

Bathampton Primary School

LETTING OF SCHOOL PREMISES INTRODUCTION (Hall or Field)

The Governing Body of Bathampton Primary School believes that schools are a valuable community resource. We are therefore, committed to making every reasonable effort to ensure that the school premises (buildings and grounds) are available for the benefit of the local community. In keeping with the extended schools services agenda we will give priority to the use of premises for educational objectives. The hiring of school premises at all times outside normal school hours is under the control of the Governing Body.

We are flexible in the use of our facilities but the use must be agreed before the sessions begin. For example; the Field and Year 5/6 block can be booked together as an inside space with toilets. The hall can also be booked as this has separate toilet facilities. Both could be booked but will require more cleaning.

We ask only areas agreed on are used to give our cleaning team clarity and to ensure no sensitive data is breached.

Our policy sets out the facilities available and the charges. The Governing Body has delegated the day-to-day responsibility for lettings to the Caretaker, where the Caretaker has any concerns about a particular request for a letting the matter will be raised with the Headteacher.

LETTINGS POLICY

At Bathampton, a letting is defined as the use of school premises during school hours, evenings, weekends and school holidays by all parties.

Our Lettings Policy will aim to:

- Ensure that the use of school premises and facilities is effectively co-ordinated and managed.
- Promote the use of school premises by the wider community.
- Give priority for established community providers of services for children and young people.
- Provide a clear statement of charges.
- Ensure a range of activities for children and young people.

APPLICATION PROCESS

If you wish to hire our school premises, please contact the school office.
You will then be issued with an Application form. Bookings made with less than 6 weeks' notice, if accepted, may be subject to a late booking fee. If you have any particular complaints about the service you should approach the Caretaker who will then advise you on the procedure to be followed.



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TERMS AND CONDITIONS

The following terms are in addition to the School hire agreement.
The cost of the hire of the hall will be agreed upon successful application with the Headteacher or Finance officer depending on circumstances. (An example a morning or afternoon = £40 or £20p/hr)

- The School premises will be available for let during term time, from Monday to Sunday. It is also available during the Easter and Summer holidays for the purpose of providing a holiday club. A Letting will not be permitted beyond 10pm.

- The School will notify the Caretaker about the use of the Schools' premises and the times should be agreed with the school Caretaker in advance.

- You will ensure that a first aid post, with a qualified first aider, will be available at all times.

- Any departure from the "Conditions for the Lettings of School Premises" must be agreed with the Caretaker in advance.

- We expect you to supervise the children appropriately to ensure their health and safety.

- The Caretaker will confirm the hire by invoice, which will specify the premises to be used; the nature of the activity; the time and duration; and the cost.

- The permission for the letting to take place is subject to the payment of the invoice before the actual hire takes place. The payment will be made to the School.

- The Caretaker/Headteacher/Chair of Governors has the power to terminate any hire agreement relating to the hire of the school premises.

- Smoking is prohibited in the school premises and grounds.

- You must have appropriate indemnity insurance for the planned activities.

- You are responsible for ensuring there is no damage to school property. If damage is incurred, appropriate compensation must be agreed with the Caretaker or Headteacher.

- You must have appropriate Risk Assessment in place for your activities, including Safeguarding of minors and Coronavirus Risk Assessment. If you don't have a Risk Assessment, please ensure that you are following the relevant sections of the School's policies/relevant risk assessment.

- In light of Covid risks and as part of the risk assessment, we ask that you provide hand sanitiser and ask all attendees to use this on entry

- Please do not allow anyone to venture further than the area agreed for hire.



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- We are delighted that you have chosen our school for your event. We will provide the facilities you have requested and in return, we expect you to respect our learning environment and leave our grounds and equipment in the condition you found them.

Approved by the resource committee on 10.9.20