

Chancellor Park Primary School

Lettings Policy

1 Introduction

The Governing Body of Chancellor Park Primary School have agreed the following procedures for letting part or all of the school for use by others.

2 Procedures for Lettings

- i. All hall users will agree to abide by Essex County Council's terms and conditions for the hire of school premises, and will sign an agreement form prior to the hire of the premises.
- ii. The hall will be made available for the benefit of the local community.
- iii. A returnable deposit will be paid in advance where appropriate.
- iv. Single users will pay in advance, block bookings will be invoiced monthly.
- v. A hire register will be held in school, and all lettings will be recorded in it.
- vi. The school will be responsible for raising invoices and collecting sums due.
- vii. Hire charges will be reviewed annually, and will be based on the scale of charges for use of other local venues.
- viii. Charges will be reduced when:
 - block bookings are made for a term or more (less 10%)
 - the hirer is a member of the school community at the discretion of the Headteacher and the Chair of Finance

Letting rates from September 2010 are:-

	Cost Per Hour	Discount for Block Bookings Per Hour
Hall	£25.00	£22.50
Kitchen(fixed price Per booking)	£15.00	£13.50

- ix. An additional hourly charge will be made when:
 - heating is required.
 - the Site Manager is required to remain on the premises after 5:30 pm
 - use of the kitchen is required
- x. No animals to be taken into the hall (except guide dogs)
- xi. Access to the rest of the school without prior agreement is not permitted, with the exception of the designated toilets
- xii. No smoking allowed **anywhere** on school premises.
- xiii. First Aid can be found in the medical room located off the school office for use in an emergency. It is a requirement that any party leasing the hall is to bring their own medical emergency kit.
- xiv. It is the users responsibility to read and make themselves aware of the fire evacuation plan which can be found in the main entrance next to the signing in book. The hirer is responsible for keeping a register of people on the premises during their rental period to refer to and provide to emergency services in the event of an emergency.
- xv. Should any damage occur during the course of the letting the school will invoice the user for the cost of the repair and the deposit will be returned once this invoice has been paid.

I/we agree to abide by the above conditions as laid out in the Lettings Policy.

Signed	Date
Print name	

Chancellor Park Primary School

Lettings Booking Form

Please complete this form in **BLOCK CAPITALS** and return it to the School Office at least **ONE** week before the date of the required letting.

ORGANISATION							
ADDRESS							
		POST CODE					
CONTACT NAME				TELEPHONE NO.			
PURPOSE FOR LETTING							
HIRE TIMES							
SINGLE		DATE		TIME	from		to
WEEKLY		DAY		TIME	from		to
MONTHLY		DAY		TIME	from		to
Signed				Date			
OFFICE USE ONLY							
Hourly rate		Deposit					
Heating							
Site Manager		Paid (date)					
TOTAL							
Paid (date)		Returned (date)					
Signed				Date			

