

Letting of Facilities to Third Parties

RATIONALE

To allow school facilities to be used out of school hours and to make facilities available to the community.

AIM

To ensure the safe and equitable use of school facilities by third parties.

PROCEDURES

Charging

Where charging is to be made to the general public, the decision on how much to charge shall be determined by the Board of Governors, in line with EA (W) guidelines for Letting of Facilities. The school is to ensure that none of the expenses resulting from community use is incurred by the school. Invoices for lettings should be sent out regularly and outstanding accounts should be pursued quickly.

Applications

Any request by a third party to use the premises will require an application to be submitted to the School Business Manager.

Entertainment Licence

It is important that the premises for which the school is responsible are not used by the school or by any third party for a public function (holding concerts/dances/discos) unless they hold an Entertainment Licence. The EA (W)'s circular of 9 August 1989 outlines the responsibilities of schools.

Health and Safety

During school hours all third parties will be informed of the College Health and Safety policy, discipline procedures, standards of behaviour, where they can and can not go, protocols for using shared space etc.

Agreement

Outside of school hours and during the holiday periods the school will ensure that all third parties complete a booking form and provide a copy of their Public Liability Insurance certificate.

All third parties will be subject to the following:

CONDITIONS OF USE

- Provision of Public Liability Insurance certificate (minimum £10m)
- Facilities should not be granted for political or commercial purposes.
- The person(s) named as responsible in the application will be held entirely responsible for the conduct and supervision of all persons involved, for the termination of use at the hour specified and for any damage or loss caused to the premises or property arising out of such use. The school reserves the right to make good such damage or loss and to recover the cost from the user.
- School equipment is not available to users unless specially authorised beforehand.
- Intoxicating liquor may not be sold or consumed on the premises (note: the sale of intoxicating liquor in unlicensed premises is prohibited). See school Drugs Education policy.
- All irregularities, damage and loss relating to the facilities and school owned property must be reported to the person in charge within 24 hours of occurrence.
- The Board of Governors must be satisfied that users of specialist equipment or accommodation are suitably qualified and experienced in its use.
- The Board of Governors shall not be responsible for any loss, damage or injury to items of personal property of the applicant (or the applicant's invitees).
- The Board of Governors shall not be responsible for any loss, damage or injury to any property or person or persons (including the applicant's invitees) suffered by reason of any act, neglect or default of the user.

This policy was reviewed by the Leadership Team: November 2016

Due to be Reviewed: November 2018