



## **The Spinney Primary School LETTINGS POLICY**

The Governing Body of the Spinney Primary School, in compliance with Section 42 of the Education (No 2) Act 1986, will make provision for the use of school premises at times other than during normal school hours. The Governing Body will make the school's facilities available to the community served by the school subject to the conditions outlined below:

- a) that the budget available to meet the additional costs of heating, lighting, maintenance and premises-related staffing is not exceeded;
- b) that arrangements for the recoupment of income to offset the costs of making the school available to external users are satisfactory to the Governing Body (or a nominated representative);
- c) that the Authority's Equal Opportunities policy is not compromised;
- d) that the Governing Body's nominated representatives (the Headteacher, the school's business manager and the caretakers in most instances) are satisfied that the proposed letting will be unlikely to lead to a contravention of the Authority's Health and Safety guidelines;
- e) that appropriate personnel are available to staff the proposed event.

Detailed conditions:

All Bookings are made via the School Business Manager. Hirers of the premises must sign a Booking form (appendix 1) confirming agreement to the Terms and Conditions laid out in the attached document (appendix 2)

No party political meetings will be allowed.

Smoking is not permitted on any part of The Spinney School site.

### **Private Lettings**

In addition to the above:

Private parties are available to families of The Spinney Primary School.

The extent of the accommodation made available for the letting and the number of visitors allowed on the school site will be at the discretion of the Head teacher.

The hirer will sign a declaration accepting full responsibility for losses, damage and leaning to the school premises during the period of occupation.

A deposit will be paid on occasional lettings against the above-mentioned loss or damage.

The hirer will appoint responsible adults to act as marshals throughout the hire period, the number appointed following the recommendation of the Caretaker.

All financial transactions will be channelled through the school's business manager.

All lettings will be subject to the approval of the School Business Manger and the Head teacher.

**Signed: Rachel Snape and Sarah Jelliman**

**Dated      January 2016**