



ST MEWAN C P SCHOOL

Policy Co-ordinator – Andrew Gibson

Lettings Policy

Date: September 2019

Review Date: September 2021

The primary purpose of the School site and buildings is for the education of pupils attending St Mewan School. Public lettings during the school day are not considered appropriate, as groups of visitors onto the site are potentially disruptive to the educational environment and may cause potential safeguarding dangers.

It is recognised that the school operates within the wider community. Its facilities should therefore be made available to local groups when this does not conflict with either the interests of its pupils, the work of its staff or the peace of our neighbours.

Policy

It is the governors' policy that whenever it is reasonable and practical, use of the school's physical resources outside the school day be permitted by members of the local community.

Lettings to local groups will be dependent upon payment of a fee and acceptance of the terms and conditions set out in the Booking Application Form (See Appendix One). The fees for a letting will be set at a level to ensure that income taken covers the costs (lighting, heating, staffing, etc) of the activity. Any profit generated by such lettings shall be solely used to benefit the education of pupils who attend the school.

The PSA of St Mewan School will be exempted from any charge in respect of fund raising activities or social events benefiting pupils and/or their families.

All lettings are subject to authorisation by the Head Teacher on behalf of the School Governors. Notice of lettings will be made available to the Site and Buildings Committee. Conditions of Letting

1. Any persons hiring the premises for use with children or vulnerable adults need to comply with safeguarding regulations, including the holding of a valid DBS. The person letting the premises must also ensure that only DBS compliant personnel are used.
2. Cancellation. The full fee will be payable if cancellation is less than four weeks before event. The school reserves the right to cancel bookings when they clash with school business at least four weeks prior to the event.
3. Damage. The hirer will pay the full cost of repair, or replacement of any fixtures or fittings that become unserviceable or unsuitable for use through damage caused by any person attending the function, whether deliberate or otherwise.



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4. Behaviour. The hirer is responsible for the behaviour of all persons organising or attending the function, and to be liable for any costs incurred by St Mewan School, or any third party that results from any actions of any person organising or attending the function. At all times the organiser and attendees must be mindful of the neighbours feelings and rights.
6. Persons Attending. Only personal guests or members of the private organisation hiring the School facilities may be admitted to a function. Any person attending any function shall do so by way of a ticket paid for prior to the function, or by written invitation issued prior to the function.
7. Maximum Numbers Attending. Health and Safety considerations restrict the School Hall to a maximum number of 180 people.
8. Alcohol and Drinks. Unless a licence has been applied for and granted, alcohol may not be resold. Alcohol may however be brought by persons attending the function for their personal consumption. A sensible drinking policy is expected to be followed and the behaviour of attendees appropriate to the environment.
9. Smoking. Smoking is not permitted on the school grounds.
10. Insurance. The Hirer should provide their own public liability insurance for all lettings. The school will ask groups working with children to provide evidence of the appropriate CRB checks prior to lettings being commenced.
11. It is the responsibility of the Hirer to ensure the premises are left in the same condition in which they were found. Should they be otherwise, an additional charge will be levied against the hirer in line with the cost of making good.
12. The hirer shall admit any member of school staff to any function to ensure that the conditions of this booking are complied with.
13. Timings. No function shall clash with school business.
14. The School shall have the right to cancel any booking, whether confirmed or not, without prior notice, if it suspects that any of the above conditions have been broken by the Hirer, or any person organising any function or event, or any conditions printed on this booking form is likely to be broken, by any person attending any function or event, or connected with the function or event in any way.
15. The school accepts no responsibility for loss, damage or theft of personal items on the school grounds.



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Information for Users

St Mewan School
St Mewan Lane
St Mewan
St Austell
PL26 7DP
Tel. 01726 74887

Email: secretary@st-mewansch.org
Headteacher: Mrs Elaine Badger [01726 74887]
Site Manager: Andrew Gibson [07966 519946]

Before the start of your function please familiarise yourself with the location of the following;

1. Emergency Exits
2. Fire Alarms
3. Telephones. To obtain an outside line dial 9 followed by the required number.
4. First Aid box which is located inside disabled toilet by year 3.
5. Any pre-existing damage to the venue, notifying the school of its existence.

EMERGANCY CONTACT NUMBER - ANDREW GIBSON 07966 519946