

EBOR ACADEMY FILEY

LETTINGS POLICY

The Governing Body of Ebor Academy Filey is committed to ensuring the efficient use of the school's premises and making them available for use by the local community. To this end they have adopted this lettings policy.

The Governing Body is required to ensure that any expenditure resulting from the use of school premises by external organisations does not fall from the delegated budget. Consequently a scale of charges for the use of the accommodation has been produced and is reviewed by the Governing Body each year.

Authority is delegated by the Governing Body to the Headteacher and School Business manager to deal with requests for lettings of a routine nature. Where any prospective letting involves extended use of the premises (over a number of days/nights or after midnight) or where the prospective hirer is not known to the Headteacher the chairman of the governing body should be consulted.

Hirers are responsible for damage to premises or property which occurs during or as a result of their letting and appropriate supervision arrangements should be in place or activities held in buildings or grounds.

The Trust maintains insurance cover for liabilities incurred by Governors with regard to lettings, but insurance for liabilities incurred by hirers is the responsibility of the hirers.

Hirers are responsible for removing or otherwise disposing of litter or rubbish resulting from their use of the premises or grounds.

No smoking/drinking of alcohol is permitted by individuals on the school premises.

A minimum of two weeks' notice is required by the school for all lettings. The standard lettings forms should be completed by the school and signed by the hirer in advance of the letting.

Where hirers use equipment that is the property of the school the Headteacher's representation shall satisfy themselves that the hirer is capable of using such equipment.