

CAVERSHAM PRIMARY SCHOOL



LETTINGS POLICY

Date: Oct 2015

Reviewed: November 2017

It is the policy of the Governing Body of Caversham Primary School to make the facilities of the school available for the benefit of the local community without detriment to the school or its site. To this end groups and individuals may hire certain of the school's facilities, subject to availability and in accordance with the terms and conditions for hire in force from time to time.

The Governors delegate the day to day decision making to the Head Teacher or his/her representative, who will arrange for the necessary accounting and administrative procedures in accordance with **Reading Borough Council's Financial Regulations**.

Charges

Charges will be reviewed annually in June. The type of user and proposed function will determine the level of charges.

VAT may be payable in accordance with the VAT regulations in force at the date of the letting. VAT is currently payable on the hire of equipment but not on tables, chairs and sports equipment.

Health and Safety

To comply with fire regulations, the maximum number of people on the premises during the time of the letting must not exceed 250.

Insurance

All users from outside Reading Borough council (including Youth and Community Groups) must carry sufficient insurance (currently £5 million public liability), although schools have discretion to accept a lower figure (no lower than £1 million) if they believe this would cover the risk. Hirers must produce evidence of such insurance prior to the event or alternatively 10.5% will be added to the invoice to be included within the school's public liability cover.

Application to Hire

An application to hire form must be completed and returned to the school at least 14 days prior to the proposed date of hiring. Detailed terms and conditions are included in the application hire form and the hirer will be expected to strictly comply with these.

The school is not able to provide facilities for weddings, birthday parties, discos (other than those organised by the school for its pupils or parents) or similar functions.

In order to cause the least inconvenience locally any lettings must terminate by 11pm. Users must vacate the premises and school site by 11pm and any music etc must be terminated well in advance to allow vacation by 11pm.

Payment

Lettings will be invoiced monthly and payment is required within 1 month from the date of the invoice.

At least 7 days notice of cancellation is required by hirers failing which will be invoiced for the full hire charge.

Items subject to VAT will be shown separately on invoices.

School Representative

The school's representative will be on site during functions. Hirers should liaise with him/her concerning specific requirements such as setting out chairs, equipment etc.

The school's representative has authority to take any necessary action to protect the school's interests during any particular letting.

Smoking

The school operates a **no smoking policy**. Anyone attending a function will not be allowed to smoke within the confines of the school site.

Cancellation by the School

The School reserves the right to cancel any letting where it is reasonably necessary to do so in the interests of the School. It will give as much notice of any such cancellation as is practicable, and will refund any payment made on account of the Hire charge where the School is responsible for such cancellation.