



Fairburn View Primary School

Lettings Policy

Version - 1

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Prepared By: Jenny Allison

Signed by: _____

Head Teacher – Alex Webb

Signed by: _____

Chair of Governors – Jonathan Foster

The letting of Fairburn View Primary School premises is under the control of the Governing Body. We are able to hire out the following:

1. School Hall
2. School Field including the MUGA (multi use games arena) – without floodlights.

Invoicing and Payment

1. The hire of the premises shall be in accordance with the School's scale of charges and a deposit must be made prior to the letting. **The cost is £50 per hour.** If a deposit has not been received one week prior to the date or to the first date of a series, then the letting will be deemed to be cancelled. The balance is due in advance of the letting date. Any deposit will not be refunded.
2. For lettings on a regular basis, payment must be made termly (during the term of the let). Terms referred to be School term dates.
3. In all cases, the hire shall be conditional upon the completion of an application form by which the Hirer undertakes:
 - a. To abide by the regulations.
 - b. To make good any damage to premises, furniture or equipment arising from any act for which the Hirer is responsible.
 - c. To accept the decision of the School and its Governors should questions arise on any point.
4. When the facilities are to be used by a group of people or members of a club a nominated contact person, and contact details must be notified to the school. This person will be responsible for settling, on behalf of the group or club, all invoices related to the hire of the premises.
5. Please make any cheques payable to **WMDC**.
6. Invoices will be raised and sent to the nominated individual who is responsible for the hiring of the facility.
7. Certain bookings are exempt of VAT charges. If further clarification is required then please contact the school.

8. The charges for the use of the facilities are set and reviewed annually by the Governors. In special circumstances, and dependant on the extent of the partnership the outside body has with the School, these may be revised. If you would like to investigate the possibilities of a reduced cost hiring please contact the school.

General

9. When the school hall is hired for public entertainment or meetings, the hirer shall ensure that sufficient stewards are available at exits and entrances. The maintenance of order shall be the entire responsibility of the Hirer. The number of persons attending a function should be in line with the current Fire Regulations which state :
 - a. For the school Hall, a maximum number of 200 seated persons.
 - b. For meetings and activities in other room's maximum occupancy will be agreed following negotiation with the School.
 - c. If an audience is seated the chairs must be linked together, wherever possible.
 - d. Compliance with these regulations will be the responsibility of the Hirer.
 - e. Must comply with the latest covid / pandemic regulations.
10. The school hall is licensed for Music, Singing and Dancing.
11. The Hirer must assume responsibility for providing any chairs or seats additional to those in the rooms hired and must undertake the removal of such chairs or seats before the commencement of school the following day. No responsibility for the acceptance or removal of any property can be taken by the school or the Governors. A fee will be charged for storage of any property not removed at the end of a hire period.