



## **Lettings Policy**

The Alston Moor Federation is committed to being a fully accessible and inclusive organisation welcoming and respecting the diversity of its students, staff, community and visitors to the school.

### **Rationale**

The Governors approve of the use of the school buildings by outside organisations subject to the use being appropriate and specific criteria and conditions being met.

The Governors wish to safeguard the users of the building, the building itself and the reputation of the school. This policy should be read in this light.

### **Pupils**

Pupils are encouraged to take part in extra curricular activities and, when they use the school buildings as part of another organisation and out of school hours, they are expected to behave as they would during the school day, respecting the building and those who use it and work in it.

### **Timings**

The policy relates to functions outside of normal school hours, for example on weekday evenings commencing at 6.00 p.m. or later.

### **Outside Organisations**

The policy relates to regular user groups which have their own established arrangements as well as infrequent use of the building or for special fund raising events.

### **Users**

- The building should only be used by or on behalf of local organisations connected with the community.
- User groups will be required to fill in an application form for the event at least two weeks before a school governor's meeting and well before the event is to take place. Dates are available from the school.
- The permission may be refused by the school without giving a reason.
- The use for fund raising functions will be limited to one event per term.
- The organisations are to comprise of adults.
- The organisation must have a named person or named members of a committee, the names being submitted with the application form, who will take responsibility, be accountable and have authority to make decisions on behalf of the organisation they are representing.

### **Supervision**

- The organisations are to be responsible for providing their own supervision for events held in the building. This must be adequate to cope with the size of event to be staged.
- Only the main entrance will be used for entrance and exit. (Except in the case of fire.)
- The supervision is to be well organised and provided by responsible adults.

- The supervision must be continuous during any preparation, the whole event and clearing up.
- Only designated, and hired, parts of the building will be used and supervision is to be provided to ensure that this is the case.
- Regular supervision of the toilet areas will be required during the event.
- The supervisors will ensure that all activities carried out in the building during the event are lawful.
- The supervisors will be responsible for ensuring the quiet enjoyment of the local residents is not disturbed during the event.
- The supervisors will ensure that the building is empty of all personnel at the end of the event.
- The supervisors should be aware of the Health and Safety regulations, have a basic knowledge of first aid and be aware of the fire exits and evacuation procedure.

### **Fees**

- The rental rates will be determined by the Headteacher on an annual basis.
- The rental for the building at weekends will be based on the rental rates in operation at the time.
- A deposit may be required at the time of booking and this will be refunded after the satisfactory vacation of the building and reoccupation for school use.

### **Parking**

- In Alston, the organisation holding the event is encouraged to prevent over parking along Church Road.
- Suitable parking at Townfoot and in the Staff Car Park is to be encouraged.
- Access to the school should always be kept clear in case of emergency.
- The school will accept no responsibility for the damage to or loss of any vehicles.

### **Condition of the Building**

- Any damage caused by the hirer to the building should be rectified at the earliest opportunity and at the sole cost of the organisation hiring the building.
- Any damage affecting the security or safety of the building should be rectified immediately.
- The building is to be left as clean and as tidy as when taken over for hire and be suitable for immediate school use the following day.

### **Insurance**

- The organisation is to take out insurance or indemnify the school against all physical and consequential damage to the building and well as all public liability insurances.
- Evidence of this is to be submitted with the booking.
- The school insurance policies will NOT be implemented under any circumstances.

### **Beverages and Smoking**

- All food and beverages are to be provided by the organisation hiring the building.
- The canteen and kitchen will not be used without prior permission from the school to do so.
- The canteen and kitchen, if used, are to be left immaculately clean and tidy after the event.

*This document is ready for Governor review by the end of May 2020.*

- Should the sale of alcoholic beverage require a licence then this will be the responsibility of the organisation staging the event.
- The dispensing of any alcoholic beverages is to be carried out or supervised by responsible adults not partaking in the consumption of them themselves.
- The school operates a 'No Smoking' policy at all times throughout its premises and grounds.

### **Hours**

- During the evening public access into the building will need to be negotiated with the school.
- The organisation is to notify the school caretaker of the intended entry and vacation time.
- At no time is the building to be left unsecured and must be occupied by the supervisors until the caretaker is on the premises.

The caretaker will be responsible for securing the building and setting the alarm and this is to be done within the presence of the supervisors.

### **Adopted:**

**Review Date:- March 2022**

ALSTON MOOR FEDERATION  
CHURCH ROAD  
ALSTON  
CA9 3QU

**APPLICATION FORM**  
FOR THE USE OF THE SCHOOL BUILDING IN THE EVENINGS

NAME OF ORGANISATION

.....  
NAMED CONTACT (NAME ADDRESS AND TELEPHONE NUMBER)

.....  
NAMED COMMITTEE (NAMES ADDRESSES AND TELEPHONE NUMBERS)

.....  
REASON FOR EVENT

.....  
DATE AND TIME OF PROPOSED EVENT

.....  
ROOMS REQUIRED

.....  
TYPE OF EVENT

.....  
WILL MUSIC BE PLAYED AT THE EVENT

*This document is ready for Governor review by the end of May 2020.*

WILL ALCOHOLIC BEVERAGES BE DISPENSED

.....  
EVIDENCE OF INSURANCE COVER REQUIRED

.....  
NUMBER OF SUPERVISORS PROPOSED

.....  
CAR PARKING ARRANGEMENTS

.....  
I have read the accompanying conditions of letting and will abide them.

SIGNED.....

on behalf

ORGANISATION.....

DATE.....