

HURST PRIMARY SCHOOL



Letting & Use of School Premises Policy

Policy Reviewed: Spring Term 2017

To be Reviewed: Spring Term 2019

Signed: *Emilia*

Dated: 23/03/2017

HURST PRIMARY SCHOOL

Lettings & Use of School Premises Policy

Hurst Primary School does not, as a rule, allow the school to be used for activities or events other than those approved by the Finance & Premises Committee. *The school does not let its buildings and grounds for profit. All outside organisations hiring any part of the school must have an existing connection with the school and the activity organised should directly benefit the children and families of Hurst.*

Hirers are asked to remember the following points:

Noise

Hurst Primary School is located in a residential area and for this reason regard must be had to the possibility of complaints from local residents about noise arising out of school hours.

Smoking

Hurst School has a no smoking policy.

CONDITIONS OF USE OF SCHOOL PREMISES

- 1 Hirers must include setting up and clearing away time within their total hiring time.
- 2 The premises and/or grounds shall be left in a good condition after an event. Furniture must be replaced. Any rubbish must be removed.
- 3 The premises and/or grounds must be vacated by the agreed time.
- 4 The hirer needs to make their own arrangements for insurance as the school covers the schools own liability and not that of the hirer.
- 5 The hirer is responsible for health and safety and first aid of all those present during the hire period.
- 6 The premises and/or grounds shall not be used for any other purpose than that agreed.
- 7 No inflammable materials should be brought onto the premises and/or grounds without agreement.
- 8 The school is not licensed for public music or sale of alcoholic drinks and hirers will need to make their own arrangements for appropriate licences. Approval for the consumption of alcohol on the school premises and/or grounds must be sought at the time the event is agreed with the Head Teacher.
- 9 Specific requirements for seating need to be arranged with the school before the hire period.
- 10 The number of persons using the school should not exceed the number agreed.
- 11 The hirer shall not allow any animal to enter or remain in the hired premises without the approval

of the Head Teacher.

- 12 The hirer must acquaint themselves with arrangements for escape in the event of fire.
- 13 The Governors will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any property, articles or things whatsoever including motor vehicles placed or left upon the premises by the hirer.
- 14 Fees for hiring school premises shall be determined by the Governing Body, subject to revision from time to time by the Governing Body as it sees fit.

This policy should be read in conjunction with Hurst Primary School's Charging Policy for extra-curricular educational and sporting activities.