



# BYRCHALL HIGH SCHOOL

## Lettings Policy

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The Headteacher and Governors will consider requests for lettings of the school premises with power to give consent delegated to the Extended subject to the terms of this policy.

All requests for lettings should be made in writing, on a lettings form provided by school and clearly state the purpose of the letting. The hirer, when signing this form, will agree to the 'Conditions of letting of School Buildings' which will reflect this policy.

**The hirer** must produce evidence of current public liability cover prior to commencement of the letting.

**The hirer** will, during the period of hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the Highway or playgrounds.

**The hirer** shall not use the premises for any other purpose for that which the letting was agreed nor sub-let facilities to any other party.

**The Governing Body** reserves the right to cancel a hiring should school be required for use (e.g. an open or parents' evening). The hirer may in these circumstances, be entitled to a refund of fees or an alternative date free of charge.

**The hirer** shall, at the end of the letting, ensure that the premises are in a reasonable condition. Should any additional cleaning be required after the letting, the hirer will be charged at the current caretaker's rate.

**The hirer** shall be responsible for complying with legal requirements on admission of persons to the premises during the letting and for obtaining any necessary licences and consents not covered by those obtained by the school.

**The hirer** shall undertake to indemnify the Governing Body against all losses, claims, demands, actions, proceedings, damages or costs arising in any way from the letting or by breach of any conditions of letting by the hirer.

**The hirer** shall not display slogans, flags or advertising on school premises without permission from the school.

**The hirer** must ensure that any lighting or electrical appliances connected to the mains supply of the premises shall be properly insulated and that electrical plugs or sockets are not overloaded.

**The hirer** must ensure that scenery and costumes used for stage performances are fireproofed.

**All fees payable will be either in line with a published tariff or by negotiation with the school.**

**The governors** shall review the tariff as they see fit.