

Margaret Roper Catholic Primary School

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Lettings Policy

Responsible: Finance Committee

Created: March 2011

Last revision: May 2016

Date last reviewed: May 2016



The Governing Body of Margaret Roper School does not let its premises for hire by private individuals from outside the school or parish communities. Use of school premises is permitted for:

- **Provision of after school clubs and holiday activities that cater for extended provision for pupils of the school.**
- **Provision of Extended school activities that cater to pupils in the Extended School Partnership clusters.**
- **Provision of Parish activities outside of normal school hours, if accommodation is available.**

In this Policy the persons letting the school for the purposes above shall be known as 'The User'.

SCALE OF CHARGES

The Governors of Margaret Roper School do not make charges for the use of school premises to the groups above, but request a donation from clubs and providers who make a charge to users for their services, to cover additional costs incurred in heating and lighting or pitch maintenance. These are negotiated at commencement of the letting period and are currently set at £50 per half term. The Governors allow the Headteacher to waive these charges if he believes that the provision is in the interests of the pupils and families of the school and where to make a charge might jeopardize the provision of a beneficial activity.

Charges are made by donation to School Fund.

CONDITIONS AND REGULATIONS FOR LETTING PREMISES

1. Enquiries for use of premises shall be made to the Headteacher and applicants are advised to see the Bursar/Caretaker at the school in order to ascertain the suitability of the premises for the purpose of the letting.
2. The Governors reserve the right to limit the number of people admitted to the premises depending upon the type and size of the accommodation let. The user takes responsibility for providing appropriate written risk assessment of activities and provision of a suitably qualified first aider. The School will ensure that before the letting takes place the user is aware of evacuation procedures in case of fire or emergency and location of first aid equipment.
3. The accommodation and furnishings must be left in the condition and location in which they were found. Any furniture moved from its original place must be returned. The use of school equipment, this includes the use of a piano, is not included in the let.
4. The Governors may cancel the letting with respect to any period of the letting in the event the premises are required for any educational or maintenance purposes or other purposes of the Governors or Headmaster. The school will give as much notice as is possible of any such event. Any donation already received for the period concerned will be returned but no other liability or consequential loss will be accepted by the school.
5. All applications for use of school premises must be made on the form supplied by the school office. Permission to use the premises is personal to the applicant who may not therefore assign it or sub-let the use of the premises.



6. All lets are subject to the user or his authorised representative occupying and vacating the premises at the stated times. The period of letting must allow for preparation and any necessary clearing afterwards.
7. The school has a no-smoking policy; therefore no smoking will be permitted within the school premises or grounds.
8. Nails, tacks, screws etc., shall not be driven into any of the walls (nor shall anything be stuck on to the walls using sticky tape), floors, ceilings or fittings and no preparation shall be used for polishing the floors. No alteration or addition to the electrical installation shall be made and no equipment or apparatus is to be connected to it.
9. No desks or fixed furniture in any room shall be disturbed or moved nor shall any furniture or apparatus be introduced without written permission.

The school premises and grounds are to be left in a clean and tidy condition. Any rubbish must be disposed of in the dustbin area next to the kitchen and not left within the school premises.

10. No furniture, instruments or equipment belonging to the user may be left or stored on the premises.
11. Notices must not be exhibited on any part of the premises without permission from the school.
12. The user shall undertake to see that the premises are used in an orderly way and for the purposes only for which they are expressly let. They shall reimburse the Governors the cost of making good any damage caused to the School property arising from the let however caused.
13. The School may also require a deposit to be paid to secure the reparation of any damage or cleaning which may be occasioned. Such deposits shall be returned to the user following the letting less any amount the School may deduct for repairing damage caused or cleaning necessary.
14. The Governors do not accept any responsibility for the loss of or damage to any goods or effects belonging to the user and/or members of the organisations, associations or clubs, or to any other person present, whether by fire or other reason, nor for any injury to any person or persons attending the premises from whatever cause (except in the case of such injury, the negligence of the Governors/LEA) neither will the Governors accept any responsibility for any breakdown, leakage, fire or accident rendering necessary any closure of the premises nor any interruption of the letting or of any repairs or renewals consequent on any such breakdown, leakage, fire or accident.
15. The premises are not licensed for public entertainment and the collection of money for admission can not be permitted. The activity that is permitted in the premises under the terms of the letting cannot therefore be advertised to the general public. All safety precautions must be observed at all times.
16. Users shall submit such returns as may be required by the Performing Rights Society Limited in respect of music performed by any means. Appropriate forms may be obtained from the Society.



17. The Governors reserve the right to refuse without explanation any application, and to cancel any letting at any time without written notice. On the termination of the letting under this Condition the Governors shall return to the user all or part of any money paid but shall not be under any liability for any loss or damage arising out of such termination.
18. Failure to comply with these Regulations in any part may render the user ineligible for further lettings.
19. The Governors reserve the right of entry to the premises let at all times of such Officers as they deem necessary for the proper supervision of the premises.
20. No gratuity is to be paid to the Caretaker or other staff who are the employees of the Governors.
21. All lets and charges are subject to a periodic review.

Agreed by the Governing Body ___March ___ 2011

Reviewed 1st February 2012
7th February 2013
28th January 2014
16th May 2016

Signed _____ (Chair of Premises & Finance)

Signed _____ (Headteacher)

