



**CHILWELL
SCHOOL**

LETTINGS POLICY

Reviewed: October 2018

Next Review: October 2021

Rationale

The primary purpose of the School site and buildings is for the education of pupils attending Chilwell School.

It is recognised that the school operates within the wider community. Its facilities should therefore be made available to local groups when this does not conflict with either the interests of its pupils or the work of its staff.

Policy

It is the governors' policy that whenever it is reasonable and practical, use of the school's physical resources outside the school day is permitted by members of the local community.

Lettings to local groups will be dependent upon payment of a fee and acceptance of the terms and conditions set out in the Booking Application Form (See Appendix 1). The fees for a letting will be set at a level to ensure that income taken covers the costs (lighting, heating, staffing, etc) of the activity. Any profit generated by such lettings shall be solely used to benefit the education of pupils who attend the school.

All lettings are subject to authorisation by the Head Teacher or Business Manager on behalf of the School Governors.

Notice of lettings will be made available to the Premises Staff.

Contents

- 1 Conditions of Letting
- 2 Letting Fees
- 3 Enquiry Letter
- 4 Information for Users
- 5 Application Form

Date approved by Governing Body

October 2018

1. Conditions of Letting

1. **Fees.** Charges for the hire of facilities at the school are: **See Appendix 2**
2. **Cancellation.** The full fee will be payable if cancellation is less than ten days before event.
3. **Damage.** The hirer will pay the full cost of repair, or replacement of any fixtures or fittings that become unserviceable or unsuitable for use through damage caused by any person attending the function, whether deliberate or otherwise. The hirer must ensure they have their own Liability Insurance cover.
4. **Behaviour.** The hirer is responsible for the behaviour of all persons organising or attending the function, and to be liable for any costs incurred by Chilwell School, or any third party that results from any actions of any person organising or attending the function.
5. **Persons Attending.** Only personal guests or members of the private organisation hiring the School facilities may be admitted to a function. Any person attending any function shall do so by way of a ticket paid for prior to the performance/function, or by written invitation issued prior to the function.
7. **Maximum Numbers Attending.** Health and Safety considerations restrict the School Theatre to a maximum number of 200 people for any function.
8. **Alcohol and Drinks.** Unless a licence has been applied for and granted, alcohol may not be resold. Alcohol may however be brought by persons attending the function for their personal consumption.
9. **Smoking.** Smoking is not permitted within any of the School buildings or on the school site.
10. **Cancellation by the School.** The School shall have the right to cancel any booking, whether confirmed or not, without prior notice, if it suspects that any of the above conditions have been broken by the Hirer, or any person organising any function or event, or any conditions printed on this booking form is likely to be broken, by any person attending any function or event, or connected with the function or event in any way.

11. **Insurance.** The Hirer should provide their own public liability insurance for all lettings.

12. It is the responsibility of the Hirer to ensure the premises are left in the same condition in which they were found.

13. The Hirer shall admit any member of School staff to any function to ensure that the conditions of this booking are complied with.

14. **Safeguarding.** Any hirer working with children must produce evidence of their Safeguarding Policy Statement and CRB Enhanced Disclosure Forms.

2. LETTING FEES FOR 2018-19

	Duration Hours	Cost Mon-Fri £	Cost Saturday £	Cost Sunday £
Standard Classroom	2	30	35	40
	3	38	43	48
	4	46	51	56
Large Classroom/ICT Room	2	37	43	50
	3	46	53	60
	4	56	63	68
Theatre	2	45	52	60
	3	55	63	70
	4	66	74	82

For the hire of the dining room add an additional £20 per letting.

When hiring the dining room facilities a servery is available for self catered drinks or snacks prepared off the premises. Full catering facilities are available subject to a separate agreement with the DSO Catering Service.

The cost of extended or long term lettings is negotiable. Technical advice and the hire of equipment are available at an additional cost and can be discussed before booking.

4.

Information for hirers of Chilwell School premises

Caretaker Contact Number _____

Nearest Landline Telephone during school hours: Main School Office

Nearest Landline Telephone out of school hours: Chilwell Olympia Leisure Centre

Fire Assembly Point during school hours: Old tennis courts at rear of Lakeview

Fire Assembly Point out of school hours: Main School Car Park

To be reviewed: October 2021