



**CRANMERE PRIMARY SCHOOL**  
**BUILDINGS AND PREMISES LETTINGS POLICY**

Policy Reviewed: Autumn 2014  
Next Review date: Autumn 2016  
Committee responsible: Buildings and Premises

**Introduction**

This document is a statement of the aims, principles and strategies to ensure the maximum use of the school's facilities outside school hours, including evenings, weekends and school holidays.

**Purpose of the Policy**

This lettings policy is intended to ensure that the letting of any part of the school premises is managed in a way to maximize the benefits to the school and the community.

**1. Background**

The Education Act 1986 lays down that the use of school premises outside the normal school hours should be under the control of the Governing Body subject to any directions given to them by the LEA. The Education Committee have directed that the use of schools shall be granted in accordance with the following order of priority:

- (i) Use by the Surrey Youth & Adult Education service of such accommodation as is needed for Adult Education purposes for up to three evenings each week commencing at 6.30 p.m. Such use may be allowed for more than three evenings per week but shall not have priority;
- (ii) use for school functions, formal business meetings of Parent Teacher Associations or similar bodies, or for special fundraising activities the whole proceeds of which are intended to be allocated solely to improve school amenities and facilities or the amenities of other establishments controlled by the County Council;
- (iii) Use for Registered Youth Groups and Music Centres;
- (iv) Other uses approved by the Governors

**2. LEA Guidance**

The Four S Finance Manual (Section M - Community Use of Schools) provides detailed information and guidance on all aspects of school lettings and shall be referred to when considering applications from new users and for procedural information.

### **3. Applications**

- (i) All applicants will be required to complete form ED110, Application for Letting, annually in the case of regular users.
- (ii) Applications from new users will be considered by the Headteacher and Administrative Officer, having regard to LEA advice and/or reference to the Chair of the appropriate Governor committee.
- (iii) Applications will not normally be approved for functions being held by hirers who have no direct involvement with the school and where food/alcohol are to be available.
- (iv) Applications will not normally be approved for livestock shows, including exhibitions of children's pets.
- (v) Catering facilities will not normally be available.
- (vi) Insurance - any hirer must provide evidence of adequate Public Liability cover with an indemnity limit of not less than £5,000,000 in respect of any one incident or occurrence. If they do not have their own policy, cover can be arranged on the hirer's behalf by the Administrative Officer.
- (vii) Hirers shall be responsible for obtaining the appropriate licences for alcohol or live entertainment

### **4. Charges**

- (i) The Adult Education Service and Youth Groups shall be charged in accordance with the schedule of charges approved by the Local Authority.
- (ii) All other users shall be charged in accordance with the schedule of charges approved annually by the Finance Committee of the school governors. Use of and charges for furniture and equipment shall be at the discretion of the Headteacher and Administrative Officer, having regard to the nature of the letting.
- (iii) Charges and payment for caretaking shall be in accordance with the agreement between NUPE and the Surrey County Council Education Authority.
- (iv) The Friends of Cranmere Primary school and members of staff will not be charged for the use of facilities, at the discretion of the Headteacher.

### **5. Caretaking**

- (i) The caretaker should normally be available to open and close the school for lettings purposes. Where the school caretaker is unavailable Governors or the Headteacher may nominate a suitable alternative person to carry out the duties of a caretaker for a particular letting, who will be subject to the guidance and direction of the school caretaker.
- (ii) If a caretaker is in attendance and the hirer provides additional personnel to prepare for a letting, these personnel should be subject to the general direction and control of the caretaker

(iii) If in attendance, caretakers shall give reasonable assistance, within the terms of their employment, to hirers.

## **6. Record keeping**

The Administrative Officer will maintain the following forms and records, in accordance with LEA guidance, which will be subject to Audit:

- (i) A Lettings Memorandum Account
- (ii) Lettings Application forms
- (iii) Approval of Lettings forms
- (iv) Fin. 508 Record of School Use and Caretaker's Lettings Claim.