

LETTINGS POLICY

Principles

We are committed to letting various parts of the school premises and to maximise the income received from these lettings for the benefit of the school and its students.

We aim to:

- Generate additional income to Lyons Hall School for the benefit of its students
- Ensure there are clear 'Conditions of Hire' and 'Scale of Charges'
- Ensure insurance and Health & Safety requirements of lettings are met in full
- Allow lettings to two main categories
 1. Community Use
 2. Commercial Use

Practises

With the aforementioned aims in mind, it is the Policy of this school:

- That use of the premises for school functions will take priority over lettings.
- The Governing Body will set charges for lettings guided by these principles
- Lettings to bona fide community groups will be charged at discounted rates to cover caretaking, energy, wear & tear, administration.
- Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school
- Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing Body.
- The school will retain income derived from lettings, and costs to the school of lettings will be met from this income.
- The school premises will not be let to individuals or organisations if there is a reason to believe that the same of the school will be brought into disrepute.
- The school premises will not be let for functions where a Public Entertainment Licence is required.
- Decisions whether to permit lettings will be made by the Governing Body.
- All persons hiring the school premises will be expected to conform to the relevant Health and Safety regulations.
- There will be an annual review of the charges in April.

CONDITIONS OF HIRE

1. All regular bookings will be invoiced monthly in advance and the full hiring charge for the month is to be paid by return. Occasional hires will be invoiced 14 days before the date of the hire and the fee will be paid before the date of the hire. Receipts will be issued on request.
2. If the original hours of the hire are exceeded, then an additional charge equal to twice the hourly rate will be made for each excessive hour or part hour.
3. The hiring times must be from the time that the first person requires entry until the time the last person leaves the school grounds, and must include preparation and clearing up time.
4. All entrances to the school to be kept clear of vehicles at all times.
5. Cars are parked at owner's risk.
6. All fire exits are to be kept clear at all times.
7. The school retains the right to refuse or cancel any application.
8. The school may cancel or terminate at any time, any hiring if there is any omission from or misstatement in the application form; or if the premises are hired or used for any purpose for which they have not approved; or if payment is not paid on time.
9. The hirer will be responsible for:
 - Any damage which may be caused to the school premises or its contents by any visitor **or**
 - Any loss or injury suffered by any person as a result of this hiring and the hirer shall indemnify the school in respect of any such damage loss or injury.
10. The hirer shall be responsible for the behaviour of all their visitors at all times.
11. No smoking to be permitted in the school building.
12. No noise, which is audible outside the school building, may be permitted and the hirer shall ensure that all visitors enter and leave the school premises quietly. Excessive noise may cause hiring to be terminated.
13. No booking shall extend beyond the hour of midnight.
14. All areas used by the hirer must be left in a tidy condition.
15. The hirer shall pay on demand the cost of reinstating or replacing any part of the premises or any property whatsoever belonging to the school, in or upon the premises, which is damaged, destroyed, stolen or removed during the period of hiring.
16. No dogs will be permitted except Guide dogs.

I acknowledge receipt of and agree to comply with these conditions of hire.

Date.....

Name.....

Signature.....

PLEASE RETURN ONE SIGNED COPY TO THE SCHOOL

CONDITIONS OF USE FOR ASTRO TURF PITCH

1. NO SCREW IN STUDS OR BLADES TO BE WORN.
2. NO FOOD TO BE TAKEN ONTO THE ASTRO TURF.
3. NO DRINKS OTHER THAN WATER TO BE TAKEN ONTO THE ASTRO TURF.
4. NO JEWELLERY TO BE WORN.
5. NO SMOKING (LYONS HALL SCHOOL IS A NO SMOKING SITE).
6. DO NOT MOVE OR SWING ON ANY GOALPOSTS.
7. DO NOT CLIMB THE PERIMETER FENCE.
8. DO NOT BRING SHARP OR HEAVY OBJECTS ONTO THE ASTRO TURF.
9. NO ANIMALS TO BE TAKEN ONTO THE ASTRO TURF.
10. ALL EQUIPMENT/ LITTER TO BE REMOVED AT THE END OF EACH SESSION.
11. ONLY USE THE AREA/ EQUIPMENT ASSIGNED TO YOUR BOOKING.

THE USE OF THE ASTRO TURF WILL BE MONITORED AT ALL TIMES BY THE SCHOOL'S STAFF.

ANY GROUP/ INDIVIDUAL FOUND NOT TO BE FOLLOWING THE CONDITIONS OF USE WILL HAVE THEIR BOOKING TERMINATED.