

McKee College House

Lettings Policy

This policy has been written for ...	Any 3 rd party wishing to use the premises and property of McKee College House.
Copies of this policy may be obtained from ...	<ul style="list-style-type: none"> • The school office in a hard copy on request • The school website on www.mckee.lancs.sch.co.uk •
This policy links with the following policies and procedures	<ul style="list-style-type: none"> • LCC guidance on lettings
Participants and consultees in the formulation of this policy were	Lancashire County Council Letting Department
Edition, Review frequency and dates	<ul style="list-style-type: none"> • This is version 1 February 2021 • This policy is reviewed every 3 years • The next review will be 1 February 2022.
Relevant statutory guidance, circulars, legislation and other sources of information...	<ul style="list-style-type: none"> •
The Lead member of staff is	Headteacher
Definitions and key terms used in this policy	Public Liability Insurance
Appendices	LCC guidance on Lettings. Application form.
Copying	No school policy is ever written in isolation. Acknowledgement of sources of advice and significant influence in the development and recording of policies at McKee College House are noted on the front page. We request that any schools or organisations incorporating large sections of this policy without alteration should make similar appropriate acknowledgement. This format is based on the format adopted by "The New School , West Heath"

Introduction	The Headteacher and Management Committee regard the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Headteacher and the Management Committee should be to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations should be considered with this in mind.
The Aim of this policy ...	To enable any member of the community who would like to let this school fully understand the process and procedures which they need to follow to facilitate that letting.
The Objective of this policy ...	To give full details on the letting process for this school.
Strategies	<p>The Management Committee actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.</p> <ol style="list-style-type: none"> 2. The hirer must be willing to meet with school officials and provide details of their aims and objectives. 3. The Headteacher and Management Committee will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Management Committee. 4. Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise. 5. The Management Committee will determine if a nominated person from school is required on site when the premises are being used. If not, a responsible person must be on call. 6. A Letting Application / Indemnity Form must be completed by all applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer. For long term lettings application forms will be reviewed on an annual basis. 7. Any hirer that uses the school must be adequately insured (with a minimum of £2m public liability insurance) and insurance documents must be attached to the application. 8. All hirers must comply with health and safety legislation. 9. The hirer is responsible for ensuring that CRB checks have been undertaken where appropriate. 10. Arrangements for the payment of each letting will be made in advance with the hirer concerned. 11. Smoking is not allowed on the premises in line with school policy. 12. Alcoholic Drinks – <ol style="list-style-type: none"> a. An occasional licence must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc. b. No alcohol is to be stored or retained on the premises when pupils are in school.
Person with particular responsibilities	Headteacher, Management Committee, School Business Manager, School site supervisor
Other Participants and Stakeholders	All staff, students and parents

**Monitoring and
Evaluation**

The impact on the school of any let will be fed back to the Management Committee by the headteacher.