

# Hurst Green Infant School and Nursery

## Lettings Policy

### AIMS

The aim of this policy is to provide guidelines for the use of school facilities for the benefit of the school and its community.

### POLICY STATEMENT

1. The needs of the school, that is, of the staff and pupils users shall be given priority.
2. The Governors will always aim to balance the allocation of lettings to community use and to general hirers.
3. The Governing Body has the right to refuse any request for hiring.
4. All lettings administration must comply with Section M (Community Use of Schools) of Surrey County Council Finance Manual.

### LETTINGS POLICY

1. Hirers must apply on form ED110 and must sign to confirm that they have read and agreed the terms and conditions.
2. A letting will only be confirmed on receipt of the completed booking form. A copy of the lettings policy will be issued with the confirmation.
3. A refundable deposit may be requested for certain lettings.
4. Payment for all lettings shall be paid in advance. No refunds will be given if the hirer is unable to fulfil his part of the lettings agreement.
5. Standard rate V.A.T. may be payable. See Section M of the Finance Manual for details.
6. All non-Education users must be covered by insurance. The SCC requirement is that an insurance charge as a percentage of the letting fee will be made if the hirer is not in possession of his/her own insurance policy with current SCC recommended public liability cover.
7. Charges for lettings will be reviewed annually in September. Further information regarding fees and lettings procedures can be obtained from the School Business Manager.
8. Surrey County Council operates a No Smoking policy on all its premises.
9. The school is committed to safeguarding and promoting the welfare of children and young people and expects all hirers of the premises to share this commitment. All hirers working with children are required to have an enhanced DBS disclosure, details of which will be kept on file.

Reviewed: Autumn 2020

Next Review: Autumn 2023