



## Blessed Robert Widmerpool Catholic Voluntary Academy

### Charging and Lettings Policy

#### Introduction

The school premises are the responsibility of the Governing Body of Blessed Robert Widmerpool Catholic Voluntary Academy and no other person or body has the authority to permit organisations or individuals use of any part of the premises or playground areas.

The governing body delegates' authority to allow use of the premises or grounds to the head teacher and such a decision is final. No reason for refusing a request needs to be given. No other individual governor or member of staff employed by the school can authorise a letting.

The school will not allow its premises to be used for political purposes if this would in anyway promote unlawful discrimination.

Any use of the premises must not interfere with the work of the school and the schools' needs will always take preference over any letting.

#### The Parish

The Governing Body recognise and value the links with the parish and are willing to allow certain uses by bona fide organisations of the parish.

The school does not have a public entertainment's licence and is therefore restricted on the type of use to which the school hall is put.

The use of school facilities is at the expense of the school and there will be a scale of charges, dependent on the length of use, day of use, and caretaker costs.

#### Other Possible Users

Where the use of the premises is for the benefit of the school, i.e. Parents Group events then a nominal rent may be charged at the discretion of the head teacher.

The premises will not be let to individuals for social events.

#### Insurance

All users of the premises should have adequate insurance cover against injury to persons or damage to the premises.

#### Damage Bond

In some instances the head teacher may ask for a damage bond of £100 to be paid in advance of the letting, in addition to any other charges.

#### Health and Safety

- Before any use of the school premises by an outside body a risk assessment must be completed.
- The users of the premises are responsible for informing those attending the function of the fire precautions and safety procedures for evacuating the premises

- There must be a nominated person in charge of those present at all times to ensure safe behaviour and that no damage or disruption is caused to the building or its contents.
- The users are responsible for providing cover for First Aid and Injuries
- Smoking is not permitted on the school site which includes grounds

### **Cancellation**

The school reserves the right to cancel bookings without notice, to enable essential maintenance to be carried out or if the premises become unsafe or unusable for whatever reason.

### **Charges**

The scale of charges for use is at the discretion of the head teacher but should include a contribution to energy and caretaker costs. The number and type of lettings will be reported to the Finance and Premises Committee and a scale of formal charges agreed on an annual basis.

### **Other Charges**

No charges are made for any school activities. However voluntary contributions are requested for the following reasons: -

- Cooking activities
- Educational visits
- Residential visits
- Sports clubs and those who participate in fixtures
- Before and after school clubs run by outside agencies

The following items are sold by the school:

- School Uniform items

Parents are asked to pay for lost/damaged school materials.

The headteacher may request a contribution of £5 for signing documents such as passports.

**Review date:** April 2017