



# Carnforth Christ Church C of E Primary School

## LETTINGS POLICY

### MISSION STATEMENT

Christ Church C of E Primary School is a vibrant, stimulating and caring educational community which exists to celebrate the uniqueness of every person, made as they are in the image and likeness of God.

### AGREEMENTS MADE BY THE GOVERNING BODY

1. The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.
2. The hirer must be willing to meet with school officials and provide details of their aims and objectives.
3. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body.
4. Each hirer using the school will be required to nominate a contact person, whose details will be provided on the Lettings Application Form. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
5. Long term lettings will be provided with a key to the back door and alarm fob. It is the responsibility of the hirer to ensure this remains safe. Any lost keys/fobs may incur a replacement charge.
6. This person will ensure that only the designated accommodation is used and the building is left in the good condition in which it was found.
7. The Lettings Officer or Headteacher will determine if a nominated person from school is required onsite when the premises are being used. If not, a responsible person must be on call; however, the nominated person will open and secure the building. This will be agreed with the hirer at the application stage.
8. A Lettings Application Form and Memorandum of Agreement and Indemnity must be completed by ALL applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer. For long term lettings application forms will be reviewed on an annual basis.
9. Any hirer that uses the school must be properly insured and insurance documents must be attached to the application.
10. Arrangements for the payment of each letting will be made in advance with the hirer concerned.

11. Smoking is not allowed anywhere on the premises, in line with school policy.
  
12. Alcoholic Drinks –
  - a. An occasional licence must be obtained where appropriate but must be acquired in consultation with the Headteacher or Lettings Officer. The Licensee is responsible for conduct of bar sales, etc.
  - b. No alcohol is to be stored or retained on the premises when pupils are in school.

C. Prince  
Updated January 2020

Reviewed February 2022 by C. Prince with no changes made.