

LETTING OF SCHOOL PREMISES

Introduction

Southover is regarded as an important part of the local community and as such, the school's Governors support appropriate use of our facilities by the community.

Governors recognise that with the letting of the premises it is essential that care is taken to ensure that they are safe and will be used appropriately. The Headteacher, School Business Manager and Caretaker are responsible for monitoring this.

Applications

Any application for a let must meet with the Headteacher's approval. The fee and agreement form will be determined by the Headteacher and administered by the School Business Manager and Finance Assistant. Appropriate documentation (including references) must be completed before the let. Invoices will be sent each half term.

Cancellations

Either party may cancel an agreed let up to five working days in advance of the let without suffering any financial penalty. Refunds will not be given after this time.

The school reserves the right to cancel any hiring if the accommodation is required for urgent official or academic business. In these circumstances, the Hirer will be reimbursed his hiring fee.

Letting Fees

It is important that the fee charged is appropriate and covers the additional energy and administration costs.

Hall/Classroom/Gym/Field:

Any period after school to 6.00pm:	£15 per hour
After 6.00pm, weekends and school holidays:	£25 per hour

Whole/half day Lets:

£125 per day
£65 per half day

An additional caretaking charge of £35 will be made for all lets at weekends, Bank Holidays and possibly late evening lets. Where extra costs or labour are incurred and above usual practice, we reserve our rights to raise fees.

There is no charge for clubs run by staff, parents or volunteers for children at Southover where no profit is being made.

Rates will be reviewed annually each summer (for implementation the following September, if adjusted) and are subject to the Headteacher's discretion.

Damage to Property

In the event of any accidental or intentional damage to the school building or property, the lettee shall be responsible for meeting the *full costs* of replacement or repair. ***NO SMOKING ON THE PREMISES.***

Procedures

When a letting has been agreed, details of the agreement and arrangements should be given in writing to the lettee. These include:

- availability of a first aid kit
- fire and emergency procedure
- procedures for reporting accident and incident to the school
- we operate a 'no smoking' policy on our site (this includes e-cigarettes)

Entry and exit arrangements are the responsibility of the school's Caretaker who will also arrange for the area to be cleaned after the let.

For evening lets, the only point of entry is from Potters Lane. *Car parking is not available.*

Insurance

Outside groups should be aware of their legal requirement to have necessary Police checks (DBS), please also see our Safeguarding and Child Protection Policy (available on our website: <http://www.southoverceprimary.co.uk/policies/>) and the appropriate level of insurance and indemnity cover (£10million) for the activities, particularly when organising/supervising children's activities.

Agreed by the Governors Finance Committee: 28/04/2025