled by the school.

### CONDITIONS OF LETTING OF SCHOOL PREMISES

- 1 The hirer must ensure that all necessary licensing or other legal formalities concerned with any activity undertaken in the course of the letting, eg concert, play, film, dance, music, video etc are complied with and that copyrights are not infringed. In the case of film shows, only nonflammable film can be used.
- 2 Intoxicating drinks may be brought on to School premises only with specific written permission. The hirer is responsible for ensuring that such permission is obtained if required, and that any necessary licence is obtained.
- 3 No floors may be specially polished for dancing except with specific written permission where such permission is given, The Hirer must ensure that the floor surface is restored to its normal condition before children return to School.
- 4 Sub-letting is forbidden.
- 5 Smoking is not permitted either in the School building or grounds.
- 6 If suitable accommodation is available for the parking of motor vehicles, it is permitted only on condition that persons bringing such vehicles on to the premises do so at their own risk
- 7 Where an application for the use of School premises is approved, detailed arrangements for their use must be made by the Hirer. Special consultations may be necessary to deal with arrangements for the erection and dismantling of staging. If the Hirer wishes to use specialist equipment permission may be refused.
- 8 To avoid damage to property it may be stipulated that no stiletto heels, studded shoes or other types of footwear likely to cause damage to floors are worn and it may be required that other similar preventative measures be taken.
- 9 The Hirer must ensure that all functions held on the School premises are properly conducted and that where necessary an appropriate number of stewards attend.
- 10 If the Hirer wishes to cancel a single booking at least three clear days' written notice must be given otherwise the letting fee will be payable.
- 11 For cancellation of an arrangement to hire School premises regularly, one month's written

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notice must be given.

- 12 The Hirer is responsible for ensuring that after the letting the premises are left in a clean and proper condition. The further use of School premises will normally be refused to bodies which have left them in an undesirable condition in the past. Where premises are let on a regular basis, any abuse may lead to the immediate withdrawal of facilities.
- 13 Representatives of the Academy Representatives and the Principal reserve the right to visit the School during any letting to ensure that the conditions of lettings are being observed.
- 14 The Hirer is responsible for ensuring that they have adequate insurance and a copy must be given to the Secretary before a letting is agreed.

Parents/carers will be issued with a hard copy of this Policy on request. This Policy will also be made available to parents/carers via the School's website.