



Lettings Policy

The Governor Body are pleased to be able to allow groups to hire the school hall for after school clubs and activities.

Any additional expenses incurred in such a letting are stated below

- Application for the use of this school must be made to the Headteacher, preferably 28 days before the use of the facilities is required.
- The Governors have delegated control of lettings to the Headteacher.
- When the letting has been approved by the Headteacher an official booking form should be sent to the hirer stating the details of accommodation, the conditions of the letting and the charge.
- Any hirer shall be responsible for leaving the premises in the condition in which they were found, and shall be responsible for any necessary cleaning or repairs.
- There should be NO SMOKING on the premises at any time. Our school is a NO SMOKING ZONE.
- Any person or group hiring the school premises may not charge admission to enter the premises.
- Any person wishing to hire the premises must adhere to the Health & Safety instructions listed in Appendix 1
- Proof of an adequate Insurance Policy will be required.

| <i>NB. For hire during the school day, please enquire at the school office</i> | Clubs /activities involving pupils | Hire to private individuals | Hire to DCC |
|--|------------------------------------|-----------------------------|-------------|
| From 3.20pm up to 5.30 pm | £10.00 | £20.00 | £20.00 |
| Each successive hour, or part thereof | £20.00 | £20.00 | £20.00 |

Adopted :04 February 2013
Date of review : January 2013
Next review date: February 2015

Sherborne Abbey CE VC Primary School's Health & Safety Points

Appendix 1

It is up to the hirer of the hall to read this document fully before occupying our premises. Hirers are more than welcome to look around the hall for familiarisation before their event. Any defects please report immediately to the school office.

Insurance

- Evidence of a current , adequate Insurance Policy will be required

Phone

- There is no phone line in the hall. All hirers must provide their own mobile phone in case of emergencies.

Pupil Emergency Contacts

- It is the responsibility of the Hirer to obtain all contact information and relevant medical history for any children attending a club or activity run by them

Fire

- All persons should be evacuated immediately through the rear doors of the Hall or Music Studio, into the car park area.
- The full address for the Emergency Services is:-
Sherborne Abbey Primary School, Lenthay Road, Sherborne. DT9 6AQ

First Aid

- There is a fully stocked First Aid Box in the kitchen to the left of the cooker.

Fire Exits

- The Fire Exit in the Hall is through the double doors at the side.
- The Music Studio has a door at the rear.

Break Glass Points

There are three in the Hall area.

1. By the door which leads to the school corridor
2. By the main school entrance door

Contact numbers in an emergency only:

Sue Wood (Caretaker): 07445 408866

Dorset County Council (24 Hours) 01305 221909